



# ST. BERNADETTE

## CATHOLIC SCHOOL

### 2023-2024

### Student-Parent Handbook

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We regret any inconvenience caused by errors or omissions. We worked diligently to make the contents as accurate as possible with the information available.

*The principal has the right to amend anything included in the handbook at any time.  
Handbook is updated for each school year.*

## TABLE OF CONTENTS

<b>ST. BERNADETTE MISSION STATEMENT.....</b>	<b>5</b>
St. Bernadette School Belief Statement.....	5
Accreditation and Continuous Improvement.....	5
<b>SCHOOL LEADERSHIP.....</b>	<b>6</b>
School Faculty.....	6
Substitute Teachers.....	6
St. Bernadette Parent Teacher Organization.....	6
<b>PARENT VOLUNTEER PROCESS.....</b>	<b>7</b>
<b>ADMISSION POLICY.....</b>	<b>8</b>
Non-Discrimination Policy.....	8
Family Custodial Relationships.....	9
Homeroom Placement Requests.....	11
Withdrawal.....	11
Permanent Records.....	11
<b>TUITION 2023-2024.....</b>	<b>12</b>
Financial Aid and Scholarships.....	12
EdChoice Scholarship Program.....	12
Angel Scholarship Fund.....	12
Aftercare.....	12
<b>SAFETY AND SECURITY.....</b>	<b>13</b>
Safety Drills.....	13
Emergency/Crisis Management Plan.....	13
Emergency School Closings.....	13
<b>ATTENDANCE.....</b>	<b>14</b>
Absence.....	14
Family Vacations.....	15
Completing Missed Work After an Absence.....	15
<b>ONLINE ACCESS FOR PARENTS AND GUARDIANS.....</b>	<b>15</b>
School website.....	15
Digital Academy.....	16
<b>RELIGIOUS FORMATION.....</b>	<b>16</b>
Religious Instruction for Non-Catholic Students.....	16
Sacrament Fees.....	16
Participation in Sacraments.....	16
Reconciliation Services.....	17
Worship.....	17
Servers.....	17
Religion Curriculum Text Book Series.....	17

<b>ACADEMIC PERFORMANCE AND PROGRESS.....</b>	<b>17</b>
Academic Honors.....	18
GPA Calculation.....	18
Eighth Grade Recognition/Awards.....	19
Standardized Testing.....	19
Parent-Teacher Communication.....	19
Parent Teacher Conferences.....	20
Retention.....	20
<b>ARRIVAL AND DEPARTURE FROM SCHOOL.....</b>	<b>20</b>
Tardiness.....	21
Public School Transportation Services.....	21
Bus Riders.....	21
Car Riders.....	22
Walkers & Bicycle Riders.....	22
Departure.....	22
After School Activities.....	23
Alternative Dismissal Procedures:.....	23
Early Dismissal for Appointments.....	23
<b>DAILY SCHEDULE.....</b>	<b>24</b>
<b>STUDENT DRESS CODE.....</b>	<b>25</b>
General Appearance.....	25
Girls' Dress Code.....	25
Boys' Dress Code.....	26
All Students.....	26
Summer Uniform.....	27
Physical Education Uniform.....	27
Hair.....	27
Headwear.....	28
Jewelry.....	28
Cosmetics.....	28
Outerwear.....	28
Mass Day.....	28
Dress Down Day.....	28
Dress Up Days.....	29
First Communion Dress.....	29
Eighth Grade Confirmation/Graduation Dress Code.....	29
Non-Compliance.....	29
<b>MISCELLANEOUS.....</b>	<b>29</b>
Use of the Telephone.....	29

Cell Phones.....	30
Forgotten Items.....	30
Lost and Found.....	30
Birthday Celebrations.....	30
Reservation of Facility.....	30
<b>HEALTH AND SAFETY.....</b>	<b>31</b>
Emergency Medical Forms.....	31
Physical Examinations.....	31
Immunization Records.....	31
Illness.....	32
Medication.....	32
Pregnancy Policy.....	33
Peanut Free Table and Allergy Procedures.....	33
AIDS Policy.....	33
St. Bernadette School’s COVID-19 Student Policies.....	33
Field Trips.....	36
Drug Policy Regarding Possession, Sale, Use, or Abuse.....	37
Anti-Bullying Policy.....	37
Sexual Harassment Policy.....	38
Sexual Abuse Policy (Protecting God’s Children).....	39
Harassment Policy.....	39
Student Threats Policy.....	40
Weapons Policy.....	41
Youth Gangs & Gang Related Activity Policy.....	41
Searches.....	41
<b>CODE OF CONDUCT.....</b>	<b>42</b>
K-3 Discipline Policy.....	43
Grades 4-5 Discipline Policy.....	43
Grades 6-8 Discipline Policy.....	43
Detentions.....	44
Additional Disciplinary Measures.....	45
Confidentiality.....	45
Student Acceptable Use Policy.....	46
<b>ARTIFICIAL INTELLIGENCE (AI) POLICY.....</b>	<b>46</b>

## **ST. BERNADETTE MISSION STATEMENT**

*St. Bernadette Catholic Parish School is a Christ-filled learning community promoting faith, acceptance, service and peace.*

### **St. Bernadette School Belief Statement**

WE BELIEVE:

- successful education requires the collective effort of the student, staff, parent and community
- high expectations foster greater academic achievement
- that a quality education teaches the whole child: spiritually, emotionally, academically, and socially
- in honesty, integrity and responsible behavior
- a safe, nurturing environment promotes growth and success
- in a learning environment that values each individual and promotes self-worth
- that everyone has the right to be respected and has the obligation to give respect
- in teaching God's children how to proclaim and live the Gospel in their everyday lives
- the commitment to continuing improvement is necessary for our school to enable students to become self-confident, self-directed, and therefore, lifelong learners.

### **Accreditation and Continuous Improvement**

St. Bernadette School is a Catholic school in the Diocese of Cleveland and is fully accredited by the Ohio Department of Education, through the Ohio Catholic Accrediting Association (OCSAA).

Our current Continuous Improvement Plan cycle, flowing from our Mission, from our Belief Statements, and driven by data, is guided by two main goals, one for Catholic Identity, and one for Student Performance.

### **Catholic Identity Goal**

Students will analyze and integrate the Gospel Values into everyday life by working collaboratively with diverse groups.

### **Student Performance Goal**

Students will grow in leadership and collaboration skills to improve student learning.

## **SCHOOL LEADERSHIP**

Father Philip Rocco, Pastor

Father Joseph Menkhaus, Parochial Vicar

Mrs. Maureen Goodwin, Principal

Mrs. Mary Beth Sullivan, Assistant Principal

### **School Faculty**

The faculty of St. Bernadette School are fully accredited, professional teachers. All the teachers hold current licensure in the State of Ohio and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades PreK-3 are hired primarily as self-contained classroom teachers. Teachers in grades 4-8 work in their areas of expertise and certification.

### **Substitute Teachers**

When a teacher is out of school because of illness, professional meetings, or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the Principal to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be engaged. The substitute will work closely with the classroom teacher and the Principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect may be sent to the Principal for disciplinary action. Substitute teachers have permission to follow every part of the St. Bernadette discipline policy.

### **St. Bernadette Parent Teacher Organization**

The Parent Teacher Union (PTU) is made up of parent volunteers who participate in many events throughout the year. The PTU meets monthly, August - May. Every parent and all St. Bernadette Faculty are invited to meetings.

## **PARENT VOLUNTEER PROCESS**

All parent volunteers who assist in the classrooms, special events and extracurricular activities are required by the Cleveland Diocese to complete Virtus training and a background check. Virtus training sessions are offered online. To register, please visit [www.virtus.org](http://www.virtus.org). Please contact the school office if you are unable to register on-line or have any questions.

