

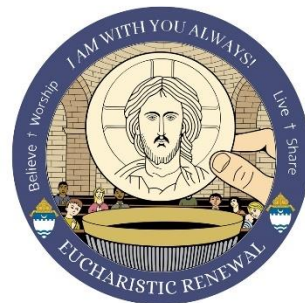
Saint Bernard



Catholic School
Faith in Every Child

PARENT/STUDENT HANDBOOK

2022-2023



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"Learn from Christ how you ought to love Christ. Learn a love that is tender, wise, strong; love with tenderness, not passion, wisdom, not foolishness, and strength, lest you become weary and turn away from the love of the Lord"

---St. Bernard of Clairvaux---

COVID-19/OTHER HEALTH RELATED POLICIES AND GUIDELINES LISTED MAY BE CHANGED OR EDITED AS NECESSARY, BASED ON RECOMMENDATIONS FROM THE CDC, INDIANA DEPARTMENT OF EDUCATION AND DIOCESE OF EVANSVILLE

General Statement – Public Health and Safety

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow state and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principal in a timely manner. The school grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended virtual learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies, and practices will remain in effect.

Attendance

In the event of an extended virtual learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended virtual learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

No Visitor Policy (if implementation is needed due to a rise in Covid cases) – Parents will be notified promptly if this policy is implemented.

Saint Bernard Catholic School will be closed to the public and visitors will not be allowed during school hours. If students arrive late or need to be picked up early, parents will need to call the office upon arrival and request their student to be signed in or out by staff. Students will then meet the person picking them up in the parking lot, escorted by a staff member.

School Masses may be closed to the public if we have a rise in Covid cases - Parents will be notified promptly if this is put into place.

Please note that where the handbook differs from other COVID related documents, the COVID related guidelines will take precedence until further notice.

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INTRODUCTION

The 2022-2023 Saint Bernard Parent/Student Handbook is intended to assist in the orderly and efficient process of education at Saint Bernard Catholic School. This school handbook may not cover every contingency which may arise. It does, however, set forth some very fundamental policies, rules, and responsibilities that remain constant from day to day. Students, parent/guardians, and teachers should be familiar with its contents.

Right to Amend

Our principal reserves the right to amend this handbook for just cause. Notice of amendments will promptly be sent to parents via the Family Folder or through School Messenger email communication.

Accreditation

Saint Bernard Catholic School is fully accredited by the State of Indiana as well as AdvancED/Cognia and holds membership in the National Catholic Education Association and the Indiana Non-Public Education Association. Saint Bernard Catholic School is staffed by licensed and certified faculty which are dedicated to the education and spiritual growth of the students in our care.

Saint Bernard's Mascot: Panther
School Colors: Royal Blue and White

Mission Statement

In partnership with our families and our parish community, Saint Bernard Catholic School provides an outstanding education inspired by Catholic values and built on academic excellence. We are committed *to educate the whole child to serve the world as a responsible Christian.*

Philosophy and Beliefs

We believe that every child is unique and valuable because all life comes from God. Educating the whole child means recognizing that each child is unique spiritually, intellectually, emotionally, socially, and physically. The professional staff, in cooperation with parents and others in the community, provides a safe Christian environment in which students can become lifelong learners who are prepared to cope with today's changing world and be responsible, contributing members of a global society.

Saint Bernard Catholic School exists as a part of the church's educational mission to proclaim the Good News, to build community, and to orient all toward Christian service. This mission seeks to create a lively faith community through relationships between faculty, staff, parents, and students.

School administrators and staff believe that students in our rapidly changing society must be formed in the faith community experiences, which involve the home, school, and local parish community.

History

Saint Bernard Catholic School first opened its doors in 1877 as a boarding school operated by the Sisters of Saint Benedict from Ferdinand, Indiana. It was a one-room school with emphasis on

English and German, with opportunities for instruction in needlework and music. The majority of the current facility was constructed in 1960, with an addition in 1985 which houses additional classrooms as well as administrative offices and a teacher's lounge. In 1999, the school added a two-room portable classroom to accommodate increased enrollment that is still in use today.

Parents' Roles as Educators

We, at Saint Bernard Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—spiritually, mentally, emotionally, psychologically, and physically. Your choice of Saint Bernard Catholic School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.

Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us at Saint Bernard Catholic School, we trust you will be loyal to this commitment. During these formative years (Preschool to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents As Partners

As partners in the educational process at Saint Bernard Catholic School, we ask all parents/guardians:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school by phone by 9am when the student will be absent or tardy:

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat all teachers and staff with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

ADMISSIONS INFORMATION

Nondiscrimination Policy

Saint Bernard Catholic School of the Diocese of Evansville admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, nationality, and ethnic origin in administration of educational policies, admission programs, grant-in-aid programs, and athletic and other school-administered programs.

Admission Policies

As openings become available, the following priorities will be used to accept students to Saint Bernard Catholic School:

1. Siblings of current students
2. Members of Saint Bernard Parish
3. Members of other Catholic parishes
4. Non-Catholic students whose parents accept the philosophy of Saint Bernard Catholic School

Children entering Kindergarten must be five (5) years of age by August 1st. Students are accepted into kindergarten based on chronological age and readiness. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness based on multiple factors, including a possible Kindergarten entrance assessment. A child with an August birthday *may* apply for early enrollment if a parent believes that the child is fully ready for kindergarten and waiting a year would be detrimental to his or her development. Acceptance will be determined on a case-by-case basis, and the principal's decision is final.

