

# STUDENT HANDBOOK OF POLICIES



Dear Parents/Guardians,

The 2019-2020 St. Bernadette Catholic School Handbook of Policies has been prepared for your information. You and your child/children are asked to read the entire handbook carefully to become familiar with the policies and procedures of the school.

All rules and regulations in this handbook have been established for the progress and safety of our students. Violations of rules and regulations will be subject to disciplinary measures as designated.

**Please sign the statement below and return this sheet to your oldest or only child's homeroom teacher by August 20<sup>th</sup>, 2019.**

We have read the St. Bernadette Catholic School Handbook. We understand and are fully aware that these policies do apply to each of us impartially.

We as parents fully and faithfully agree to be governed by all of the rules and regulations of the school.

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Signature of parent(s)

Date

We as students fully and faithfully agree to be governed by all of the rules and regulations of the school. All students in family must sign.

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Signature of student

Grade

Date

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Signature of student

Grade

Date

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Signature of student

Grade

Date

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Signature of student

Grade

Date

The Administration has the authority to use discretion in making decisions regarding unforeseen circumstances. The final decision regarding school policies is left to the discretion of the principal and pastor.

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## School Philosophy

St. Bernadette Catholic School is a community of faith following Jesus who is "the Way, the Truth and the Life". We commit ourselves to provide religious education and spiritual formation for our children in a Christian atmosphere where learning is safe, caring, and disciplined. We seek to teach and foster Gospel values by living them out in our own lives and inviting our children to learn and experience them. We develop in each child Christian attitudes rooted in love, morality that builds character, and a holistic spirituality founded upon God and the Good News. We encourage an appreciation for prayer and worship and a spirit of dedication to serve the needs of others. Ours is a child-centered education helping students to realize their fullest potential. We believe in teaching the whole child, taking into consideration each child's life experiences, abilities, and academic growth. Furthermore, we believe students are to accept responsibility for their own learning, for their own actions, and for the welfare of those around them. We believe that parents are the primary educators of the child and that we all share in the mission of Christian formation and education. We encourage parental involvement through close family contact at every phase of the child's development.

## Mission Statement

St. Bernadette Catholic School is a Christ-centered faith community that fosters spiritual growth and academic excellence. We instill in our students a lifelong commitment to Christian values, discipleship, learning, and community service.

## Vision Statement

Established in the Dominican tradition in 1962, St. Bernadette Catholic School primarily serves Catholics and non-Catholics who respect our beliefs. We are dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the teachings of the Catholic Church. We are dedicated to:

- Enabling children to grow in their Catholic faith in an environment where the Gospel message is taught and lived
- Encouraging prayer and worship and a spirit of dedication to serve the needs of others
- Encouraging children to be thoughtful, creative, and industrious in pursuing knowledge
- Following a curriculum which includes basic skills and higher level thinking
- Ensuring effective education through a partnership between parents, students, and school staff
- Providing a safe and peaceful environment for children where respect, social justice, and reconciliation are foundational elements

## Accreditation

St. Bernadette Catholic School is fully accredited through AdvancED and SACS as well as approved by the Louisiana State Department of Education.

## Admission Policy

- St. Bernadette does not discriminate because of race, color, sex, age (according to the law), national origin, and any handicapping condition in its education programs, activities, or employment policies. Preference must be given to CATHOLIC families and a limit set on students assigned to each class.
- An admission policy has been established to ensure justice and objectivity in filling student vacancies. A current priority list is available in the office.
- We conduct registration during an annual two week period in March announced by the school administration.

- There is no waiting list for any grade before registration. We begin a waiting list with those families whom we did not accommodate at registration time and any others who apply after that time.
- Payment of registration fee does not constitute acceptance, admittance, or enrollment to the school.
- Admittance to St. Bernadette Catholic School is on an annual basis for all students.

## Registration

- At the time of registration, all students must have copies of the following: certificate of Baptism, birth certificate, updated immunization records, report cards (if applicable), social security card, proof of in-parish registration (if applicable), and a completed St. Bernadette Catholic School registration form.
- Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office.
- Students are eligible for Pre-K 3 if they are three years old, Pre-K 4 if they are four years old, kindergarten if they are five years old, and first grade if they are six years old by September 30<sup>th</sup>.
- All students must be able to use the restroom independently.
- All students registering do so with the understanding that they must take part in all aspects of the curriculum regardless of religious affiliations.
- New students are accepted on a two-week probationary period.
- New students transferring from other schools may or may not be accepted if they have a sibling currently enrolled at St. Bernadette Catholic School.
- If a parent deliberately withholds information about a student and it is an issue of behavior or learning difficulties or special education problems, that student will be asked to leave, and the registration fee will not be refunded.
- A registered active Catholic parishioner of St. Bernadette Parish is one who is registered, active in the parish Sunday celebrations, and contributes to the support of the church through the envelope system on a regular basis. An individual must be a registered, active parishioner six months prior to registration to be considered an active parishioner during registration.
- Any parent who registers a child is responsible for paying or replacing any damaged, broken, or lost items and also any expenses the school would incur through actions initiated regarding their child that would require a paid substitute teacher.
- Fees:
  - There is a per-student registration fee paid at the time of registration. This is a fixed charge and not refundable in the event that circumstances prevent a child from entering.
  - A supply fee is charged for the full year. This fee covers the cost of school supplies that are provided to each student by the school.
  - Tuition for the band and the After-School Care Program is handled apart from regular school tuition.
  - Pre K and Kindergarten classes have a snack fee, and all classes have a supply/art fee.
  - There is a technology fee assessed to all new families.