All volunteers must have completed:

- 1. VOLUNTEER APPLICATION:** Complete and submit to the school office the Saint Bernadette School Volunteer Application. Proof of identification (*i.e.*, copy of current driver's license) must accompany all applications.
- 2. BACKGROUND CHECK:** Volunteers must partake in a Ohio Bureau of Criminal Identification and Investigation (BCI) check until it expires five years from when it was taken. For locations, please check the list on the Ohio Attorney General's [website](#). After five years, this check expires and can be renewed through [selection.com](http://selection.com).
- 3. ATTEND AN EDUCATIONAL AWARENESS SESSION TITLED *PROTECTING GOD'S CHILDREN or VIRTUS*:** Awareness sessions are held at parishes throughout the Diocese. Information regarding class locations, schedules and registrations [here](#).
- 4. PROTECTING GOD'S CHILDREN ONLINE UPDATES:** Once you attend the educational awareness session, you will automatically receive online bulletin updates. **View the online video series "Child Protection Policy In-Service" found on the Diocesan website:** <http://www.dioceseofcleveland.org/childprotection>
- 6. READ THE DIOCESAN POLICY FOR THE SAFETY OF CHILDREN IN MATTERS OF SEXUAL ABUSE (2016) AND SIGN ACKNOWLEDGMENT FORM:** This policy can be found [here](#). The acknowledgement form is the last page of this document and must be printed, signed and returned to the school office.
- 7. READ THE DIOCESAN STANDARDS OF CONDUCT FOR MINISTRY (2016) AND SIGN ACKNOWLEDGMENT FORM:** This policy can be found [here](#). Print, sign and return the acknowledgement form to the school office.

**VIRTUS TRAINING:** Login into <https://www.virtusonline.org/virtus/>

### **BACKGROUND CHECKS**

All employees and volunteers who have contact with students undergo thorough screening, including background checks through the Ohio Bureau of Criminal Investigation & Identification (BCI&I). For complete information on screening policies, see the revised [Policy for the Safety of Children in Matters of Sexual Abuse](#), section 1.2 (p. 3).

## **ADMISSION POLICY**

St. Bernadette School is a Catholic, parochial, elementary school operated by St. Bernadette Parish, to provide a quality Catholic education for the children of the parish. St. Bernadette School does not discriminate on the basis of religion, sex, race, color, or national or ethnic origin in administration of our educational and admission policies. All students are encouraged to participate in the Catholic educational experience and are nurtured to reach their potential. The feasibility of accepting any child into St. Bernadette School will be dependent upon the school's ability to meet the child's educational needs. Reasonable accommodations will be made, if feasible, to include a student in the St. Bernadette School community.

### **Non-Discrimination Policy**

Non-parishioners may be admitted to St. Bernadette School on a space available basis. Placement of all students in grades one through eight will only be made after evaluation of prior academic records by the appropriate school personnel to determine if our school can meet the academic needs of the child. Children entering kindergarten must be five years old by September 30. All children planning to enter kindergarten must participate in the kindergarten assessment process to determine school readiness.

If the number of student registrations exceeds the available space for any grade, the following criteria will be applied to determine placement:

1. Registered, active members of the parish.
2. Children with siblings already attending Saint Bernadette School.
3. Date of registration in the parish.

A waiting list will be maintained for active parishioners if class size has reached capacity. Those families with children on the waiting list who would like to continue on the waiting list the following school year should notify the school office during the registration period. School registration takes place at the end of January, and is announced in the parish bulletin. Official admission is not considered complete until all academic and health records have been received. *Admission for all new students is conditional for the first quarter.*

Student and family cooperation with school personnel, practices and policy is expected. Continued enrollment is not automatic or guaranteed. Students and families may continue to be enrolled in the school by invitation. Invitation to enroll in St. Bernadette School or continued enrollment in St. Bernadette School may be withdrawn at the end of the school year, or at any time during a current school year. Parents of children enrolled in school who are divorced must provide the school with a copy of the court



custody order or court approved agreement. Children living with other court assigned guardians must also provide the school with court approved guardianship documentation.

**The parent will be notified in writing that the student is:**

- accepted with the condition that the student's official records are received from the previous school within 20 days of acceptance.
- accepted with conditions
- placed on a waiting list
- not accepted

**Family Custodial Relationships**

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Bernadette School personnel will, therefore, send home notices and communications with the child. It is assumed that both parents are communicating regarding the child and that all information is shared **by** and **between** the parents. This information includes but is not limited to conference appointments, report cards, mid-quarter discussions with school personnel, and tuition statements.

In families experiencing separation of parents, pending divorce, or divorce, the above information will be sent home with the child to the parent who currently has primary custody of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child.

In cases of an actual divorce decree involving **clear custody by one parent**, the principal is to be informed by the custodial parent of this fact. A **full copy of the court decree** bearing the case number and the final page bearing the judge's signature is to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the **custodial parent**. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent.

"Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include

daily class work and papers or routine communications sent through the children to the home residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of his/her child, which includes sports' activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching the children. In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared **by** and **between** the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that **one** conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are **clearly** neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal and further reviewed by St. Bernadette School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. If there are questions concerning these procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

### **Homeroom Placement Requests**

St. Bernadette School invests a large amount of time and energy in creating balanced class lists for each school year based on a multitude of educational factors. In order to best meet the needs of all students in the school, St. Bernadette does not accept classroom requests. However, we greatly value the partnership between home and school. Should there be any information important for staff to consider when making class lists, this information is to be sent in writing to the school leadership by April 1 in order to be considered for the upcoming school year. Class lists are published online, through the Digital Academy the second week in August.

### **Withdrawal**

Families withdrawing from St. Bernadette School are required to notify the school Principal. If transferring, records will be sent to the new school upon request from the Principal of that school. Records will be withheld if the tuition account is not current. If the child has attended one day in any month, tuition is not refunded for that month. Students who are withdrawn for reasons other than a special education service need or a move out of the area will not be re-admitted without the approval of the administration.

### **Permanent Records**

The student's permanent record card contains standardized test results, final grade averages, attendance information and teacher's signature. Parents and/or guardians or their legal representative may have access to the official permanent record file. Parents may call the school office to review their child's records. Please allow two working days for records requests. Discipline records are not a part of the child's permanent record and are not sent on to the next school unless there are extraordinary circumstances making disclosure a legal requirement or written permission of the parent.

## **TUITION 2023-2024**

Education Fee (per child):           \$200 (K-8)

One Child:	\$4,790
Two Children:	\$9,175
Three Children:	\$13,400
Four Children:	\$16,075
Five Children:	\$18,700
Six Children:	\$21,100

Non Parishioner Rate:       \$6,100.

Four tuition payment plans are offered. A one-time annual payment or two semi-annual payments. These are invoiced to the parent. If you choose a quarterly or monthly payment plan, you must sign up for the FACTS tuition program. If you use the AfterCare (Beyond the Bell) program, you must also register on the FACTS system. The AfterCare is debited on the 15th of each month.

### **Financial Aid and Scholarships**

If any parent is in need of financial assistance, please contact the Parish Finance Office at 440-734-1300 and speak with Ms. Mary Egan.

### **EdChoice Scholarship Program**

The Educational Choice Scholarship (EdChoice) Program provides students from designated public schools the opportunity to attend participating private schools. The program also provides low-income students who are entering kindergarten through 12th grade scholarship opportunities.

### **Angel Scholarship Fund**

If you are interested in being considered for financial aid through the Angel Fund process, please [click here](#) and be sure you have completed the Grant and Aid Assessment evaluation. This assessment, performed through FACTS needs to be completed in order to be considered.

### **Aftercare**

2:30 pm - 5:30 pm Monday through Friday on school days.

\$30 Registration Fee, \$5.50 per hour

## **SAFETY AND SECURITY**

All doors of the school building are locked to outside access during the school day to insure the safety of all within the building. A doorbell is located outside the school's main office front doors. Closed circuit camera allows the secretary in the office to identify individuals at the door and speak with them prior to entrance into the office lobby. The main school door from the lobby is locked and can be unlocked, via a button in the school office, to allow visitors/employees into the main building. All visitors, including parents, must first report to the school office and sign in with their reason for visiting the school. Visitors must also sign out of the office when they leave the school. No person may go directly to the classroom or cafeteria during school hours. Forgotten lunches, books, etc., are to be brought to the school office.

### **Safety Drills**

In order to provide for a safe exit from the buildings or shelter in place, regular fire, tornado, and additional safety drills are held throughout the school year. In accordance with the Ohio Code, drills are practiced and a record of dates and times for such drills are kept on file. All students are expected to follow directions in an orderly manner. Parents will be notified by email before a shelter in place drill is carried out.