In order to make decisions that are in the best interest of the child, a parent, pre-school teacher, or prospective kindergarten teacher may meet together to discuss the readiness levels required in the kindergarten environment. The purposes of the screening process help provide the best possible educational program for the child's development.

The screening may include, but not be limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

Documents required for Kindergarten admission include:

- * Birth Certificate (original)
- * Current Immunization Record
- * Completed Health Information Form
- * Completed Doctor's Physical Exam Form
- * Baptismal Certificate (Catholic applicants only)

Students applying for admission in Grades 1-8 must provide the above documentation, as well as a copy of their most recent report card, standardized test results, and IEP/504 (if applicable). These will be reviewed to determine whether the program at Saint Bernard Catholic School will meet the educational needs of the students. An interview with the student is also part of the admission process. The interview will not include the student's parent. Testing in some academic areas may be

held for new incoming students in Grades 1-8. Acceptance will be determined on a case-by-case basis, and the principal's decision is final.

We expect all students to show respect for authority and follow school rules. Failure to meet these expectations can result in dismissal from Saint Bernard Catholic School at any time during the school year.

All new students are evaluated after a probationary period during which it is determined whether Saint Bernard is meeting their needs, both socially and academically. If during this probationary period there are significant problems, a student may be asked to withdraw his/her attendance at Saint Bernard Catholic School. The recommendation and decision of the principal is final.

Saint Bernard Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. Saint Bernard Catholic School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from Saint Bernard Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Saint Bernard School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of Saint Bernard Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Lottery Process for School Vouchers

Saint Bernard Catholic School participates in the Indiana School Choice Voucher Program and the School Scholarship / SGO Scholarship award. Please contact the school office for additional information. If there are more students applying for enrollment than there are spaces available, a lottery will be held for those applying for a voucher scholarship. Notification of the lottery drawing date will be communicated so that others may attend. On May 1st, names of the students will be drawn at random. Names will be placed on plain white index cards and folded once. The principal and a member of the school board must be present at the drawing. The drawing will be held at 6:30pm in the school cafeteria.

Students with Special Needs

Special education classes are not offered by Saint Bernard Catholic School, but reasonable accommodations will be made for students who can be mainstreamed into general education classes.

Families making application to Saint Bernard will meet with the principal to discuss the application process. In all cases, the principal will also meet with the student prior to acceptance. In some cases, the school may require an evaluation or assessment prior to acceptance.

Once a student is identified as potentially in need of specialized services, referral is made by the principal to the Dubois-Spencer-Perry Exceptional Children's Co-op so that the child may be evaluated. This evaluation will follow standards established by state and federal guidelines.

A student service plan will be developed for the student with assistance and support from persons representing the Co-op.

If a student has a disability which substantially limits one or more of a person's life activities, has a record of such impairment, or is regarded as having such an impairment, the school will develop a plan with the parents to provide reasonable accommodations that do not fundamentally alter the school program or impose undue financial burden on the school.

A student may be excluded from the school program if he or she creates a substantial risk of injury to himself, herself, or others.

FINANCIAL INFORMATION

We are pleased that you are making the choice to send your child(ren) to Saint Bernard Catholic School! At Saint Bernard, our mission is to educate the whole child to serve the world as a responsible Christian. In doing so, we foster not only intellectual growth, but spiritual and emotional growth as well.

We understand that the Covid-19 pandemic has impacted everyone in a variety of ways. The financial strain put on many of our current and prospective families is not lost on us. To assist these families, we have made the decision to implement a tuition and fee rate freeze. Our tuition and fee rates will not be increased for the 2021-2022 school year. We will continue offering scholarships and other forms of tuition assistance for families that meet the income requirements.

Tuition and Fee Rates

Our tuition and fee rates are based on what we need to meet our financial obligations and provide your child with the best possible education. The tuition rate for a family is based on whether the family is parish sponsored. To receive the parish sponsored tuition rate, a family must be an active member of either Saint Bernard or Saint Martin I Parish. Active membership is determined by our priest, Father Ron Kreilein. Your home parish is responsible for paying the tuition difference of the parish sponsored and non-parishioner rate. Please contact Father Ron with any questions or concerns regarding your rate.

2022-2023 Rates and Fees	Parish Sponsored	Non-Parishioner
Tuition Rates	\$3,050	\$4,650
Textbook Fee	\$300	\$300
Technology Fee	\$300	\$300
Education Fee	\$50	\$50
Total Due	\$3,700	\$5,300

Saint Bernard offers several payment options:

- **Option 1** – Payment in full – 2% tuition discount applied if paid in full by August 5, 2022.
- **Option 2** – Ten monthly payments – August through May (must be paid in full by May 19, 2022).

*** Other options such as quarterly or semi-annual payments, may be arranged with the principal on a case-by-case basis.

For the 2022-2023 school year, automatic payments, either by credit card or automatic deduction from a checking or savings account, will be required for monthly payments.

Late Fees

- The school reserves the right to assess families who are two or more months in arrears in paying tuition and fees. **This \$25 fee will be assessed every two weeks.**
- There will be a \$25 returned check fee for all checks, online transfers, or automatic deposits made payable to Saint Bernard Catholic School that do not clear the bank.
- All tuition and fees (including lunch costs) must be paid in full by the last day of school or the day the student withdraws. *** The school will not forward records for students who withdraw with an outstanding balance.
- Families who do not pay remaining debts in a prompt manner may incur additional collection agency fees and/or all court costs.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school.