## Tuition

- Tuition rates are fixed each year by the finance committee of the school board subject to the full board's approval.
- A family plan allows us to offer reduced rates for families with 2 or more children.
- Tuition increases are not to work an impossible hardship on any family. The inclusion of a family plan does not negate the tuition reduction program that is available to all families of St. Bernadette. Tuition reduction application forms can be obtained through the school office. An anonymous committee reviews all applications, and the information is kept in strict confidence.
- Non-Catholic families are assessed an additional fee.
- The home parish (without a school) of out-of-parish Catholic students will be assessed an annual fee per student.
- Families of out-of-parish students coming from parishes with a school will be assessed an out-of-parish fee.
- The St. Bernadette School Advisory Council has adopted a pre-paid tuition plan. All tuition is due in May preceding the academic year for which parents are paying. A local bank provides low-interest loans for those who prefer paying tuition monthly.
- School advisory council policy demands the following:
  - If a tuition loan is 30 days delinquent, parents will be notified by a certified letter that the delinquent balance must be paid in full or make arrangements for payment in full within 15 days. Failure to comply may result in the child being dropped from the school enrollment.
  - If a parent/guardian withdraws a child from school or if the child is not allowed to return to school due to outstanding tuition bills, the parent/guardian is responsible for any debts through the date the child is officially dropped from the school enrollment.
  - A child will not be allowed to take mid-year exams or receive a report card at mid-year if all outstanding bills have not been paid.
  - A child will not be readmitted for the spring semester if all outstanding bills have not been paid at that time.
  - A child will not be allowed to take final exams, and grades will be marked "I" for incomplete for the year for upper grade levels. Lower grade students will be graded for the last two weeks of school, and final grades will be marked "I" for incomplete. A student will not be allowed to participate in the end-of the year awards program if the school is owed money for any unpaid bills.
  - A child will not be accepted for the upcoming year if tuition and all outstanding bills are not paid up (assuming we would make allowances in hardship cases).
  - Partial refunds on tuition are payable as follows:
    - Between first day of class and September 30: 80%
    - Between October 1 and November 30: 60%
    - Between December 1 and midterm: 20%
    - After mid-year: no refund
  - Registration, supply fee, and technology fee are non-refundable.
  - The out-of-parish fee is treated as tuition.
  - Refunds are payable within thirty days after withdrawal.
  - For information on any financial situation please contact the bookkeeper (Mrs. Janette Cavalier) in the school office.

## Withdrawal Procedures

Students who transfer to another school during the school year must contact the principal to notify the school of the transfer and to be informed of the withdrawal procedure. A withdrawal form must be obtained in the office and completed and signed by all responsible parties.

## Student Termination Policy

Students and parents who accept the privilege of attending St. Bernadette School accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The St. Bernadette administrator reserves the right to refuse continued attendance for existing students whose parents do not conform to school policy, rules, and regulations. Any parent who continually makes unreasonable demands, which can be viewed or interpreted as harassment on faculty, staff, and/or administration, will be required to withdraw his/her child from St. Bernadette School. Tuition will be pro-rated and refunded at that time.

## Parental Responsibilities

Unacceptable behavior of a parent(s) will not be tolerated. Abusive language, threats, and/or insults to a teacher, administrator, or another student are not compatible with our Christian philosophy. Such action may result in the student(s) being asked to leave the school. We are here to work together. We encourage parents to try and work out any problem with the teacher before going to the principal. If the problem continues to disrupt the flow of the school, it will be necessary to terminate enrollment of the child.

## Attendance

- The administration determines the yearly school calendar with consideration given to the Terrebonne Parish School calendar.
- School begins promptly at 7:50 a.m. and is dismissed at 2:45 p.m.
- Parents are asked to try to avoid doctor and dental appointments during school hours.
- Perfect attendance is attendance at school from 7:50 a.m. to 2:45 p.m. every school day.

## Arrival

- The Terrebonne Parish Transportation Office determines our bus schedule.
- A teacher is on duty to supervise arrivals and departures in the morning and afternoon from 7:00 a.m. to the last bus departure in the afternoon at 3:10 p.m.
- Breakfast is served in the cafeteria from 7:20 to 7:40 a.m. each school day.
- Students arriving by car are to be dropped off along the sidewalk in the front of school. Students can then walk along the sidewalk and enter the grounds through the front gate.
- Students arriving by bus are to be dropped off in the bus turn around.
- All students should enter the school grounds through the front gate. In inclement weather students are to report to their classrooms.
- Pre K 3 students will be directed about arrival during their parent meeting.
- **Children arriving after 7:50 are considered tardy.**
- Students who are tardy must report to the office with parents or an accompanying adult to sign-in and receive a tardy slip to be admitted into class.
- The only excused tardiness is one coming from a doctor or dentist. No other reasons for tardiness are accepted. On a student's third (3) unexcused tardy of the year and for the next two times tardy, the student will serve a 7:00 a.m. detention. If the tardiness continues, the student may no longer be able to attend St. Bernadette School. A letter from the office



stating the day of detention will be sent home to be signed, and the student must report to room 102.

## Departure

- Students cannot be picked up in a limousine as a means of celebration at any time during the year.
- In order to make supervision possible, children leaving by car in the afternoon should be picked up in front of school along the front sidewalk (for Pre-K through 3rd). Parents are asked to pick up students on the school side of the street; it is too dangerous for students to cross the street. Students in grades 4th through 7th should be picked up in the car line that goes through the school parking lot. Parents in the car line are asked to remain in their vehicles.
- Parents who wish not to go through the car line may park **on C Street**, walk to their child's class, and cross the street in front of the school parking lot to return to their car. **(No other street and not the school parking lot.)**
- School bus drivers do not allow extra children to ride home with a friend. This may only be done in a case of emergency.
- Do not call the school office to make a change in departure routine **unless it is an emergency.**
- In the event of any change in departure accommodation, both the office and the teacher should be notified **in the morning or in writing.**
- Children who must leave school at an irregular time must send a note to the teacher in the morning and must be signed out from the office by a parent or the adult in charge. **A student will not be called from a class after 2:20 due to dismissal preparations. (Grades 1-7) For Pre-K and K, not after 2:10.**
- In the case of illness or accident, the office will notify the home. Arrangements will have to be made by the parent to call for the student and officially sign him/her out for the day. No pupil who feels ill may leave without following this procedure. Early dismissal for any other reason must be requested in writing by the parent.
- Students will not be allowed to leave school with anyone other than a parent or individual officially listed in the office to take the child without written permission.
- Children waiting for rides after school must be picked up before the last bus (3:10) unless it is a supervised after-school special event for which they are remaining. There will be no teacher supervision after 3:10.
- After-school care services are provided in the afternoon from 2:45 to 5:30. Please contact the office for more information.