### **Emergency/Crisis Management Plan**

In the event of a crisis or emergency at St. Bernadette School, the appropriate emergency response procedures are activated. St. Bernadette School maintains and frequently reviews its Emergency Response Plan. The safety of students is our first priority in any and all crisis situations. In the event of an evacuation from the buildings and grounds of St. Bernadette School, students and staff will move to an alternative site to be communicated via School Messenger. Parents and/or guardians will be asked to follow specific pick up procedures set in place to ensure student safety. In addition to an alternative pick up site, an information center may be established to communicate with parents and guardians of the St. Bernadette students and staff via School Messenger. In the event of a weather or safety emergency, St. Bernadette School may adjust dismissal procedures. This may include changes such as indoor pick-up, delayed dismissal time, early release, etc. Information from the Emergency Information Forms regarding an early dismissal will be used if parents or guardians cannot be reached by telephone.

### **Emergency School Closings**

Please do not call the school or the parish office regarding closings. ***In the event of dangerous weather conditions, St. Bernadette School will close if Westlake City Schools close. We will notify our families regarding school closings via email, School Messenger and also on TV – Channels 3, 5, and 8.***

## **ATTENDANCE**

A successful education is dependent on a student's involvement and participation in class. When students are absent and tardy, they miss out on valuable experiences and this hinders their success.

Students begin to enter the building at 7:30 am and should arrive no later than 7:55 am. The school day concludes at 2:25 pm.

Students are expected to be in school on time, for the full day, every day, unless a medical or other excused reason exists. Parents are strongly encouraged to schedule medical and dental appointments and any other activities outside the regular school day. Family travel and vacation plans should be made during school vacations.

### **Absence**

In the event that a student will be absent from or tardy to school, the student's parent or guardian must report the absence or tardy to the school at **440-517-5777 no later than 8:30 am**. Please provide the following information when calling:

- Name of parent or guardian reporting absence
- Student's name
- Homeroom number
- Date of absence
- Reason for absence

Students returning to school from an absence must present a note from a parent or guardian explaining the reason for the absence.

A student who is absent on a particular day may not participate in any school or parish sponsored extracurricular activity that same day or evening. Violation will result in an unexcused absence.

The school office should be notified immediately of a prolonged illness. A physician's verification that a student will be absent for at least six weeks is required so that tutoring may be arranged through the local public school district.

Absence and/or tardiness for 10% of the school year constitutes chronic absenteeism. Students who are absent/tardy a combined 5 times in a quarter will receive a written alert. If repeated absences continue, a parent conference will be scheduled and the student will be placed on an Attendance Contract.

## **Family Vacations**

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal, teachers, and school office should receive written notification well in advance. Teachers may choose to give the student work to take along or have the work available when the student returns, depending on the grade level of the child and the type of work missed. Students are responsible, under the supervision of their parents, for the mastery and completion of work missed during an absence. Parents need to understand that many activities (videos, computer website presentations, experiments, discussions, etc.) missed during a lengthy absence cannot be replicated. Teachers will assign a reasonable length of time in which assignments are to be completed. Work that is not made up will be marked as incomplete and graded accordingly. Parents need to understand it may not be possible to make up standardized tests missed because of family vacations. When parents, but not children, are on vacation the office must be informed of the following:

1. The adult in charge of the children
2. Emergency contact phone numbers
3. Other pertinent information regarding the children

## **Completing Missed Work After an Absence**

Requests for work should be made when the parent/guardian calls the attendance line, no later than 8:30 am. The student's work will be available in the school office after completion of the school day. Junior high students should refer to Google Classroom the first day they are absent, and teachers will gather materials after a student is absent for two days. Siblings may pick up the work in the office at the end of the school day. Students will be allowed the same number of days to complete missed work as the number of days absent (*i.e.*, if you are absent for two days, you will have two days to return completed missed work). It is the responsibility of the student to inquire and make arrangements with teachers to complete any missed assignments or tests during absences. These arrangements should be scheduled outside of class teaching time. Available times may be before school, after school or during a study time.

## **ONLINE ACCESS FOR PARENTS AND GUARDIANS**

### **School website**

*www.stbern.net*

## **Digital Academy**

To access student grades, families will use the Digital Academy Platform. If you are experiencing issues signing into your Digital Academy account, please contact [mbsullivan@stbern.net](mailto:mbsullivan@stbern.net) to reset your password. If you should experience any issues with the Digital Academy system beyond a password reset, contact their Support Team by emailing [support@digitalacademy.org](mailto:support@digitalacademy.org) or by calling 833-222-3359 during normal business hours.

## **RELIGIOUS FORMATION**

The moral and religious formation/education of a student has its roots in the home. The purpose of the Catholic school is to build on Christian home life by giving formal religious instruction. At St. Bernadette, the purpose is not only to teach Catholic doctrine, but also to help our students learn to live it. To accomplish this, the students have classroom instructions given by certified catechists, preparation for the Liturgy, and active participation in the celebrations. In addition, all students are encouraged to live out what they have learned and celebrated by undertaking voluntary service projects and by attending religious services with their parents on weekends.

### **Religious Instruction for Non-Catholic Students**

St. Bernadette is a Catholic school whose primary mission is providing instruction in the faith. As such, all students enrolled will participate in religious instruction.

Non-Catholics will attend religion classes with other students and will be expected to do assignments in those classes. Non-Catholic students will participate in the religious instruction and sacrament-related preparation activities at their grade level.

### **Sacrament Fees**

There are sacrament fees charged at specific grade levels. Regardless of the child's religious affiliation, those fees must be paid, as all students will participate in the religious instruction.

### **Participation in Sacraments**

Only baptized Catholics may receive the following sacraments: First Reconciliation, First Communion, and Confirmation. Children of other faiths may be invited to participate in sacrament ceremonies by distributing programs, greeting, ushering, or performing other services appropriate to their grade level, but cannot receive the sacrament itself.



## **Reconciliation Services**

Parents are encouraged to take their children with them to participate in the Communal Penance Services offered by the parish on a seasonal basis or to private confessions. Please check the parish Sunday bulletin for times.

## **Worship**

All students attend weekly Mass on Fridays at 9:00am. There may be occasions when this changes, such as when a Holy Day or other special occasion falls during the week. Parents and grandparents are invited to attend.

## **Servers**

The honor of participating in the Ministry of Altar Server is the choice of the individual student and his/her parents. While this is a parish sponsored activity, not a school sponsored activity, students trained as servers may miss class time to serve funeral Masses. Instructions are generally given to fifth grade students who wish to participate. This is a true stewardship opportunity for the parents as well as the children since the commitment on the part of the student to become an Altar Server also requires support, encouragement and commitment from the parents who must see that the server meets his/her obligation. The server schedule for each week will be given to students by the Parish Office.

## **Religion Curriculum Text Book Series**

Loyola Press Finding God K-3, 6-8

Loyola Press Christ Our Life, 4-5

Loyola Press Grow with God K-8

Theology of the Body

The Good Shepherd Program PreK-K

Decision Point by Matthew Kelly, Grade 8

## **ACADEMIC PERFORMANCE AND PROGRESS**

Report cards are issued four times per year. Student Interim Progress updates are posted on Gradelink, the school's student information system. Promotion to the next grade level is based upon the successful completion of the student's current grade level. St. Bernadette School uses the grading scale recommended by the Diocese of Cleveland.

A+	98-100	B+	90-92	C+	82-84	D+	75-76	
A	95-97	B	87-89	C	79-81	D	72-74	
A-	93-94	B-	85-86	C-	77-80	D-	70-71	F 0-69

A = The student consistently performs superior work in accomplishing goals, objectives and requirements.

B = The student usually performs above average work in accomplishing goals, objectives and requirements.

C = The student usually performs average work in accomplishing goals, objectives and requirements.

D = The student usually performs below average work in accomplishing goals, objectives and requirements.

F = The student usually performs unsatisfactory work.

### Academic Honors

Honors are awarded quarterly to students in grades five through eight who meet the following benchmarks.