- Families are responsible for tuition through the month of withdrawal, prorated by month over ten months. There is no refund for tuition or Bus 1 fees during Quarter 4.
- All Textbook, Technology, and Education Fees are nonrefundable.
- If a student has received a School Choice Scholarship (a voucher) and withdraws, the family will be responsible for the difference between what the voucher covered and any remaining tuition and/or fees still owed.
- The school will not forward records for students who withdraw with an outstanding balance.

Enrollment After the School Year Begins

Provided that we have space available, students are welcome at any time during the school year. When enrollment takes place after the beginning of the school year, tuition will be prorated based on a ten-month school year. Each student is assessed for all Textbook, Technology, Education, and SCRIP fees no matter when during the year a student enrolls. If enrollment takes place on or before the 15th of a month, that entire month will be included for the purpose of calculating tuition. If enrollment takes place after the 15th, tuition will be calculated beginning with the following month.

COLLECTION AND FORGIVENESS OF DEBT

Saint Bernard Catholic School understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school including collection procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts and considered an uncollectable account.

Saint Bernard Catholic School may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds.

The principal may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

ACADEMIC INFORMATION

Curriculum

Saint Bernard Catholic School is accredited by the State of Indiana and AdvancED/Cognia which means that it is in compliance with the state standards along with additional standards and benchmarks for being an effective Catholic School. The textbooks used are reviewed and updated regularly by the Catholic Schools Office according to the review cycle established by the State Department of Education. The listing of textbooks utilized in classrooms at Saint Bernard is updated each year, submitted to the Catholic Schools Office, and kept on file in the school office.

Religion: Saint Bernard is a Catholic educational facility. The religious education and formation of the students hold a unique place within the total educational program. Religious education goes beyond the mere addition of religion or theology classes. It attempts to create an atmosphere: a community in which personal beliefs and values are transferred and become the basis of living. Formal instruction includes Catholic doctrine and tradition, Bible study, Social Justice, and preparation for the reception of the Sacraments of Reconciliation and Eucharist (see note below). Mass is celebrated each Wednesday and Friday morning; prayer services occur every Monday, Tuesday, and Thursday mornings. Classroom instruction in religion is provided on Mondays, Tuesdays, and Thursdays by the classroom teacher (when possible). All students are expected to participate in religion classes and Mass, regardless of their religious background.

Note: The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Bernard Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments.

English/Language Arts: Includes reading, grammar, spelling, vocabulary, composition, library skills, and appreciation of literature.

Mathematics: Includes mathematics skills, Pre-Algebra, and Algebra I. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grade 8 are placed into two leveled math groups based on readiness. Students in Algebra I take the Indiana End of Course Assessment in May for high school credit.

Science: Includes physical, earth, and life sciences in both classroom and laboratory settings.

Social Studies: Includes Indiana, U.S., and world history; geography; economics; and current events.

Technology: Includes keyboarding, digital citizenship, and the Google Suite of programs

Fine Arts: Includes music, visual arts, and performing arts. Band will be offered by South Spencer Middle School for students in grades 6-8.

Physical Education: Includes physical fitness programs appropriate for each grade level.

Health: Includes promotion of health, prevention of disease, and sound decision-making skills.

Handwriting: Students learn cursive handwriting during second grade and they may be expected to write in cursive in grades 3-8.

Academic Probation

In order to maintain high academic as well as behavioral standards at Saint Bernard, students must meet certain requirements in order to participate in extracurricular events, including athletics. To remain eligible, a student must meet the following criteria:

1. Earn at least 70% in every academic subject.
2. Make satisfactory progress in all other areas.
3. Exhibit satisfactory conduct.
4. Receive three or more detention notices during a grading period (quarter)

***Please note that two detentions in a quarter will result in a one-game suspension per the Detention section of the Parent/Student Handbook.

If any of the above criteria are not met, a student will become ineligible for participation the day progress reports or report cards are sent home. The student will remain ineligible until the next progress report or report card is sent home (minimum of three weeks). The principal and the athletic director, with input from the student's teacher, will monitor the student's progress and will determine with the probation period ends.

If a student becomes ineligible due to receiving three or more detention notices during a grading period (quarter), then that student becomes ineligible the day the third detention notice is received and remains ineligible for three full weeks.

Students who are ineligible for a sporting event will be required to:

1. Attend the event dressed in school uniform clothes and sit with the coaches and team members. (Exemptions may be made at the discretion of the principal.)
2. Continue to attend practice sessions for sporting events during the period of ineligibility. (Unexcused absences from team events will result in partial or full game suspension. The principal, athletic director, and coaches will determine if an absence is excused.)

Effort Exemption

A student will still be considered eligible if the classroom teacher and principal determine that the student is performing at his/her best and due to learning difficulties was unable to meet the requirements.

Testing

Pre-Kindergarten: The Lollipop Test, a diagnostic screening test of school readiness, is given to children entering kindergarten.

Grades K-2: Scholastic Reading Inventory (SRI), IREADY, and DIBELS Assessments are used.

Grade 3: The I-Read test is administered in the spring.

Grades 3-8: I-Learn is administered in the spring of each year. Grade 3-8 students also utilize the Scholastic Reading Inventory (SRI), along with IREADY assessments which are administered locally and are used to differentiate instruction within the school year.