## Absences

- On the day of return to school, a student who has been absent must present a written excuse signed by a parent stating the reason for the absence. Students are expected to make up whatever is missed in class.
- Please inform the office and teacher of any anticipated extended absences that are planned in advanced.
- An absence of three or more consecutive school days and/or recovery from a contagious illness requires a doctor's note for the student to be readmitted to school.

- Types of absences:
  - **Excused Absences:** If the student is absent for illness, death, serious illness in the immediate family, or other family emergencies, the student is allowed to make up whatever was missed in classes during the absence.
  - **Unexcused Absence:** If the student is absent for any reason other than the reasons stated above, the absence is considered unexcused. For an unexcused absence the student is held responsible for the material covered in class and any assignments due or given on the day of the unexcused absence. The student must submit all missed assignments on the day of return. Failure to hand in missed assignments the day of the return of an unexcused absence will result in a grade of 50/100.
  - **Half-Day Absence:** A student is considered absent one half day if he/she misses more than two periods or two hours. By the same token, he/she must be present for at least two hours to get half-day attendance.
  - **Educational Leave:** An educational leave is due to a school-related activity and is not counted as a day absent. Students are required to make up whatever is missed during the absence.
  - A maximum of three (3) consecutive days of unexcused absences or three (3) nonconsecutive days of unexcused absences per school year will follow the above policy. The fourth day of an unexcused absence and any days thereafter in the school year will result in the student forfeiting the right to make up any tests or any assignments given on the day of the fourth unexcused absence, resulting in a grade of 50/100.
- Please remember that lice is contagious and not necessarily a result of poor hygiene. There is no need to feel uncomfortable about reporting head lice. This will assist us in stopping its spread. The school has a "no nit" policy, which prevents students from returning to school until examination of their hair and scalp reveals no nits. After treating the child, please send to school written verification from a doctor or the health unit stating that the child is free of lice and nits.
- School work is available outside the school office after 3:00 p.m. each day for excused absences. School work can also be sent home with a sibling. Please call the school office **before 9:30 a.m. or send a note to the teacher** to let them know where to send the work.
- Promotion to the next grade is in jeopardy with 10 or more absences. Exception can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal. Parents will be notified in writing by the administration when absences become excessive. The administration may report all truancy problems to Terrebonne Parish School Board and/or necessary authorities.
- **IF A STUDENT CHECKS OUT OF SCHOOL AND/OR IS ABSENT THE DAY OF ANY EXTRA-CURRICULAR ACTIVITY, THE STUDENT WILL NOT BE ABLE TO PARTICIPATE IN THE ACTIVITY.**

### **Make up tests**

- An excuse must be sent to the school for all absences.
- Make up tests will be done during enrichment time.
- If a child is absent one day, that child makes up his/her tests within two days after returning to school.
- If a child is absent for two days, that child has three days to make up his/her tests after returning to school.

- If a child is absent three or more days, that child has four days to make up his/her tests after returning to school.
- Any extended illness (example: hospitalized) the teacher and parent will discuss when make ups will be taken.
- If a student is absent on test day, that child makes up the test on the day he/she returns.

## Safe Environment

Parents must be safe environment trained to go on any field trip.

## Technology

- St. Bernadette's computer lab allows students to become active participants in research and learning. All classes attend weekly. The lab, library, and all classrooms are internet accessible.
- Copyright Policy of educational programs governed by the Diocese of Houma-Thibodaux School Board mandates that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by: 1) Copyright law, 2) Fair use guidelines, 3) Specific licenses or contractual agreements and 4) Other types of permission. Government copyright laws need to be in print for handbooks for teachers. Licensing should be purchased in the school name rather than an individual. Employees, volunteers, and students who willfully disregard copyright law are in violation of board policy, doing so at their own risk and assuming all liability.
- Internet Policy of educational programs governed by the Diocese of Houma-Thibodaux School Board requires the ethical use of the internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for use of internet and related technologies. The school may consider that access privilege will be revoked, that other school/district disciplinary action be taken, and/or appropriate legal action be taken for any violations that are unethical and may constitute a criminal offense. The Diocesan School Board requires that school policies be enforceable for students and faculty.
- Internet Terms, Conditions and Regulations
  - Acceptable Use - The use of internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic Schools Office of the Diocese of Houma-Thibodaux. Use of other organization's networks or computing resources must comply with the rules appropriate for these networks. Users will comply with all federal, Louisiana, and other applicable laws; all diocesan rules and policies; and all applicable contracts and licenses.
    - Information and access to the internet will be used for the purposes of education. Limits may be imposed upon personal use in accordance with the school's discipline policy that governs on and off campus conduct.
    - Academic honesty (copyright, etc.) must be practiced.
    - Users shall not reveal any personal information, including but not limited to personal address and phone number.
    - Any attempted or planned acts of vandalism will result in at least immediate cancellation of privileges and disciplinary action. This includes the transmission of viruses.

- Transmission of any materials in violation of civil or criminal codes is prohibited. This includes, but is not limited to copyright, threatening, or obscene materials, any materials deemed contributing to the delinquency of minors, or any materials/programs protected by trademarks or trade secrets.
  - Transmission of commercial materials, advertising, or political materials is not allowed.
  - Use of password, hardware and/or services by anyone other than the authorized person is prohibited.
  - Only computer software approved by the appropriate administrator may be installed on any computer. The diocese reserves the right to delete any unauthorized program.
  - Contracts/ Agreements for use must be signed before utilization begins.
- Unacceptable Use - Transmission of any material in violation of any U.S. or state board is prohibited. This violation includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Other unacceptable uses include:
  - Use for commercial activities
  - Use for product advertisement
  - Political lobbying
  - Game playing which has no education application
  - Unauthorized 'chat' or chain letter communication
  - Pornography, illegal substances, information on bombs, inappropriate language and communication, flame letters, etc.
  - Acts of vandalism (Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware of software. This definition includes, but is not limited to, the uploading or creation of computer viruses.)
  - Unauthorized use of another's computer, access accounts, and/or files (Home-purchased programs may not be used in the school setting based on copyright laws.)
  - Unauthorized use of e-mail and /or website harassment
- Privileges - The use of the Internet and related technologies is a **privilege**, not a **right**, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use. This right should be stated in the Student/parent handbook.
  - Warranties - The educational programs governed by the Diocese of Houma-Thibodaux School Board make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. These damages may include loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies are at the user's own risk. The educational programs governed by the Diocese of Houma-Thibodaux School Board specifically deny any responsibility for the accuracy or quality of information obtained through its services. The

student or parent/guardian will be responsible for any financial obligation incurred through the use of internet and related technologies that are not previously approved as part of the local budget.