**High Honors:** Students with a grade point average of 4.0 and above.

**First Honors:** Students with a grade point average of 3.67 - 3.99

**Second Honors:** Students with a grade point average of 3.33 - 3.66

### GPA Calculation

OSU Scale	GPA Value	ABC Scale	GPA Value	Advanced 7th & 8th Grade Courses	GPA Value	Educere Courses (Algebra/Geometry)	GPA Value
O	4.3	A+	4.3	A+	4.8	A+	5.3
S+	4	A	4	A	4.5	A	5
S	3	A-	3.7	A-	4.2	A-	4.7
S-	2	B+	3.3	B+	3.8	B+	4.3
N	1	B	3	B	3.5	B	4
U	0	B-	2.7	B-	3.2	B-	3.7
		C+	2.3	C+	2.8	C+	3.3
		C	2	C	2.5	C	3
		C-	1.7	C-	2.2	C-	2.7
		D+	1.3	D+	1.8	D+	2.3
		D	1	D	1.5	D	2
		D-	0.7	D-	1.2	D-	1.7
		F	0	F	0	F	0

## **Eighth Grade Recognition/Awards**

Recipients of these awards will be announced after the Baccalaureate Mass

### ***CYO Academic Athlete***

This award is presented to the male and female with the highest final GPA that has participated in CYO sports during their seventh or eighth grade year.

### ***PTU Spirit of St. Bernadette Award***

This award is presented to one male and one female that emulate the values of St. Bernadette School. This award is decided by the faculty.

### ***Knights of Columbus Person of the Year Service Award***

This award is presented to the Altar Server that has given the most time, as documented on their Service Record, to sharing their gifts with those in need.

### ***Knights of Columbus Essay Contest***

Each year our 8th grade students are given the opportunity to write an essay on a topic chosen by the Knights of Columbus. Essays are judged confidentially and award money is given to the top three essays.

## **Standardized Testing**

The standardized testing program for schools within the Catholic Diocese of Cleveland is designed to serve and assist teachers and administrators in the systematic evaluation of the curriculum and planning of designed instruction. Use of data from these and all assessments helps teachers see students' strengths and weaknesses, and discrepancies between students' abilities and their performance and achievement.

The *Cognitive Abilities Test* is a national norm-referenced test that is composed of a battery of sub-tests which are a measure of verbal abstract reasoning and problem solving ability. Cognitive Tests are administered to students in grade 1 and 3.

NWEA's Measures of Academic Progress or MAP Tests of Basic Skills is a computer adaptive test that is given three times a year in the areas of Math and Reading. Students in grades 2-8 take MAP, and students in kindergarten and first grade take MAP for Primary Grades, which provides audio support to help students demonstrate their knowledge. These tests measure student growth and assess a student's mastery of skills. This guides teachers' planning and helps them differentiate instruction.

## **Parent-Teacher Communication**

If a parent/guardian has a question or concern, they should first meet with that particular teacher. If a parent cannot accept the decision or explanation given by the teacher, they should take the matter to the principal. In meeting with the teacher or principal, an appointment is to be scheduled in advance. Faculty and staff should never

be called at home. Parents should not text or call the faculty during the school day, unless communication was initiated or requested by the teacher.

### **Parent Teacher Conferences**

***Conferences will be held virtually on October 11th and October 12th***

Parent-Teacher conferences are planned in the fall and by request throughout the school year. Parents requesting a conference outside of these dates must make arrangements with the teacher.

### **Retention**

It is the principal, after consultation with teachers and parents, who makes the final decision as to the promotion of students. Retention will be considered for the following reasons:

- Failure to master fundamental skills of reading in the primary grades.
- Failure in three or more major subjects, which include English, Mathematics, Reading, Social Studies or Science.
- Failure in an individual subject is defined as receiving a grade of F for more than two quarters.
- If a student fails one major subject, the student is required to pass a summer school class prior to being promoted to the next grade.
- Retention may also be considered for excessive absence.

Retention must have prior approval of the principal and be accepted in writing by the parent or legal guardian. A Retention Contract must be completed and signed by both the school and the parent or legal guardian. This document will become a part of the student's permanent file. If the parent or legal guardian refuses to have a child retained, a Refusal to Retain Contract must be completed and signed by the parent or guardian. This document will become a part of the student's permanent file. The school may exercise the right to refuse to accept the child for the next school year.

### **ARRIVAL AND DEPARTURE FROM SCHOOL**

Students are not permitted to enter the school building until 7:30 am. Students are to report directly to their classroom upon arrival. Unless tardy, all students arriving for school are to enter the building from the back. Students arriving after 7:55am must report to the office using the front entrance.

***Please see the separate link on our website for morning and afterschool traffic patterns.***

## **Tardiness**

Students who are not in their homeroom at 7:55 am are considered tardy and must first report to the school office for a tardy slip. Late students are considered tardy until 8:30 am, after which time students will be recorded absent for ½ day (morning). Students who leave school before 2:30 pm are recorded absent for ½ day (afternoon). Students who leave for appointments during the day for 30 minutes or longer will be recorded absent for that part of the day.

## **Public School Transportation Services**

Student eligibility for transportation service is determined by the student's public school district of residence. Questions regarding service should be directed to the respective transportation office. Only those students assigned to the individual school district transportation service may ride the bus. There are no exceptions. School district bus drivers are prohibited from transporting students not assigned to services. In the event that an eligible transportation student must be dropped off at another student's address, the bus driver must receive a note from the parent or legal guardian, approved by school personnel. **Students may only ride on their assigned bus.**

All students who ride school transportation are expected to follow the rules as prescribed by the public school transportation department. Failure to comply with transportation rules will result in the penalties as determined by the transportation department and St. Bernadette School. These penalties may include permanent removal from the bus service. The report of the bus driver will be accepted and acted on by the administration of St. Bernadette School in accordance with the expectations of the respective transportation department.

## **Bus Riders**

All students arriving to school in the morning by bus are dropped off at the back of the building. Students transported home by bus are dismissed first from the back of the building. Students are to board their assigned bus immediately. All students are required to follow the safety rules established by the transportation department and enforced by the bus drivers. St. Bernadette School will follow the same enforcement procedures and penalties as designated by the local transportation department. Penalties include temporary or permanent removal from the bus. If for any reason a bus is late arriving for students, the school will be notified and students will be held at school with supervision until a bus arrives.

## **Car Riders**

All students arriving to school in the morning by car should be dropped off in the back of the building. Drivers are asked to be very cautious—not exceeding 5 mph speed—to watch for students, and to stay clear of buses. All students returning home by car are dismissed from the back of the building. Drivers picking up students at the end of the school day by car are to form a line along the long driveway at the south end of the school. (The area along the sidewalk in the back parking lot is reserved for buses.) After all buses are boarded and departed, car drivers are asked to pull up all the way to where the teacher/supervisor is waiting with children. Students are instructed not to go to the car until their driver has the opportunity to drive up to the boarding location. Drivers are asked not to wave, call or otherwise signal children to cars before the car has reached the pick up location.

## **Walkers & Bicycle Riders**

All students walking or riding a bicycle to school are to arrive at the front of the building, then proceed to the front door, ringing the doorbell for entry. All walkers and bicycle riders are to walk across the main streets at the corners where a guard is posted. All students should follow the directions of the crossing guards. All students walking or riding bicycles home from school exit the building from the front door near the maintenance office. No students will be permitted to enter a car in the front lot. Students are to stay on the sidewalk when leaving school. Students are to cross the main streets at the corners where a crossing guard is posted. All students are to follow the directions of the crossing guards.

Roller blades, roller skates and skateboards are not permitted on school grounds during the school day, including arrival and departure time of students and staff. Violation will result in the confiscation of the equipment and returned to the student at the end of the school year.

## **Departure**

All students are to leave the building immediately following the conclusion of the school day unless they are participating in an activity that is under the direct supervision of a staff member or other supervising adult. No student is permitted to wait in the building for an after school activity unless the designated supervisor of that activity is present. In the event that a student or parent wishes to use an alternative means for returning home, a written blue note provided by the office, signed by the parent or guardian, must be sent to school.

### **After School Activities**

Students attending after school activities should submit a note to the office indicating the dates the child will attend the activities.

### **Alternative Dismissal Procedures:**

When a student is taking a different means of transportation home from school, parents/legal guardians should return a blue note that was provided in the back of the school packet at the beginning of the year.