Classroom tests: Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals.

Permanent Records

Saint Bernard Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Permanent records for each student are maintained in the school office and may not be taken out of the main school office. Parents may, however, inspect their child's record upon request. Records of students transferring to other schools will only be sent directly to the receiving school. No records will be given to parents to transport to the new school.

Parent-Teacher Conferences

Parent-Teacher Conferences are offered following the first quarter, generally around Fall Break, so that parents and teachers can discuss students' academic progress. All certified teachers are expected to make themselves reasonably available to parents for conferences during the scheduled conference week.

Report Cards

Report Cards are sent home at the end of each quarter. Progress reports are no longer sent home as parents may check student grades at any time on PowerSchool.

Grading Scale: Traditional grades are not calculated for grades K-1. Percent Scale/Letter Grade for grades 3-8 is as follows:

93-100 = A
85-92 = B
78-84 = C
70-77 = D
0-69 = F

*****Grade 2 and Algebra 1 students will utilize South Spencer High School's 10 pt. scale.**

Academic Honor Rolls (for grades 4-8):

Academic honor rolls are a way to recognize our students for academic excellence in the classroom during a specific grading period (quarter). To be placed on an academic honor roll, a student must receive all As or a combination of As and Bs during the grading period. Specifics on the three levels are listed below.

Distinguished Honors: Received all As during a specific grading period.

High Honors: Received a combination of As and no more than 2 Bs during a grading period

Honors: Received a combination of As and/or more than 2 Bs during a grading period.

Homework: Although the amount of homework will vary by grade and by day, a reasonable guideline is ten to fifteen (10-15) minutes per grade. For example, a second grader could be expected to complete approximately 20 to 30 minutes' worth of homework on a typical day. Teachers consider the ability of the group and any school-sanctioned evening activities when requiring homework. Assigned homework should never be "busy work." Homework assignments are designed to help students become self-reliant and self-directed. Assignments should reinforce daily lessons, supplement and enrich class work, and prepare students for certain lessons through various experiences. Grades K-8 may be assigned homework Monday through Thursday. Weekend homework is at the discretion of the individual classroom teacher. Parents are urged to *help* rather than *do* the assigned work. Parental help should include

arranging a quiet, comfortable place for the student to work and by seeing that the assignments are completed and turned in on time.

Morning Work: Students who arrive at school before school begins are to enter classrooms quietly and place their belongings in their lockers before beginning any morning work assigned by the teacher. Morning work may include, but not be limited to, working with the teacher for extra help on a missing task or area of difficulty, reading or math work (as worksheets or online), assignments relating to upcoming projects, etc. It is the teacher's discretion how these assignments are to be graded, if at all.

Homework During Vacations/Planned Absences: Missed assignments due to vacations/planned absences are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teacher. These tests must be taken within one week of the original test date. Absences due to vacations and out-of-town sporting events are considered UNEXCUSED according to State of Indiana.

Homework Due to Illness: Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent, a parent should call the school office to arrange for homework assignments. Homework assignments may be sent home with a sibling or picked up at the school office. Students may also receive missed assignments from their teacher when they return to school. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Field Trips: The purpose of a field trip is to enrich and foster knowledge, and to develop and refine student behavior appropriate to a variety of social situations. Each grade will normally conduct two field trips per year, one in the fall and one in the spring. Multiple grades may go on combined field trips, provided that the field trip is appropriate for all grades involved. Field trips in excess of two per year are at the discretion of the principal. Field trips will be an integral part of the development of the subject studied. They will be well-planned, and students should view them as class outside the classroom, not as a day of play. Teachers will accompany their classes on any field trips. Teachers, at their discretion, may invite parents to accompany the class on the trip. Any parent or volunteer interested in attending a field trip must have a background check and complete our youth protection training program prior to the trip. Siblings of children are not allowed to accompany a class on a field trip even if the parent is a chaperone. Only "official" chaperones should be in attendance for a field trip.

To participate in a field trip, a student must turn in a signed permission form. A fax or scanned copy of the original permission slip is acceptable, but e-mail or a phone call is not.

Promotion/Retention Policy: Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

ATTENDANCE

Regular daily attendance contributes to the overall success of the student. Students should not miss school without a just cause. Indiana State Law requires students to attend 180 school days per year.

The school day begins at **7:45 a.m.** and ends at **2:45 p.m.** Attendance is taken at **7:45 a.m.** Anyone not in the classroom when the bell rings at 7:45 a.m. will be counted tardy. The following guidelines will be used in determining a student's attendance for the day:

Absence Procedures

1. Students who arrive after the tardy bell should report to the office to sign-in and receive a tardy slip. A detention will be issued after the 5th tardy and again, after the 10th tardy and all other subsequent tardies per quarter. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with Indiana Compulsory Attendance 20-20-8-8.
2. If a student is not in attendance, a parent/guardian must call the school office by 9:00 a.m. each day the student is absent. Students must be fever-free and non-contagious for 24 hours before returning to school.
3. If a student signs in after 9:50 a.m. or signs out on or before 12:50 p.m., the student will be considered absent for one-half day.
4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 2:45 p.m.-3:30 p.m, unless other arrangements have been made.
5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.
6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, classwork and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. If a student needs to leave during school hours, the parent/guardian should come to the school office to sign the student out. Office personnel will call the classroom and have the student report to the office. If the child returns to school during the same school day, he/she must be signed back into school in the office by the parent/guardian.