- Safeguard - Most current version of internet monitoring software available will be used to ensure an internet environment that mirrors the values promoted by our school.
- The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

## Grading

We will be following the diocesan grading scale.

- A 100-94
- B 93-86
- C 85-78
- D 77-70
- F 69 or below
- S Satisfactory = A/B
- IN Improvement Needed = C
- U Unsatisfactory = D/F

## Report Cards

- Report cards are issued at the end of each nine-week period. Letter grades are used to designate pupil progress in grades one through seven. Report cards envelopes are to be signed by parents and returned within two days.
- Final grades are determined by averaging the numerical value of each grading period.
- Pre-K and kindergarten students receive a report card. In these grades, marks are used to indicate student progress.
- At the mid-nine weeks mark and throughout the rest of the school year, parents are able to log onto PlusPortals and view their child's progress.

## Honor Roll

- Alpha Honor Roll - All A's and S's (conduct and enrichment included)
- Beta Honor Roll - All A's and B's and S's (conduct and enrichment included)

## Promotion and Retention

- In first and second grades, a student will repeat the grade if he/she fails language arts (F), mathematics (F), or reading (D or F). A student earning a D or F in reading for the last nine weeks may be referred to the administration for promotion or retention. Teachers may also recommend to the principal that a child be retained for other reasons. Parents will be notified by the teacher, and a meeting with the principal and teacher will be arranged to discuss the need for retention.
- In third through seventh grades, a student will repeat the grade if he/she fails two or more major subjects or one major subject and two or more minor subjects. The major subjects are: reading, math, social studies, science, and language.
- All students are expected to meet attendance requirements.

- Students in grades 1 - 7 receive grades of S/IN/U for enrichment classes.
- A student must earn S grades for 3 grading periods to receive S marks for the yearly average.
- Any unsatisfactory mark (IN or U) or grade (C or below) on the report card may hinder a student from earning end of the year academic recognition.

## Meetings and Conferences

- Each teacher has a parent meeting at the beginning of the school year to explain classroom procedure. They also discuss grading, homework, parent questions, and other important topics that pertain to their class. These meetings are mandatory for our parents to ensure a successful year.
- Parent-Pupil-Teacher Conferences are scheduled annually in November. To prepare an effective conference, the school will provide parents, teachers, and students with suggestions in making the most of the time together. We see the evaluation of these conferences from the parent and student as critically important input to the school.
- Parent/teacher conferences may be scheduled at any point in the school year when they wish to discuss their child's progress. Appointments should be made by sending a written request to the teacher or by calling the school office.

## Communication Folders

- Every Tuesday students will be bringing home their school work in a white envelope for parent information and signature. Parents are asked to sign and return the work; please examine it carefully. Parents, know that your signature will indicate to us that you are aware of what your child is doing and what the class is doing. Papers are to be corrected and the envelope signed by parents and returned within two days.

## Standardized Tests

- Standardized tests will be administered in the spring as dictated by diocesan policy. A battery of standardized achievement tests will be given annually to students in grades one through seven.

## Homework

- Homework is meant to be the child's responsibility and the child's work.
- It is the parent's responsibility to supervise but neither to do the homework nor to teach. It stands to good reason that if children know that they are going to be taught again at home what the teacher has already taught in class, they will likely choose one or the other but not both times to invest themselves.
- As the child progresses through the grades, the objective of home assignments progresses also.
- If the child is going to be absent from school for an extended period of time, a request for assignments is required unless illness prevents the child from working. Assignment requests can be made by calling the school secretary **before 9:30 a.m.** Books and assignments may be picked up after 3:00 p.m. that same day outside the office.
- On nights when parents are asked to attend a school function teachers will make no homework assignments for the next day. This would not apply to standing, routine assignments that the child knows about well in advance (e.g. a standing Friday spelling test).

- Grades 1-3
  - No homework grade
  - **Referral** given for no homework
  - Consequence: The student will do their homework during recess.
  - **No conduct or homework** deduction
- Grades 4-7
  - Homework grade (add two points every time)
  - Referral **NOT** given for no homework
  - Homework grade counts as a regular grade
  - Consequence: The homework grade will be affected.
  - Parents will be able to see homework grades through the Parent Portal.

## Special Services

- No school employee is permitted to tutor a student that he or she teaches, even in a subject different from that which he/she teaches.
- LAAP
  - The Language Arts Assisted Program at St. Bernadette School is focused on the student that has been diagnosed with dyslexia. Students are offered a two hour session in language arts. Students also have access to notes (if needed), to a special exam schedule, to extended test time, and to oral reading of tests when the need is indicated. Classroom teachers work closely with LAAP personnel to provide what is needed and to assist with necessary accommodations.
  - In order for a student to be admitted to the LAAP program, a professional evaluation by an evaluator approved by the principal must be submitted. The Student Needs Committee of the school will determine if the program is appropriate for this particular student. Appropriate classroom behavior and work attitude are essential for continuation in the program. Cooperation from the parents is also necessary for a student to continue in the program.
  - A supplemental tuition fee is assessed for this program and is financed along with the basic tuition fees. While these fees are not sufficient to fully subsidize the program, they do assist in offsetting some of the extra expenses incurred.
  - The Student Needs Committee is organized to ensure that each student is provided the opportunity to receive the best instruction available to meet his/her needs. While parents and medical professionals may identify what a student's needs are, parents or medical professionals do not dictate what the school can offer.
- We also have a resource program. To be admitted into this program, the teacher, resource teacher, and principal evaluate the child's need for the program.
- Speech and adaptive P.E. are provided by Terrebonne Parish School Board. Parents may request evaluations through the school administration or through Terrebonne Special Education department.
- School counseling services are available for students. Counseling services are initiated through self-referrals, staff referrals, or parent referrals.