### **Early Dismissal for Appointments**

Students requiring an early dismissal from the school day must submit a note signed by a parent or guardian indicating the dismissal time and the reason for the dismissal to the office at the beginning of the school day. Any parent/guardian desiring to take a child out of school must sign the child out in the office. The student will then be called from the classroom. If the student is returning to school after completing the appointment, the parent should make sure the student enters the building to be signed in at the office before returning to class.

## DAILY SCHEDULE

7:30 am: Students enter the building and proceed to their classrooms

7:50 am: School begins with prayer and announcements

<b>Lunch</b>	<b>Recess</b>	<b>Grade level</b>
10:35 am	11:00 am	6/7 Lunch
10:35 am	10:55 am	8 Recess
10:55 am	11:20am	8 Lunch
11:00 am	11:20 am	6/7 Recess

11:20 am	11:45 am	4/5 Lunch
11:20 am	11:40 am	3 Recess
11:40 am	12:05 pm	3 Lunch/PreK
11:45 am	12:05 pm	4/5 Recess

12:05 pm	12:30 pm	1/2 Lunch
12:05 pm	12:25 pm	K Recess
12:25 pm	12:50 pm	K Lunch
12:30 pm	12:50 pm	1/2 Recess

2:25 pm Bus Dismissal

2:30 pm Walker, Car Rider Dismissal



## STUDENT DRESS CODE

The purpose of the dress code is to contribute to an atmosphere that is conducive to the mission of St. Bernadette School. By wearing the school's uniform, students embrace their membership in the St. Bernadette community.

Students are expected to comply with the dress code all day, everywhere in the building unless specifically excused by the principal. The school administration reserves the right to determine appropriateness of student's apparel.

### General Appearance

We expect our students to look neat at all times. Therefore, when purchasing clothing for your child to wear to school, please keep these guidelines in mind:

Since shirttails must be tucked in at all times, the shirt must be long enough to remain tucked in even when the student moves around. Clothing should be checked for rips, hanging hems, missing buttons, etc., and repairs made. All clothing should be appropriately sized – neither form-fitting, nor oversized. Shorts, skirts and jumpers: Hemlines must fall between the student's fingertips and the knee.

**Beginning in the 2023-2024 school year, we will resume our dress code policy that states all polo shirts need to be monogrammed. The new logo is now available for monogramming at Hometown Threads. Polo shirts may be monogrammed with the embroidered logo or heat press logo. Students are permitted to wear our older monogrammed version (script St. Bernadette School).**

### Girls' Dress Code

**Jumpers and Skirts:** All jumpers and skirts must be no shorter than 2 inches above the knee. Jumpers and skirts must be buttoned at all times.

#### Grades K-4:

##### V-Neck, Pleated Jumper

##### Shirt options:

- Blouse, white button-down, short or long sleeve, optional Peter Pan round collar
- Pullover knit shirt, white or navy blue, short or long-sleeve
- Turtleneck, white or navy

Monogrammed shirts are not required for students wearing the V-Neck Pleated Jumper.

#### Grade 4:

*Girls may choose to wear the primary uniform or the middle school uniform.*

## **Grades 5-8:**

**Skirt:** Pleated or Wrap Kilt

**Shirt:** Monogrammed, ribbed bottom, short or long sleeve, white or navy blue pullover knit shirt.

**Slacks:** Beginning November 1st through March 31st each year, girls may wear either navy blue or khaki designated St. Bernadette slacks. Belts are to be worn with the styles that include belt loops. (No jogger styles)

No slacks, sweats, etc., are to be worn under the jumper, pleated skirt or wrap kilt skirt during the school day. Shorts may be worn but must be shorter than the hemline of the skirt. Tights or leggings may be worn. Leggings must be solid black or navy with no cutouts or logos.

**Socks:** Solid navy blue, black, or white. Tights and knee-highs of the same color are permitted.

## **Boys' Dress Code**

### **Grades K-8:**

**Shirt:** Monogrammed, short or long sleeve white or navy cotton knit collared shirts. Shirts must be tucked in smoothly at the waist.

**Slacks:** Navy blue or khaki uniform pants from Schoolbelles or a department store uniform line. Jogger style pants are not permitted. Belts must be worn in 2nd - 8th grade.

**Socks:** Solid navy blue, black or white.

### **All Students**

Waistbands of slacks and skirts are to be worn at the waistline. Slacks which are too long should be appropriately hemmed. Skirts must not be rolled over at the waistband.

Except on the playground, sweatshirts are not to be tied around the student's shoulders or waist.

**Sweaters, Sweater Vests, and Sweatshirts (optional):** Solid navy blue, or white sweaters. No logos other than St. Bernadette Logos are permitted.

**Shoes:** The only shoes permitted are athletic/tennis shoes or dress-style shoes made to be worn outside. Shoes must enclose the foot (no sandals, flip flops, backless, or toeless shoes, etc.) No boots of any kind (such as dress boots/hiking/construction/work shoes) are to be worn with the exception of rain or snow boots (which are to be removed and exchanged for regular shoes upon arrival at school). Shoes, if not slip-ons such as loafers or Toms, must be tied or fastened at all times and cannot have a pattern (for example, checkerboard Vans are not permitted). Shoes with heels higher than one-half inch, fur trim, sound, wheels, lights, or excessive decoration are not allowed.

### **Summer Uniform**

During the months of August, September, October, May and June all students can wear the regulation St. Bernadette uniform shorts (khaki or navy blue) with their regulation shirt, socks as described in this handbook and tennis or school shoes. Belts are to be worn with the shorts, and shirts/blouses must be tucked in if the shirt is not banded.

### **Physical Education Uniform**

All students in Grades K-8 are required to wear a uniform for physical education class. Students may wear their PE uniform in place of their school uniform on PE days. The St. Bernadette School physical education uniform consists of the following items:

**Shirt:** gold or gray tee-shirt with school crest (Hometown Threads) or GV Art Bulldog

**Shorts:** navy knit or mesh of appropriate length (any uniform line or Hometown Threads)

**Sweatpants:** Navy blue sweatpants during cooler months

Uniform items are available from Jim Mayer at Hometown Threads located at 25313 Lorain Rd. in North Olmsted. You may contact Hometown Threads on [their website](#) or (440) 779-6053. All students are also required to have clean gym shoes for physical education class. The soles on the gym shoes must be non-marking. A gym bag can be purchased through the PTU.

### **Hair**

Unusual, drastic or fad haircuts may not be worn. Hair is to be combed, clean and cut so that it is out of the area of vision. Girls' hair length should be safe from being caught while in the classroom, physical education class, and recess, in backpacks, zippers and on school buses. Boys' hair must be shorter than the shirt collar. No chemical alteration of natural hair color for boys or girls. Any questionable styles, cuts, etc., are determined in compliance by the teachers and/or principal.

## Headwear

While it is imperative that students wear hats to and from school during the cold, winter months, no hats, bandanas, scarves, etc., may be worn in the building during the school day. Girls may wear headbands and ponytail holders.

## Jewelry

Jewelry and other accessories must be small, unobtrusive, and not excessive in number.

## Cosmetics

No make-up, perfume, cologne, after-shave lotion or strongly scented sprays. Girls may wear nail polish, but artificial nails are not permitted.

## Outerwear

Jackets or coats should be worn to school and on the playground in cold weather. Any type may be worn as long as there are no inappropriate slogans or logos on them, but students will be required to remove them upon entering class or church.

It is expected that students come to school dressed appropriately for cold weather.

Students will go outside for recess unless the temperature is below 20 degrees Fahrenheit at the scheduled time for recess. The National Weather Service at Hopkins Airport serves as our information source for weather related decisions. For this reason it is important that students come to school with hats, gloves, coats, slacks and boots for the cold winter months. All of our classrooms are carpeted. When we have snow or ice on the grounds, students will be expected to wear boots or some other outdoor footwear that will be removed and left in the hall outside the classroom during the school day.

## Mass Day

**Boys 8:** White button down dress shirt with a tie.

Shirts need to be pressed and tucked into pants.