Vacation Policy

Saint Bernard Catholic School strongly encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with their studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated.

Absences due to vacations and out-of-town sporting events are considered UNEXCUSED according to state law. If a child is absent for an extended period of time, the child is expected to have class work to make up within 5 days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance,

but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Attendance Definitions (per the Diocese of Evansville Attendance Policy, 2017)

EXCUSED ABSENCES – Excused absences are any absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy.

These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Child sent home from school due to illness
- Absence related a family funeral
- Absence related to deployment and return for military connected families
- Absence related Court Orders

UNEXCUSED ABSENCES – Unexcused absences are any absences not covered under the definition of excused absences.

CHRONIC ABSENTEEISM - A student is considered to have Chronic Absenteeism when he/she has been absent from school for 10% or more of a school year for any reason. A school year consists of 180 days, thus 10% is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

HABITUAL TRUANCY - A student is considered a Habitual Truant when he/she has been absent from school 10 days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student considered habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

CHRONIC TARDINESS - A student who has Chronic Tardiness is defined as being tardy, or late to school, for 10% or more of a school year for any reason. A school year consists of 180 days, thus 10% is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.

- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to attend the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

DISCIPLINE POLICY

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Approved: Catholic Diocese of Evansville 2012

Saint Bernard Catholic School exists as a learning institution based on Catholic Christian beliefs and values derived from those beliefs. Discipline is a *virtue* that requires the cooperative effort of student, parent, teacher, and administration. As a virtue, discipline has a positive and affirming meaning. Discipline is a purposeful, goal-oriented, and channeled action. As a student travels through his/her school years, one of the most important lessons to be learned is that of discipline. While it is not a specific subject, it underlies the whole educational structure. It is the key to good conduct and to treating everyone with respect.

With an understanding of the purpose of discipline in school, each student may form a correct attitude toward it. Do your part in making Saint Bernard Catholic School an effective place for learning, and also develop the habit of self-restraint, which will make you a better person.

It is the policy of Saint Bernard Catholic School that the first priority shall always be given to the safety of our students and to the attainment of quality education, free from disruption, for all students who seek it and accept its responsibility. Disciplinary action, therefore, may be required:

- to aid the student in self-direction and self-discipline
- to direct the individual into acceptable patterns of behavior through improving self-discipline
- when the student's behavior impedes his/her own progress or interferes with the orderly process of the school community.

During school hours and at all school functions, students are expected to behave in a manner appropriate to the situation of time and place. Each teacher has the right to determine the regulations (consistent with school policy) to be followed in his/her classroom. All members of the professional staff share equally the obligation to maintain discipline and to establish an atmosphere of mutual respect. Parents are expected to support and reinforce school policies and the faculty/staff in order to develop and maintain a strong cooperative approach between home and school for the best interest of our children.

The following precepts guide the conduct of Saint Bernard Catholic School students:

- Mutual respect and honest are the norm for behavior.
- All personal and school property will be respected.
- Proper student conduct is expected at all times to ensure the educational and personal rights of all.
- A school-wide dress code will be enforced.
- To ensure a safe environment, students will follow all safety rules.

Codes of Christian Conduct for Students and for Coaches: See Appendices A and B

Crisis/Confrontation Policy: See Appendix C

Bullying:

Bullying is a repeated, intentional act of aggression causing embarrassment, pain or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms:

- Physical (hitting, kicking, shoving, spitting)
- Verbal (taunting, teasing, degrading social or sexual comments, rumor spreading)
- Non-verbal (threatening gestures and exclusion)
- Cyberbullying using Internet, text messaging, or Instant Message

All forms of bullying are taken seriously even if done in jest. Bullying may constitute grounds for detention, suspension, or expulsion.

The Diocese of Evansville Anti-Bullying Statement

The Diocese of Evansville and the Catholic Schools Office (CSO) believe that each Catholic School in the Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic education environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all Catholic Schools in the Diocese of Evansville. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, or bullying.

Bullying as defined by the CSO, is any overt act(s) by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school sponsored activity where acts against are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion oral or written treats, digital or electronic expressions / threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations

Approved: Catholic Diocese of Evansville 2014

Saint Bernard Catholic School embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Cheating and Plagiarism: Students who choose to cheat and/or plagiarize face a failing grade as well as detention, suspension, and/or expulsion. A student athlete who chooses to cheat/plagiarize will also be unable to participate in sports. These actions will not be tolerated.

Drugs and Alcohol: Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Harassment: Saint Bernard provides a safe environment for all individuals. Verbal or written threats (seriously or in jest, in person or online) made against the physical or emotional well-being of any individual are taken very seriously. The Principal investigates all complaints of harassment. Students involved in harassing or threatening behavior face disciplinary action. Harassment of any type will not be tolerated.

Care of Property: No writing in textbooks is permitted. Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping charges. The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

Off-Campus Conduct: The administration of Saint Bernard Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

Insurance Statement: It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

Approved: Catholic Diocese of Evansville 05/2012

Diocese of Evansville Seclusion and Restraint Statement: The Diocese of Evansville believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Approved: Catholic Diocese of Evansville 2014

Notices: There are three categories for notices: Academic, Behavior and Dress Code. Notices only accumulate during a single grading period.