## Library

- Books are ordinarily checked out for one week. If a student wishes to keep a book longer than one week, he/she must bring the book back to the library for renewal.
- For lost or ruined books, a fee (the cost of the book) will be charged. If a book is later found and returned within the same school year, a refund of the money will be forthcoming. No final report card will be issued to a student whose library book is not returned or paid for.

## Physical Education

- Only those students with proper medical cause, signed by a doctor, will be excused. Students unable to participate in P.E. classes are assigned academic work to be done in that period.
- The school uniform will be the only clothing allowed for P.E. activity participation in grades K-3. Students in grades 4-7 are required to dress out in the school P.E. uniform.

## Field Trips

- Field trips scheduled on school days are considered regular school days complete with learning experiences most often unattainable in the classroom setting. With the exception of illness, any planned absence on such days should be discussed with the teacher and/or principal.
- No child will be allowed to accompany his class on such an outing if he has not brought in his permission slip. Permission by telephone is not acceptable. A written note is not acceptable as well. The diocesan form is the **only** accepted means of permission.
- All chaperones must be safe environment trained.

## Extra-Curricular Activities

- These activities are held after school, and parents are asked to be prompt in picking up their children afterwards. Often the teachers have appointments or classes to attend immediately after the meeting. If this becomes a problem, the child may be dropped from the activity.

## Conduct

- Conduct refers to the way students manage their behavior throughout the course of the day. Primarily this concerns their learning. Their interest and their attitude are key factors. Also inherent in our definition of conduct is a respect and concern for the learning of others.
- Conduct is all inclusive - church, school bus, field trips, extra-curricular activities, etc.
- Students are given a grade for conduct. **Consideration for honor roll does include conduct.**

## Discipline

- Each teacher formulates a set of classroom rules, regulations, and consequences. These consequences are explained to the students and parents and possibly posted in the classroom. Administration and teachers will be very sensitive to the needs and emotions of each individual child when consequences are administered. Corporal punishment is not used.
- Detention may be given to students at the discretion of the teacher and administration. This detention is held at the afternoon recess.
- An early morning detention may also be given by the administration for major violations of school rules. This detention is held before school in the morning. A signed form must be



returned to school the next day. Administrative detentions are an indication of serious infractions of school rules or behavior. An in-house or at-home suspension may also be assigned.

- An official school detention may be given to any student who violates a school rule or other inappropriate behavior or conduct unbecoming a Catholic student.

- **SEVERE BEHAVIOR INFRACTIONS (Grounds for suspension)**

Students choosing the following behavior may be suspended and/or expelled. Suspension may be "at-school" or "at-home", and students will follow the suspension policy listed below. A student with an at-home suspension or at-school suspension is marked absent from school and will not be allowed to make up missed work or tests.

- An accumulation of student referrals
- Threats, verbal abuse, written harassment or abuse, visual harassment or abuse, demands, retaliations, bodily injury or any grave act of disrespect
- Stealing, receiving, or inappropriate possession of stolen goods
- Vandalism/destruction of property
- Possession or use of tobacco, matches, lighters, alcohol, drugs (including over the counter medications), or any substance that might be harmful to the students or others
- Possession of a weapon or any instrument that could harm another person
- Leaving the campus without permission
- Any serious un-Christian or inappropriate behavior on school ground or at any school function deemed so by the administration
- Any serious un-Christian or inappropriate behavior off school grounds or not connected with a school activity may also be grounds for suspension or expulsion within the discretion of the administration of the school.
- A child choosing to walk away from campus without permission may be suspended from school or may be asked to withdraw from the school.
- School bus referrals
- Please note that this is not an all-inclusive list but represents examples of major violations.

- **SUSPENSION**

- If a student receives an at-school suspension, then he or she will report to school and will receive a grade of 50/100 for all tests and assignments missed. The student will be expected to take his or her books to a designated room and study and keep up with the class material.
- If a student receives an at-home suspension, then he or she will not report to school and will receive a grade of 50/100 for all tests and assignments missed. The teachers will not be asked to provide at-home assignments, but the student will be expected to take his or her books home to study and keep up with the class material.
- Action of suspension is reserved for the principal.
- The parents are to be notified before the child is sent home.
- No suspension may last longer than three (3) days; during that time school officials and parents will confer.
- At-home suspensions and at-school suspensions are unexcused absences.

### ➤ **PROBATION**

A student may be placed on probation determined by the principal. During the probation period, if there are any discipline violations, the student may be suspended or expelled. The allowance to participate in extra-curricular activities during the probationary period is determined by the principal.

### ➤ **EXPULSION REGULATIONS**

- The principal is to notify the parents immediately by phone that the student is suspended for three days away from the campus and that expulsion is being seriously considered.
- The principal is to confer with the parents during the three days of suspension and make a decision by the fourth day.
- The principal then decides: to reinstate the student, to put the student on probation, or to expel the student.

### ➤ **LAW ENFORCEMENT**

Administrators have the authority and responsibility to determine when the assistance of law enforcement is necessary. Law officers may be summoned to "investigate criminal conduct on the school premises or during a school sponsored activity or to maintain the education environment of the school".

Parents are responsible for their child's actions whether intentional or accidental. The school cannot be expected to pay for damages to the facility of another individual. Please encourage children to act responsibly.