## Dress Down Day

A Dress Down Day is a non-uniform day. Appropriate attire must be worn. Jeans or sweatpants are permitted. Jeans must be in good repair. No jeggings, leggings, ripped jeans or skinny jeans. Shorts may be worn from the beginning of the school year in August through September 30th and from May 1st until the end of the school year in June. Shorts must be an appropriate length; fingertip length. Any questions about length of shorts will be addressed by the administration. Tee shirts must be appropriate without negative wording. No tank tops, muscle shirts, halter tops, midriff shirts, spaghetti straps, sleeveless shirts, etc. are permitted. No flip-flops or sandals. *Leggings are only permitted under a skirt or tunic dress.*

## **Dress Up Days**

Picture Day, Music Concerts, and other special days throughout the year are designated as “Dress-Up Days.” On these days girls should wear dresses, skirts, dress slacks, suits, etc., with dress shoes, hose, etc. Boys should wear dress trousers, shirts, ties, sports coats, etc., with dress shoes. Students must wear clean, neat, hole, rip and torn free clothing that is age, length and size appropriate. All clothing should be in good taste.

## **First Communion Dress**

**Boys:** White dress shirt and tie, dress pants, navy or black dress shoes (socks must be worn) suit jacket is optional. Hats are not permitted.

**Girls:** White Communion dress (not floor length) Communion veil white socks or white tights white dress shoes (no high heels).

## **Eighth Grade Confirmation/Graduation Dress Code**

**Boys:** Solid color dress shirt, tie, dress pants, dress shoes (socks must be worn) suit jacket/sport coat is optional.

**Girls:** Dress with sleeves (no spaghetti straps, no halters), or blouse with sleeves and skirt dress/skirt should be no shorter than the top of the knee cap and must be opaque rather than see through. Heels should be 2 inches or less.

## **Non-Compliance**

There will be a dress code check daily during homeroom period. Infractions of the dress code will be dealt with in the same manner as any other infraction of the Student Code of Conduct. Repeated failure of the student to follow the dress code would necessitate the issuance of a Dress Code Violation Slip. Three Dress Code Violation Slips during the school year will result in a detention. If the non-compliance requires parental action (taking the student to a barber, beautician, or stylist; purchase of an appropriate dress code item; adjusting hem length, etc.) the following series of steps will be followed:

1. Dress Code Violation Notice will be sent home to the parent to be signed and returned.
2. Phone call or email to parent from teacher.
3. Conference with parents called with the administration.

## **MISCELLANEOUS**

### **Use of the Telephone**

Phone call privileges are reserved for *emergency situations*. Messages are given from the office in emergency situations, but students and parents are responsible for communicating plans, needs, etc., before school. Please do not use the office for

messages that should have been given to the student before he/she arrived at school. Except for emergencies (forgotten eyeglasses or medication) students may not use the school phone for personal calls.

### **Cell Phones**

The school administration recognizes that some families feel the need to equip their students with a cell phone. We acknowledge that for safety reasons parents want to be able to contact their student before school, after dismissal and at any other times outside the school day.

- The student is required to have the cell phone **turned off** and stored in their book bag during the school day, which includes dismissal.
- If a cell phone is found out of the book bag or heard during the school day it will be collected by the teacher until the end of the day and the student will be issued a blue slip for the first violation and a detention for any others.
- If a student repeatedly violates the cell phone policy further action will be taken by administration.
- Please do not call your child during the school day.

### **Forgotten Items**

Items delivered to school after the morning bell will be placed in the homeroom teacher's mailbox. **These items will not be delivered to the classroom.**

### **Lost and Found**

All personal items should be labeled with the student's name (jackets, uniforms, lunches, etc.). The Lost and Found box is kept in the (main) hallway across from the mural. At the end of each school quarter, all lost and found items will be donated to charity.

### **Birthday Celebrations**

Students may dress down on the day of their birthday. If a birthday is in the summer or over a weekend/holiday, the student may choose an alternative school day to celebrate. Please have your student notify their homeroom teacher, in advance, of what day they will be celebrating their birthday, if it is different from the actual day. Invitations for celebrations outside of school can be distributed only if every child in the class is included, or all boys/all girls. Birthday parties do not begin on school property.

### **Reservation of Facility**

If a parent organization needs to book Outdoor Fields, Dempsey Hall or the PAC, contact Ms. Mary Egan so your event can be added to the master schedule. She can be contacted at the Parish Office: 440-734-1300.

## HEALTH AND SAFETY

If a student becomes ill or is injured while at school the teacher will notify the nurse in the school clinic or school office. In the event of serious illness or injury, parents or the emergency contact person will be called. School personnel cannot provide transportation.

### Emergency Medical Forms

All students are required to have a current Emergency Medical Authorization form on file in the school clinic. This form includes information from the parent or guardian regarding how the parent or guardian wishes the school to proceed in the event of illness or medical emergency for the student. This form also provides a parent/guardian release for the school in case medical emergency action must be taken. These completed forms must be returned to the clinic on the first day of school each year. Any change that occurs in student health status or names and telephone numbers of parents or emergency contacts should be reported to the school office immediately. **Additional copies of the form are needed on file.**

### Physical Examinations

A complete physical examination is required for all kindergarten and new transfer students. Forms are available through the school office or clinic. The school physical form does not satisfy the requirement for the CYO sports program. Additional medical and insurance forms for participation in the CYO program are required and are available through the Athletic Board.

### Immunization Records

All students entering St. Bernadette School must provide documentation for current required immunizations. The Ohio Department of Health (ODH) mandates that all students entering kindergarten provide documentation of having received the following immunizations:

- 5 DTP (*if the 4th dose was administered prior to 4th birthday*)

- Four (4) Polio
- Three (3) Hepatitis B
- Two (2) MMR
- Two (2) Rubella (German Measles)
- Two (2) Mumps
- Two (2) Varicella (Chicken Pox)

Other immunization requirements will be communicated at the beginning of each school year based on the ODH requirements.

### Illness

Students exhibiting the following conditions will be required to go home after notifying the parent, guardian or emergency contact person.

- Nausea and/or vomiting
- An undiagnosed skin rash
- Suspicion of pink eye
- Head or back injury
- Suspicion of broken bone
- Temperature of 100°F or above

The symptoms or conditions listed below may signal the onset of a communicable disease or adverse condition that could affect many children and teachers in the classroom. Please keep your child home from school if he or she has any of the following symptoms:

- Diarrhea within the last 24 hours
- Temperature of 100°F or higher within the last 24 hours
- Vomiting within the last 24 hours
- While waiting for results of a strep test
- Sore throat with or without difficulty swallowing
- Severe cough
- Severe cold
- Undetermined rash
- Red, watery, burning, itchy eyes
- Nits in hair

### Medication

Ohio law stipulates that all prescribed and over the counter student medication must be kept in the school clinic. No student medications may be kept on their person, in a locker, desk, lunch bag, etc. *(Recent law has permitted students to carry inhalers or EpiPens only with physician and parent or guardian documented approval.)* **All medications (prescription and over the counter) to be administered at**



**school must be accompanied by a current Medication Form completed and signed by a physician and a parent or guardian.**

All medication must be in the original container with prescription label, complete with the student name, medication name, dosage, and time of administration or over the counter label affixed to the container with the student's name. Forms are available at the beginning of each year per parent request and are available online. If there is a change in a student's medication, it is the responsibility of the parent to inform the school nurse of the change and provide the approval documentation. No medication can be administered or permitted without completion of the above procedure.

### **Pregnancy Policy**

St. Bernadette School is convinced of the values and dignity of human life. If a girl becomes pregnant while in school, she is dealt with individually and treated with charity. Every measure is taken to preserve this life and the reputation of the students involved. *This is derived from the Diocesan policy that is available through the office.*

### **Peanut Free Table and Allergy Procedures**

Students in grades K-8 with a peanut/nut allergy must sit at this table. At St. Bernadette School we have a "Peanut Free" table in our cafeteria for lunchtime. The table bears a sign noting that it is PEANUT FREE. Children who are allergic to peanuts sit at this table. Parents, who help in the cafeteria during lunch, please note that this table is washed with a separate washcloth found in the peanut free bucket containing water and antibacterial solution. This tub is on the "Peanut Free" table.

The parents of the child with the allergy must call the parents of the friend who is to sit at this table, and explain what food items are not to be brought in the lunch.