Academic Notices

- failure to come prepared for class (agenda, books, notebooks, homework, gym shoes for PE, etc.)
- missed assignment (Grades K-5 one per day; Grades 6-8 one per subject)
- failure to have a "parent sign"
- any other infraction related to academics

Behavior Notices

- disrespect/defiance/rudeness/lying
- excessive talking/disruptive behavior
- damaging or defacing others' property, materials, or equipment (school, teacher, or student)
- verbal or physical abuse; unbecoming or ill-mannered behavior
- stealing
- cheating/plagiarizing
- use of inappropriate language or gestures
- gum, candy, drinks on school grounds without permission
- other behaviors judged inappropriate by school personnel
- forging a signature by a parent/guardian
- attempting to get into or getting into another's possessions
- use of classroom equipment (phone, TV, computer, etc.) without permission
- failure to return a signed notice by 8:00 a.m. the following school day will result in an additional notice.

Dress Code Violation Notices

- All violations pertaining to the dress code policy.

Lunch Detention: Following an academic or behavior notice, a student will be asked to serve an immediate lunch detention. For example, if a student receives a notice before lunch that day, they will be asked to serve the lunch detention that day. However, if the notice is given after lunch, the student will serve the lunch detention the following day. During this detention, students will be asked to sit at a designated table in the cafeteria, school gym, or office and eat silently during the entire lunch period. The child may also be asked to complete a reflection depending on the offense. Lunch detentions will not be issued for dress code violation notices.

After-School Detentions: After-school detentions will be served on Thursdays from 3:00-4:00 PM. The principal or a teacher/staff member will supervise each detention period. There will be

no scheduled detention period on days preceding a non-school day or on days with early dismissal. Students will be given at least one-day notice before serving detention. Only the principal may grant a student permission to delay serving the detention.

- After three Academic Notices in a single grading period, an after-school Detention will be issued and served at the next scheduled detention session. (After every additional three notices a detention will be required – 3rd, 6th, 9th, etc.)
- After three Behavior Notices in a single grading period, an after-school Detention will be issued and served at the next scheduled detention session. (After every additional three notices a detention will be required – 3rd, 6th, 9th, etc.)
- After six Dress Code Violation notices in a single grading period, an after-school Detention will be issued and served at the next scheduled detention session.
- After the 5th Tardy in a single grading period, a Tardy detention will be issued and served at the next scheduled detention session.
- **If an infraction is serious, a detention may be issued immediately without the set number of notices listed above.**
- Absolute silence must be observed in detention. If a student talks or disrupts the detention in any manner, another detention will be issued.
- No food or drinks may be taken into detention.
- During this detention, students may be asked to complete a reflection, work on missing homework, or other things deemed appropriate by the school principal.
- Detention will not be used as a study period.

Failure to comply with any of the stated rules or failure to report to a scheduled detention will result in an additional detention.

Any student not picked up after detention will automatically be sent to After-School Care and the daily fee for this service will be charged.

For every two detentions received during a grading period, an extra-curricular game/event will be missed (the first game/event following the date the detention is issued; this does NOT include practices). A student will be placed on academic probation following the third detention in a grading period.

Conferences: Any student accumulating two (2) detentions during the grading quarter will have a conference with the teacher(s) and/or teacher assistant(s) who has/have issued the detention notice(s), and/or the principal.

In-School Suspension: A student may be subject to an “in-school” suspension for the fourth detention served during the grading quarter or for other offenses. “In-school” suspensions are at the discretion of the principal. The student will receive partial credit for assignments and tests completed while serving an “in-school” suspension.

Out-of-School Suspension: An “out-of-school” suspension may be issued in rare circumstances and at the discretion of the principal. On the day the student is “out,” he/she will receive 25% reduction for any schoolwork missed and must make up missed work within one (1) school day. Extra-curricular events cannot be attended on days of suspension.

Probation: If a student receives an “in-school” or “out-of-school” suspension at any time during the school year, that student will then be on probation for the remainder of the year. Some behaviors

may warrant immediate suspension or expulsion; this will be left to the discretion of the principal.

Suspension and Expulsion: Decisions concerning suspension and expulsion will be made through a consultation of teachers and the principal. The following types of student behavior MAY constitute grounds for IMMEDIATE suspension or expulsion:

- Using violence, force, coercion, threats, intimidation or other similar conduct and thereby interfering with school purposes. (The school liaison officer will be called if a student threatens anyone, even if the student says he is kidding.)
- Doing or threatening physical harm to any person in authority or a fellow student.
- Knowingly possessing, using, transmitting, or being under the influence of illegal drugs, inhalants, and/or tobacco products or intoxicants of any kind.
- Knowingly possessing, handling, or transmitting any weapon or object that can be considered dangerous or harmful to another. (Indiana law makes it illegal for students to possess alcohol, tobacco, and handguns.)
- Engaging in any unlawful activity (e.g. stealing, defacing property, gang activity).
- Repeatedly defying or disobeying anyone in authority.
- Sexual harassment.
- Violating the Saint Bernard Catholic School Internet Policy and Agreement.
- Violating the Diocesan Code of Christian Conduct or Crisis/Confrontation Policy.

The principal makes the final decision in all serious disciplinary situations. Such decisions will be made in accordance with due process procedures.

INTERAGENCY AGREEMENT

Pursuant to existing binding agreements between the Evansville Catholic Schools, which includes Saint Bernard Catholic School, and various law enforcement and judicial agencies, the school is obligated, as part of the discipline process to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student that occurs at ANY school function ANYWHERE on school property.