## **Cafeteria**

- The St. Bernadette Cafeteria staff prepares well-balanced meals daily.
- The cafeteria provides breakfast for all students and parents from 7:20 to 7:40 each day. The menu is posted in the cafeteria.
- Please be advised that the school does not dictate lunch room policy. Its management, though cooperating with us, is separate from the school. Therefore, if there is some cafeteria-related problem, parents should contact the cafeteria manager.
- **STUDENTS MUST HAVE A DOCTOR'S EXCUSE TO BRING THEIR LUNCH.**
- Parents requesting their child's special exemption from the regular menu for health purposes should present a note from the doctor. Forms can be obtained from the cafeteria manager. These forms should be filled out and faxed to 504-596-3459. Students who cannot drink milk must provide the office with a current doctor's note and SFS application at the beginning of each school year. These students will then receive a juice instead of milk.
- Students bringing lunch will not be allowed to trade food. Lunch boxes are allowed but must be small. The lunch must be a balanced meal; no candy, cola (soft) drinks, or glass containers are allowed in the cafeteria. This jeopardizes the school's federal funds for the lunch program.
- Volunteers or visiting parents are encouraged to eat at school and to join a class for the meal. We ask only that visitors let the cafeteria know the day before or before 9:00 a.m. in the morning if they plan to eat with us. Adult lunches may be paid for in the cafeteria.
- Free and reduced lunches are available if qualifications are met. Everyone receives a form in the beginning of the school year. All forms have to be returned. Our participation in the free and reduced lunch program helps our over-all program in that more state money can be allotted per plate through state funds. The names of children on free or reduced lunches are strictly confidential.
- Parents **cannot** bring outside food into the cafeteria.

- Visitors for lunch must be 18 years or older. (No children)
- Visitors cannot bring children under the age of 18.

## Communications

- All notes to and from parents are read by the administration.
- A weekly newsletter written by the principal should suffice to keep families informed of important happenings at school. This newsletter is posted on the school website and emails to parents each Monday. Parents are encouraged to be faithful in reading the newsletter and checking it for important dates and announcements before calling school. Parents should feel free to call in response to requests for help that originate in the newsletter.
- A Google calendar of all school events is available on the school's website.
- Telephone calls from children to parents through the office are limited to emergencies. We ask our parents to avoid calling the school for matters that are clarified in the newsletter and to anticipate needs before the children leave home for school.
- Emergency closing of school will occur in certain extreme cases, usually due to inclement weather. The decision to do so is made as early as possible and announced over all local television and radio stations.
- Parent-teacher contacts are a necessary part of school life. Teachers are more than willing to give their free time at school toward private conferences with parents. We ask that parents send a note or call the school office when requesting such a conference. Please don't text or call teachers at home.
- Parents are requested to keep the school office informed of any changes in phone numbers at home and work for both parents. Families with unlisted numbers must give the school a number at which they can be reached in an emergency.
- Please refrain from calling the office to get messages to students except in the case of an emergency. Messages may not reach the child if called after 12:00 noon.
- Anytime money needs to be sent to the office for items such as tickets, school pictures, etc., please enclose the money for each different item in a separate envelope, marked with the following information:
  - the cause for which it is sent
  - child's full name
  - class code
- Party invitations may not be delivered at school unless the entire class is included. If, however, the party includes all the girls or all the boys in the class, it is permissible to deliver invitations at school.
- Dropping out of a school program (e.g. student job, band, altar server, 4-H, BETA) should be done formally BY THE STUDENT, taking the following steps in this order:
  - obtaining written consent of the parents
  - setting up an appointment and meeting with the principal
  - informing the teacher or staff-member sponsor of the program
- The school name or logo may appear only on correspondence that has been approved by the administration. Persons voluntarily using the school name or logo without permission put the school at risk for liability.
- The Consultative School Board and the school administration do not honor anonymous letters.
- Parents should follow the communication hierarchy for unresolved concerns.  
Teacher → Administration → Pastor → Superintendent

## Spiritual Life

- Keeping in touch and being involved in the spiritual life of our community is vital to its very existence, to say nothing of its growth. Our parish needs us, and we need our parish life. The church's weekly bulletin and the school's weekly newsletter will keep families informed.
- Our school attends the 8:15 a.m. school liturgy on Wednesday mornings during the school year. Parents may join their child/children for the mass.
- It is diocesan policy that a child celebrate the sacraments in the "home parish" (not the "school parish") where the family worships. St. Bernadette parishioner children will celebrate with our parish community, and their preparation for that sacrament is with our parish program.
- Traditionally, the reception of First Eucharist and First Reconciliation is in the second grade. Parent seminars in preparation for these sacraments will be announced well in advance of their appointed times. These sessions with our parish priests and educational personnel are mandatory.
- Our kindergarten classes participate in the Rite of Beginning, a beautiful celebration with their parents patterned on Our Lord's presentation in the temple. This ceremony, held in the fall, is that time when, symbolically, we join parents in the responsibility for their child's religious formation.
- During Advent and Lent, each of the grades (2-7) has its own penance service.

## Visitors

Visitors are asked to check in with the office always. Parents are asked to refrain from wearing shorts to school and Mass. Parents are not allowed to wear tank tops to school and Mass. Appropriate attire should be worn to model for our students.

## Lost and Found

All items that are found on the school grounds are taken to the office and kept there until claimed. Please mark all possessions so that they can be returned when found. Items unclaimed by April will be included in the annual uniform sale at the end of the year. This includes unclaimed uniform items.

## Child Abuse

In accordance with Louisiana law 14:403, any persons or agencies who are responsible for the care of children, such as physicians, nurses, principals, teachers, and social workers who **suspect** that a child's physical or mental health or welfare is or has been abused are required to report such cases to the proper authorities. Concerning abuse or neglect of minors, St. Bernadette School follows this policy.

## Health Records

The Louisiana State Department of Health requires that all students have on file a current record of immunizations. The cards may be obtained from the local health unit and require a doctor's signature or the stamp of the department of health. Parents who fail to have the records made current will be asked to withdraw their child/children from St. Bernadette.

The school will take appropriate precautions to ensure that any health and safety concerns such as AIDS or related conditions, or infectious illnesses arising out of an individual's illness are managed in accordance with current medical knowledge and procedures. All members of the diocesan community will be expected to continue to work with an ill student and not to harass or otherwise discriminate against such an individual.