We have four EPI emergency kits located in the building. Cafeteria, Gym, First Grade Hallway, Middle School Wing doors that exit to the playground.

### **AIDS Policy**

St. Bernadette School does not discriminate against students with Acquired Immune Deficiency Syndrome, AIDS related Complex or Conditions, or those who carry the Human Immunodeficiency Virus (HIV). Each case is treated individually with charity and compassion. The school recognizes its obligations to the common as well as the individual welfare of the students and personnel. This requires decisions that respect both the person with AIDS and the welfare of students served in the school. A detailed explanation of this policy is available through the office.

## **St. Bernadette School's COVID-19 Student Policies**

The welfare and health of the students and staff of St. Bernadette School is our highest priority. As a result, and in accordance with the State of Ohio COVID-19 Health and

Prevention Guidance for Ohio K-12 Schools, all students will be expected to comply with the following policies and instructions, the purpose of which is to reduce the risk of exposure to COVID-19 and to help prevent its spread. Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is being expected of you and that you understand and assume the risks related to COVID-19 and returning to school.

1. **Daily Health Check at Home**. Prior to coming to school each and every day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms of COVID-19. The daily health check shall consist of the following:

1. Taking the child's temperature.
2. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
  - i. Fever of over 100 °F
  - ii. Chills
  - iii. Cough
  - iv. Shortness of breath or difficulty breathing
  - v. Fatigue
  - vi. Muscle or body aches
  - vii. Headache
  - viii. New loss of taste or smell
  - ix. Sore throat
  - x. Congestion or runny nose
  - xi. Nausea or vomiting
  - xii. Diarrhea

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control ("CDC") at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by the School), the child must stay home from school and the parent must notify the school.

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff shall, as soon as possible, notify the school if (i) they have been exposed to COVID-19, (ii) they, or any members of their households, have been diagnosed with or presumed to have COVID-19, or (iii) they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days or as otherwise advised or instructed by the local health department. Students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

For a list of COVID-19 testing facilities, please consult your health care professional or go to

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/>.

2. **Hand Washing & Sanitizing**. Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.
3. **Social Distancing**. Students must practice social distancing whenever possible. Social distancing means:
  1. Maintaining six feet of space between oneself and others at all times possible, including in classrooms, hallways, restrooms, cafeteria, and pick-up and drop-off areas.
  2. If maintaining six feet of space is not possible, maintaining as much space between oneself and others.
  3. Following all directions and instructions given or posted regarding social distancing.
  4. Follow all floor or other markings indicating the designated flow of traffic in hallways, rooms, and elsewhere.
  5. Avoid when possible sharing items, materials, and spaces with others.
  6. Maintain social distancing if possible on the bus to and from school.

4. **Face Masks and Coverings.** Face masks or coverings shall be worn by students if and when required by any law, regulation, or governmental order. If no law, regulation, or governmental order requires students to wear face masks or coverings, all students in grades 3 and up are strongly encouraged to wear face masks or shields throughout the school day as well as when being transported to and from school on the bus unless the student is unable to do so for health, safety, developmental, or practical reasons. Students in K through 2<sup>nd</sup> grade are also encouraged to wear face masks or shields if possible, taking into consideration each student's development and tolerance for wearing a mask. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.
  
5. **Students who become Sick at School.** A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home. In the case of a suspected or confirmed COVID-19 case, the school will call the local health department to report the matter and obtain guidance. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the CDC's criteria for returning to school. Others who may have been potentially exposed will be notified in accordance with the directives or advice of the local health department.

### **Field Trips**

Field trips are an extension of classroom learning and school curriculum. All students should plan to participate in these field trips. Participating in a school field trip is a privilege that may be revoked for behavioral reasons at the discretion of school personnel. Admission and transportation costs for each trip will be charged to the student. If a student or family has difficulty in paying for the trip, please contact the principal. Field trips have a non-refundable stipulation. The diocesan approved field trip permission form must be completed, signed by a parent or legal guardian, and

returned to the school office before a student may leave on any school trip. **NO STUDENT WILL BE PERMITTED TO ATTEND A FIELD TRIP WITHOUT THE COMPLETED FIELD TRIP PERMISSION FORM.**

Transportation for field trips may be through the Westlake City Schools, Saint Joseph Academy, Precious Cargo, other commercial bus service or volunteer drivers. In addition to fulfilling the volunteer requirements listed above, volunteer drivers must complete the diocesan approved Volunteer Driver's Statement and provide the office with a copy of their driver's license and insurance cards. Volunteer drivers' personal auto insurance will be enjoined in the event of an accident or claim. No drivers under the age of 21 are permitted to drive on a field trip. Volunteer chaperones accompanying the students may not bring any other children.

The Office of Catholic Education ("OCE") of the Diocese of Cleveland does not approve of overnight, out-of-town trips, (*i.e.*, Washington, D.C.) for elementary schools. The legal liability far outweighs the educational benefits of such a trip. The OCE advises parishes and schools not to sponsor such tours.

### **Drug Policy Regarding Possession, Sale, Use, or Abuse**

We recognize that alcohol and drug abuse is a serious societal problem which does not respect any age or group, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as the individual welfare of our students. Continuing educational programs for parents/guardians, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances. These sanctions are listed as disciplinary measures in the Discipline Code. Under **NO** circumstance is a student ever permitted to carry or give an over-the-counter medication. This includes, but is not limited to, Tylenol, Motrin, Advil, Midol and cough remedies. This constitutes a disbursement of **DRUGS**.

### **Anti-Bullying Policy**

The law defines "harassment, intimidation, or bullying" as any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm, and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- There is a documented pattern of repetitive behavior.

This means that bullying includes both physically beating up or attacking your child, OR verbally abusing your child with threats, taunts, etc. Your child does not have to be physically harmed to be a victim of bullying. Bullying is not tolerated at St. Bernadette School and will be dealt with by administration on a case by case basis.

## **Sexual Harassment Policy**

Students are expected to maintain a "hands off" policy in school. Inappropriate or unwanted touch such as hitting or pushing is dealt with using the classroom or school discipline cycle. Touch of a sexual nature or inappropriate behavior such as displaying private body parts, is defined as sexual misconduct and is handled in a different manner.

Sexual Harassment defined:

For the purposes of this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. Allegations of sexual harassment (as defined above) are to be reported to the teacher and the Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the

harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand & parent notification entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion

### **Sexual Abuse Policy (*Protecting God's Children*)**

Students and/or parents need to report the abuse to a teacher or principal. State laws mandate that certain persons report suspected incidents of child sexual abuse to civil authorities. All clergy, staff and volunteers, even those not mandated by state law, **must** report knowledge or belief that a child is the victim of abuse to child protection or law enforcement authorities and the appropriate Church official or supervisor.

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action. Parties shall be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline.

If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated. When a crime has been committed, the designated administrator shall immediately notify the local police department.

After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

### **Harassment Policy**

The administration and staff of St. Bernadette School believe that all employees and students are entitled to work and study in school related environments that are free of sexual harassment. St. Bernadette School will **NOT** tolerate harassment of **any type**,

and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of peer harassment include, but are not limited to, verbal or written taunting, bullying, threats or other offensive, intimidating, hostile or offensive conduct, jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, insult, abuse or demean an individual or group.

### **Student Threats Policy**

Since the mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior, these guidelines will be reviewed periodically or as needed:

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. If the threat is towards another student or faculty member, police should be notified immediately.
4. Student is to be kept in the principal's office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a Psychiatrist/Psychologist (Ph.D.). If a Psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a Psychologist (Ph.D.) for psychological consultation and/or testing. If a Psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of the Ohio Revised Code 2305.51. (Refer to Release Form - copy available in school office.)

The mental health care professional (Psychiatrist and/or Ph.D. Psychologist) shall provide a follow-up assessment of the student to the principal if the student is readmitted to school. The mental health care professional shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

8. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.



9. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non readmission before being destroyed.

### **Weapons Policy**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish. This policy includes, but is not limited to, any firearm, knife, and deadly weapon, explosive or incendiary device. As defined by State law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (Ohio Revised Code 2923.11A).

Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Violations of this policy will warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office (216-696-6525) before confronting the individual. If it is determined that this policy has been violated, the parents/guardians of the offender shall be immediately contacted and must cooperate with the disciplinary process.