SEARCH POLICIES

Student Searches: The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based on the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker/Desk Searches: School lockers and desks are the property of the school. A student who uses a school locker/desk may not expect privacy in that locker/desk or their contents. The school principal may search student lockers/desks at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker/desk at any time.

DRESS CODE

The purpose of the school uniform is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing. The enforcement of the dress code is a joint responsibility of parents, students, teachers, and administrators. Parents must see that children leave the house properly attired. Teachers and the administrator must see that students follow the uniform policy.

Failure to follow the uniform policy could result in a behavior violation notice, detention, or other disciplinary action. On certain occasions, the student will not be permitted to attend class until the dress code infraction is corrected.

Since the handbook cannot make provisions for the continual changing of fads in dress, the school administration reserves the right to decide what is acceptable and appropriate.

All students must be in uniform every day, unless special permission has been given (for example: Denim Day, Spirit Day, or other special dress-up days). All parts of the uniform should be neat, clean, and fit properly. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent/guardian will be called to bring the proper clothing. The following guidelines should be followed:

Shirts/Blouses

- Shirts should be tucked in during school hours except for gym class and recess.
- Solid-color, polo-style or turtleneck knit shirts in royal blue, navy blue, white, or primary red with no embellishments.
- Shirts may be long-sleeved or short-sleeved
- No visible logos except official Saint Bernard logo
- Long sleeved shirts layered under short sleeved shirts must be royal blue, navy blue, white, or primary red.

Sweatshirts/Fleece/Pullovers

- Official Saint Bernard logo sweatshirts, fleece jackets, and pullovers without hood
- Solid-colored (royal blue or navy blue) fleece jackets with no embellishments
- Solid-colored (royal blue, navy blue, or primary red) crewneck sweatshirts
- Approved collared uniform shirt must be worn under sweatshirt, fleece jackets, and pullovers.
- Sweatshirts that do not meet uniform requirements may be worn for recess. These sweatshirts may not be worn during class.

Sweaters

- Crewneck, V-neck, cardigan sweaters or sweater vests in navy blue, white, or primary red
- Must be solid color with no visible logos
- Uniform shirt must be worn under sweater
- No hooded sweaters

Pants and Shorts

- Pants or shorts in navy blue or khaki
- No denim fabric or stretch pants
- No cargo pockets (five pocket limit)
- Shorts must be at least fingertip length
- No holes or frays
- Shorts may be worn before Thanksgiving and after Spring Break

Jumpers, Skirts, Skorts, and Capris

- Girls may wear these items in navy blue or khaki
- Must be at least fingertip length
- Shorts required under jumpers and skirts
- Solid-colored (navy blue, white, or red) tights or leggings must be worn under jumpers and skirts between Thanksgiving and Spring Break.

Belts

- Belts must be worn in grades 1-8, if clothing has belt loops

Shoes

- Sneakers are strongly encouraged
- Dress shoes may also be worn on non-P.E. days
- No boots or loose fitting shoes such as flip-flops, sandals, Crocs, or backless shoes
- Seasonal boots (rain boots or snow boots), may be worn to and from school, but **MUST** be changed to regular dress shoes or tennis shoes for the school day

Socks

- Socks must be worn at all times
- Socks must be **solid** white, black, or navy blue. No bright colored or patterned socks permitted unless worn on special dress days. Socks may have **small** logos.

Hair

- Hair must be kept out of face
- Boys must keep hair off the collar, off the ears, and above the eyebrows
- No unusual hair colorings or styles

Jewelry/Tattoos

- Girls may wear earrings in earlobes only
- No hoops or dangling earrings, for safety
- Boys may not display any visible body piercing
- No visible tattoos, permanent or non-permanent

Face Coverings (in response to Covid-19)

- Words, designs, and images must be school-appropriate and not distracting to others. Masks should not have political themes.

Builder's Club Special Dress or Denim Day Guidelines:

Each month, students are offered special dress days for \$1/\$2. The themes and dates are sent home at the beginning of each school year. This is a fundraiser for our Builder's Club. This is a completely voluntary activity, and any student who opts not to participate must be in regular uniform. The following guidelines should be used based on the monthly theme:

- Seasonally appropriate jeans, jean shorts, or jean capris may be worn with no holes, frays or tears. Jeggings and extremely tight jeans are never permitted.
- Shorts must be at least fingertip length
- Uniform shirts must be worn and tucked in
- Shoulders must be covered with sleeves
- Belts must be worn

St. Bernard Spirit Day Guidelines:

On the first Friday of each month, we celebrate Saint Bernard Spirit Day. Students may wear any Saint Bernard shirt or sweatshirt (including hoodies) or any diocesan- or school-themed t-shirt. Jerseys should not be worn on spirit dress days. Shirts must be tucked in. Jeans that are not torn, ripped, or frayed are permitted on Spirit Days. Jeggings and extremely tight jeans are never permitted. This is a completely voluntary activity, and any student who opts not to participate must be in regular uniform.

Free Dress Day Guidelines:

Occasionally, students are offered the opportunity to come to school out of uniform. These days are called “Free Dress” days. Normal dress code guidelines must be followed, as well as the following:

- No yoga pants, spandex, or leggings
- No tears, holes or frays in clothing or jeans
- No pajamas.
- Shoulders **MUST BE COVERED** with sleeves
- Shoes must have a back and be closed-toed

HEALTH AND MEDICAL INFORMATION

Should I Keep My Child Home from School? Below are some guidelines to follow.