## Medication

- Parents are advised to give medication at home on a schedule other than school hours.
- Students **MAY NOT** keep medication (including aspirin, cough drops, lip balm) in their pockets, purses, or school bags. Violation of this policy is a serious offense, and appropriate disciplinary measures will follow.
- Should a child become ill at school, **NO MEDICATION OF ANY KIND WILL BE ADMINISTERED AT SCHOOL BY SCHOOL PERSONNEL.**
- If medication must be administered by parents during school hours, the parents shall be personally responsible for bringing the medication to school and, if at all possible, for scheduling the visit at the time least disruptive to the school day. If that visit can be timed for one of our recesses, it would be important for the teacher to know in advance by written message.
- Parents are asked to comply with these rules in the interest of all students. Please be considerate of all the students and refrain from sending students to school when they have a virus or other contagious illness. Students absent with contagious diseases must present a note from the doctor upon returning to school stating the reason for their absence.

## Emergency School Closing

Parents should check local television and radio stations for notices pertaining to emergency school closings.

## School Insurance

All St. Bernadette students are enrolled in the diocesan insurance program, which covers school accidents and any accident occurring while engaged in authorized school activities. All injuries must be reported to the school office as soon as possible. This will help to expedite insurance claims. This is to be regarded as secondary insurance coverage only. All accidents must be reported to the school secretary by the teacher, parent, or student. The secretary will call parents if necessary and make arrangements for the child to be picked up.

## Lost or Damaged Textbooks

All textbooks are provided by St. Bernadette School or the State of Louisiana for use by students. Once a book is issued to a student he/she becomes responsible for returning it in the same condition for use the following year. Students who lose textbooks are required to pay replacement costs. If the book is later found in the same school year payment is refunded. Students may be assessed for damage to books if the book's life is lessened. If a student damages a book so that it is

not usable the next year, he may keep the book after paying the replacement cost. If the full replacement charge is not assessed then the school retains the book.

### **Cell Phones and Electronic Devices**

No cell phones or other electronic devices will be allowed on the school grounds or in the classrooms. Disciplinary action for cell phones/electronics is given at the administration's discretion. Students are not allowed to bring magazines to school unless requested by a teacher or checked out of the school library. Book bags, jackets, etc. may be subject to a search if deemed necessary by the administration.

### **Delivering Items to Students**

In order to make students responsible for their own actions, students will not be permitted to call home, nor will parents be allowed to deliver school items that were forgotten. Plants, flowers, balloon bouquets, etc. are not allowed to be delivered to students. We do not allow treats of any kind to be sent during the year except for Pre K and K birthday treats.

### **Non-Custodial Parent**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Drugs, Narcotics, and Weapons**

The use, sale, or handling of narcotics, including marijuana and alcohol, is illegal and a serious offense. These drugs are not only illegal but may result in permanent physical and psychological damage to the student. Any student found to have possession of, use of, or be involved in trafficking in illegal drugs or alcohol at school or any school-related function is subject to suspension and/or expulsion from St. Bernadette Catholic School.

We are a designated "drug free and weapon free" zone 1000 feet around our school campus, property, and buses. Any person, including a student, who is convicted of the use of, the possession of, or the distribution of a controlled drug in this zone is subject to a stiff mandatory sentence. The school is required by law to report any drug and weapon incidence to local law enforcement agencies. In an effort to maintain a positive learning environment and/or to promote health and safety purposes, the administration reserves the right to search clothing, accessories, and personal property at any time. Contraband materials may be confiscated.

The above rules apply not only to the school day but also to field trips, sporting events, and extracurricular activities. St. Bernadette students should also remember that they represent the school at all times, and they must never bring discredit to their school. St. Bernadette students should strive to live by our school philosophy at all times.

*Confidentiality will not be protected when life, health, or safety of any person is in question.*

### **Counseling Program**

The counseling program is an integral part of the total process at St. Bernadette School. The program's main purpose is to help the students to make choices and adjustments for their spiritual, emotional, social, and academic development. The program strives to help parents and teachers

understand the needs and developmental progress of students. Students are able to take advantage of the counseling assistance. Communication between student and counselor is confidential except in matters of safety to the student or others. Parents and teachers can refer students. Student may self-refer.

## Organizations

### ➤ Parent-Teacher Co-Op

Purposes:

- The strengthening of home, school, parish, and community ties.
- The sponsorship and carrying to a successful end all undertakings and projects, which are approved by the Room Mom/Dad Committee and the Principal.
- The fuller understanding of the plans and aims of Catholic education and how these plans can be realized.

### ➤ Consultative School Board

The membership will promote the aims of St. Bernadette School as it is expressed in the school philosophy. They are a consultative body and will assist in strengthening the educational program of the school by being of assistance to the administration and the instructional staff. The members will provide a forum for the discussion of policies, plans, problems, etc. in St. Bernadette School and will assist and develop means of promoting Catholic education. The council meets once a month (except for the months of June and July) at the school. Open sessions are held at meetings. Parents/guests must contact the principal no later than one week prior to the Consultative School Board meeting to discuss the topic he/she would like to submit to Open Session. The time for Open Session is thirty minutes. This time is divided between/among the number of parents/guests.

The council acts only at official Consultative School Board meetings and only as a body. In a Catholic school all school concerns must be handled through the principal in a Catholic School. Do not contact Consultative School Board members with school concerns. Contact the teacher first and then the principal if further help is needed. Consultative School Board members cannot act on administrative matters.

## Dress Code

By enrolling in St. Bernadette Catholic School, the students and his/her parents accept the rules governing dress and agree to abide by these rules. When a student chooses to dress improperly for school, it is understood that it will be the responsibility of parents to bring proper attire to the school so that the student may change, if so requested.

The administration is the official interpreter of uniform guidelines. Anything that distracts from the learning environment or is not in keeping with the intentions of these regulations will not be allowed.