### **Youth Gangs & Gang Related Activity Policy**

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any action that threatens the welfare of others. Saint Bernadette School follows the policy of the Diocese in regard to gangs. This policy is available through the office.

### **Searches**

All lockers, desks and books are property of the school and are subject to search by school officials at any time. When there is reasonable suspicion that a violation of a school rule has occurred, or a criminal act has been committed, teachers and/or administrators may search a student's person and his or her personal belongings.

## **CODE OF CONDUCT**

The clergy, administration, faculty and staff of St. Bernadette School are committed to providing a Christ-filled learning community promoting faith, acceptance, service and peace. A high standard of conduct, based on and modeling Christian gospel values, is expected of students at St. Bernadette School. Our ultimate goal is to impart a sense of wholeness to each student for life. In partnership with parents/guardians it is our deepest desire that the students know they belong to a community bonded by Christian love and respect. Standards of discipline are an essential part of the St. Bernadette School environment, allowing each student to act within an established order, and ensuring a climate conducive to learning. Students are expected to abide strictly by these standards of conduct in school and while participating in school-related activities. Parents/guardians are expected to join in ensuring their children's compliance with these standards, and to support any disciplinary decisions made by the school administration.

As a responsible member of this community I will:

- Respect myself and the rights and safety of others.
- Respect both school and private property.
- Respect the learning environment by following classroom and school rules.
- Respect and adhere to St. Bernadette School Code of Conduct.

### **Moral and Character Development**

Following rules and practicing social skills are important in the very same way as developing academic and physical skills. Integral to Catholic education are the skills of taking ownership; building trust, respect and confidence; showing consideration for others; learning to share and accepting responsibility for the choices that are made.

1. Discipline is as fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent's obligation to teach by example in order to develop in the child good habits of behavior as well as proper attitudes toward school.
2. School discipline is an outgrowth of good home training; therefore, cooperation between home and school is essential. It is the school's obligation to expand, encourage and develop those habits and attitudes.
3. Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.

5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.
6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Recognizing that there are distinct differences in acceptable conduct in the hallways, rest rooms, gym, lunch room, playground, and assemblies, when classes are in session, students are expected to be quiet when moving within the building out of respect to others who are at work.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently in silence and respectfully bowing/genuflecting to the tabernacle.

### **Personal Displays of Affection**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times. Inappropriate displays of affection include but are not limited to kissing, inappropriate touching, full body contact, etc.

### **K-3 Discipline Policy**

All primary discipline will be handled in the classroom by the homeroom teacher. School administration will intervene when necessary.

### **Grades 4-5 Discipline Policy**

Students in grades four and five will be asked to sign a clipboard when they break the code of conduct. Reasons students will be asked to sign a clipboard include but are not limited to: uniform violation, talking during classroom instruction, inappropriate use of a chromebook. See junior high policy for more information. Once a student signs the clipboard three times in one day, the student will be issued a detention. Clipboard signatures start fresh each day.

### **Grades 6-8 Discipline Policy**

Students in grades six-eight will be assigned behavior infractions “Blue Card”, when they break the code of conduct. Behavior infractions include but are not limited to:

- Failure to observe school rules
- Destructive to school property
- Hurtful/harmful behavior
- Contact with another student

- Inappropriate language
- Disrespectful behavior to any member of the St. Bernadette Community
- Excessive talking
- Noise in the hallway/classroom
- Violation of cell phone policy
- Personal, overly intimate displays of affection
- Any other behavior that does not model what is expected from a St. Bernadette Student
- Inappropriate use of technology

Once a student receives three behavior infractions, the student will be issued a detention.

### **Detentions**

Detentions are assigned once a fourth or fifth grade signs a clipboard for three breaks in the code of conduct in one day or once a junior high student is assigned three behavior infractions for breaking the Code of Conduct. Detentions are also assigned for serious offenses to the code of conduct.

Detentions are served on a day assigned by the grade level teacher, from 2:30 p.m. to 3:15 p.m. Students serving detentions are supervised by teachers in grades 4, 5, 6, 7, 8, and are sent to the school office at 3:15 p.m. to be picked up by a parent/guardian. If no one is in the office, the students go to Aftercare to be picked up.

### **Causes for a detention include but are not limited to:**

- Multiple behavior infractions
- Failure to cease disruptive behavior after receiving a referral
- Foul language
- Verbal or Physical Assault
- Disrespectful behavior to any member for the St. Bernadette Community
- Lying, Cheating, Stealing, Gambling, and other deceitful behavior
- Unauthorized non attendance of class
- Any other behavior that does not model what is expected from a St. Bernadette Student

## **Additional Disciplinary Measures**

*The following disciplinary measures are used (depending on the offense or frequency of the offense) and will be determined by the principal:*

**BEHAVIORAL CONTRACT:** This document is completed by the administration and signed by student, parent/guardian, principal, and teachers. Failure to comply with this document will result in further action, which is at the discretion of the administration.

**SUSPENSION:** After parents/guardians are notified of an offense, students may be suspended from school by the principal. If a student receives three detentions during a school year, he/she will be suspended. Regular suspension excludes the child from school. The student, not the teacher, is responsible for work missed. This work, done in an acceptable manner, is required to re-enter the classroom. In-school suspensions may be given whereby the student works in the school, but is excluded from classes.

***When a student serves an in-house suspension:***

- 1. Tests, homework and assignments completed during the in-house detention are accepted for grades.***
- 2. Some in-house assignments will be impossible to make up (i.e. group activity or group work or projects).***

**EXPULSION:** In cases of extreme offense, or lack of parental support, students may be removed from school. The principal makes this decision after conferring with the pastor and the teacher(s).

**DAMAGES:** If a student is at fault and responsible for property damage, or loss to any extent (school or personal), the student is required to pay for or replace it. Further action may be taken at the discretion of the administration.

**OTHER OPTIONS:** In some instances, (*such as in the case of bullying or extensive meanness*) in addition to the disciplinary measures above, students are referred to assisting agencies for additional help or counseling. Any drug related problem requires a professional assessment. Students who pose a serious threat to self or others or who make threats to a student or parent will be removed from the classroom and school premises immediately. He/she will require a professional assessment before returning to school.

## **Confidentiality**

Sometimes the school's response to an incident is dictated by the Diocesan office. Sometimes the Diocesan lawyer gives counsel to assist us in determining consequences of taking action. Sometimes our actions are entirely at our own discretion. Always, we seek a solution that will keep our students safe and will also help those who caused the problem learn to make better choices. While the "rumor mill" may inform you of an incident, it will seldom inform you correctly of the specifics of the incident, the consequences applied, or actions taken to deal with the problem. In fact, the rumor mill may mistakenly report that "nothing was done about it." These reports usually surface for one or more of these four reasons: (1) The school often cannot publicly announce what consequences were applied or what action was taken because of confidentiality issues. (2) The consequences applied did not include a specific "punishment" which the other students or the parents were expecting. (3) Investigation proved the allegation to

be false, and the person who originally spread the rumor about the incident does not go back to clear up the misinformation. (4) No overt action could legally be taken. Please rest assured that if misbehavior did occur, and action can be taken, it will be taken. Just understand that the action taken may not always be visible to you and your child but it will be, to the best of our ability.

### **Student Acceptable Use Policy**

Click on the link to read this policy:

[http://www.stbern.net/files/Student\\_Acceptable\\_Use\\_Policy\\_NEW\\_2020-2021.pdf](http://www.stbern.net/files/Student_Acceptable_Use_Policy_NEW_2020-2021.pdf)

At the beginning of the school year, all students are to sign the above policy (see hard copy in August parent packets.) By signing off on the school handbook, parents have agreed to the policy for this school year.

## **ARTIFICIAL INTELLIGENCE (AI) POLICY**

### **Intent**

Students may, in the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

### **Students shall:**

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case students must following the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

### **Instructors will:**

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

**Amendment to St. Bernadette Handbook Policies**

St. Bernadette School and/or principal retain the right to amend this Handbook for just cause with or without notice. The school will attempt to keep parents promptly informed of all changes made to this Handbook. However, some changes may have to be made immediately due to unforeseen circumstances.

***Handbook updated on 7-13-23***