- At all school-related events, students are expected to dress and groom themselves appropriately and modestly, as befits members of the St. Bernadette community. At school, all students are expected to dress and groom themselves neatly in accordance with the school's color-coordinated uniform.
- Students who are in violation of any aspect of the dress and grooming code of the school will receive a uniform violation slip. **Habitual uniform violations will result in more severe disciplinary actions. More than three uniform infractions per year will result in early morning detention. This includes hair cut notices.**

## GIRLS' UNIFORM

- Pre K 3 and 4 year olds wear the school plaid smock dress. Bloomers worn under dress should be same plaid as dress with elastic legs and cannot hang longer than the dress.
- Kindergarten through third grade girls wear the school plaid jumper, worn not more than 1" above the knee. P.E. shorts only may be worn under the school uniform.
- The skirt for girls in grades 4-7 is the school plaid, box-pleated skirt, worn not more than 1" above the knee. Boxer shorts not allowed anytime. P.E. shorts only may be worn under the skirt. White sport blouse or oxford blouse - long or short sleeve. Blouses must be tucked inside skirt at all times on school grounds. No monograms, Peter Pan round collars, or over-sized blouses allowed.

## BOYS' UNIFORM

- All boys wear navy blue slacks with belt loops with no emblems— such as "Duck Head". Jean type pants are not allowed. Boys in kindergarten through third grade may wear short navy pants with belt loops. Pre K3 and Pre K4 boys may wear navy shorts with elastic waistbands with/without belt loops.
- PreK 3 and PreK 4 boys wear gray knit long sleeve or short sleeve shirts with collar.
- Kindergarten through seventh-grade boys wear long or short sleeve light blue knit shirt with collar or oxford shirt. Shirt tails must be tucked inside pants with belt showing at all times on the school grounds.
- Undershirts must be solid white. The sleeve of the undershirt must not extend past the sleeve of the school shirt.
- Belts must be brown or navy with standard buckle. For Pre-K we recommend magnetic buckles.

## P.E. UNIFORM

- Boys and girls in 4th - 7th grade will wear P.E. uniform shorts, shirts, and regular athletic tennis shoes.
- Pre-k through 3rd grade students do not dress out. Having their shorts on under their jumpers, the girls can take their jumper off during P.E., and 3rd grade students may bring tennis shoes to wear during P.E.

## GENERAL

- Students have a choice of 3 shoes (depending on shoe size). There is a fourth shoe available if students have outgrown the sizes of the other three. These shoes are available at Felger's Footwear.
- The socks should be solid white or navy with no decals, design, or lace. Socks must come above the ankle and must be CREW socks only. Tights worn by girls in cold weather must be plain white or navy with no design or lace. No leg warmers may be worn.
- The school logo MUST be applied to all outerwear except for heavy coats. All outerwear MUST be purchased through School Time or Jakes (excluding heavy top coats).
- In cold weather, heavy coats must be worn over the regulation sweatshirt, jacket or sweater. Heavy coats should be of a dark color such as navy, brown or black and free of athletic logos, cartoon characters, etc. No denim or camouflage allowed at any time.
- Hair should be well groomed and out of the eyes. Boys' hair must be short enough to be off the collar, off the ears, and above the eyebrows. Girls must wear hair out of the eyes. Girls may pin back bangs. **NO UNDERCUTS OR BIZARRE HAIRCUTS ALLOWED.** Students are not allowed to come to school with dyed hair any color except their natural color. Highlights or any products that alter the natural hair color are not allowed. If hair is dyed or cut in an unacceptable manner, the student will have to correct/cut the hair before being allowed back to school.



- Hair accessories such as ribbons, bows, ties, or hairbands in solid colors of white, navy, black, brown, or uniform material may be worn. Barrettes or hair accessories must be white, navy, black, brown, silver, or gold.
- Girls and boys may only wear one (1) small thin chain of gold or silver with a cross or religious medal. No other type of necklace is allowed. Earrings must be small in gold, silver, white, or navy. **SMALL HOOP EARRINGS, NO DANGLING EARRINGS, AND ONLY ONE PAIR MAY BE WORN. EARRINGS MAY ONLY BE WORN IN THE EAR.** Boys are not permitted to wear any type of earring or other jewelry not listed above. Wrist watches and small rings (2 only) are permitted. No other costume jewelry or accessories may be worn. Avoid flashy or distracting watch bands.
- No make-up, fingernail polish, or artificial fingernails allowed. If watches have a beeping sound, the student may be asked to remove it. **NO OVER-SIZED CLOTHING IS ALLOWED. LABEL ALL CLOTHING.**
- **PANDA PRIDE DAYS:** The Panda Pride shirt may be worn on days designated by the administration. On Panda Pride days, students wear the Panda Pride shirt with regular, long blue jeans and tennis shoes. Students may wear socks and hair accessories in the colors of the shirt. Only solid white turtle necks may be worn under the Panda Pride shirt in the event of cold weather. On cold days, follow the sweatshirt and windbreaker policy for the school. A student choosing not to purchase a Panda Pride shirt wears his/her school uniform on Panda Pride days.

## Notes

- **All volunteers are welcomed; however, all volunteers must complete the diocesan safe environment training program to be eligible to volunteer in any capacity at the school. This training includes a criminal background check. All volunteers must renew the training online by the diocese upon expiration.**
- **St. Bernadette Catholic School complies with all policies of the Diocese of Houma/Thibodaux, as stated in the Diocesan Handbook of Policies and as published in new policies, memoranda, bulletins and other such forms of communication from the Diocesan Office of Education. A copy of the Diocesan Handbook of Policies is kept in the school office and is available to anyone who might wish to study it. Guidelines are also based on the Nonpublic School Commission Handbook for the State of Louisiana.**
- **St. Bernadette Catholic School does not discriminate on the basis of color, race, sex, or ethnic origin in administration of educational policies, admissions procedures, extracurricular activities, and/or other school related programs.**
- **The principal retains the right to amend the handbook for just cause, and parents will be given prompt notification if changes are made. The administration has the authority to use discretion in unforeseen circumstances; policies are subject to interpretation by the administration.**
- **All anonymous letters will be treated with no credibility and will receive no response.**
- **This handbook replaces all handbooks published by St. Bernadette Catholic School before August 2019.**