Fever: Students running a fever of 100° or more should never be sent to school. Students should be fever-free without the use of fever-reducing medicine such as Tylenol or Motrin for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. Medicating children with an anti-pyretic such as Tylenol or Motrin may make them more comfortable, but it does not make them less contagious. Please assist us by adhering to this policy.

Vomiting: Students should be kept home for **24 hours after the last episode** of unexplained vomiting without the use of any medicine. Vomiting due to a known, non-contagious situation (such as acid reflux) is excluded from this requirement.

Diarrhea: Students should be kept home for **24 hours after the last episode** of diarrhea without the use of any medicine.

Conjunctivitis (Pink eye): Students should be kept home until they have received at least **24 hours of antibiotic treatment** and are drainage-free.

Strep Throat: Students should be kept home until they have been on an antibiotic for **24 hours and are fever-free**.

Ringworm: Students may come to school as long as the area is being treated and remains covered while at school.

Rash: Students with an **unexplained rash** will be sent home and must have a note from a doctor clearing the student of contagiousness before they return to school.

Lice: If lice are detected on a student during school, parents will be notified. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may re-enter the school. Any student with nits farther than ¼” from scalp should be allowed in school. Parents should remove nits daily and treat if live lice are observed.

For the protection of the other students and employees, your child will be sent home if any of these symptoms, conditions, or illnesses are found or suspected during the school day.

Chronic Conditions: If your child has any of the following conditions, please make sure that a current treatment plan is on file in the school office:

Severe Allergic Reaction

Asthma

Seizures

Diabetes

Medication: If a child must take any medication prescribed by a physician, during school, that medication must be sent to the school office in the **container received from the pharmacy** and must have on its label the following information:

- a. Child’s name
- b. Name of doctor prescribing the child’s medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (Tylenol, Advil, etc.) must be provided by the parent and taken to the school office, in the original packaging, with the following information:

- a. Child’s name
- b. Frequency
- c. Dose
- d. Date

*Lip balm and cough drops may be sent in with students and kept in the classroom with the teacher’s permission.

Screenings: We provide health screenings as follows:

Visual Acuity: Grades 1, 3, and 8

Audiometer (hearing): Grades 1, 4, 7

Counseling Services: Saint Bernard has available at its disposal the services of a certified counselor through Catholic Charities. This counselor will be scheduled for 2.5 hours each week and as needed.

Smoking Ban Policy: The Catholic Diocese of Evansville shall comply fully with all civil legislation banning smoking in public or quasi-public places to which members of the public are invited. **Smoking in any and all diocesan-owned facilities to which members of the public are invited is forbidden.**

Wellness Policy: In the interest of promoting healthier habits in students, the U.S. Department of Agriculture has verified that all schools, including private schools, which participate in the

national School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. **The Saint Bernard Catholic School Health and Wellness plan is available in the school can be viewed on our website at www.stbernardschool.org**

Approved: Catholic Diocese of Evansville 2014

LUNCH PROGRAM

School Lunches: Saint Bernard Catholic School operates the National School Lunch Program in conjunction with the Department of Education and the USDA. The school follows the federal and state guidelines governing this federal program.

- Hot lunches (including milk) are served daily to students for \$3.25; an extra entrée may be purchased at the cost of \$1.50.
- Students bringing their lunch from home may buy milk for \$0.50.
- Extra milk may also be purchased for \$0.50.
- Adults may eat the school lunches for \$4.60.
- The lunch menu will be published and sent home each month.

Free and Reduced Lunch Program: Reduced and free lunches are available through the Federal School Nutrition Program. Families who qualify are encouraged to apply at the beginning of the school year, but may apply anytime during the year. The Federal School Nutrition Program pays for these lunches, not the school, so please use this program if you think you may qualify. The information and applications will be handed out at registration and are available in the school office throughout the year.

Lunch Accounts: The cafeteria uses PowerSchool and Titan student information systems for lunch account tracking. Your family will have an account which you may add money to at any time. Teachers will collect the lunch money in the classroom or you may bring it to the school office. Please put the money or check in an envelope, marked “Lunch \$” with your family name on it.

Account Statements: Family lunch account statements are sent home in the Family Folders on Thursdays. Weekly statements are sent home **for any account with a negative balance.** A printout of your child’s account activity is available at any time upon request. Please make every effort to bring your account current by sending in payment on Fridays. (Note: Send enough money to cover additional days beyond the negative balance amount.) If there are financial problems, please contact the school office so that we can help. Free and Reduced Price lunch benefits may be available.

Lunches Brought from Home:

- Students may choose to bring their lunch each day.
- Lunches brought from home should be nutritious and healthful.
- Students should not bring glass bottles or soft drinks.
- **Parents may not bring in lunches or drinks from carry-out restaurants.**
- Please try to send food that your child can manage on his or her own.
- Due to limited time and resources, we discourage foods that must be microwaved.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

SCHOOL/CLASSROOM POLICIES AND PROCEDURES

Arrival: Students must enter the building at the Gym entrance on 6th St. Classrooms open for students at 7:30 a.m. Except for early-arriving school buses, students should not arrive before that time. Any students arriving before 7:30 a.m. must-report to the gym. At Saint Bernard, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their children to enter the school building on their own each morning.

Dismissal: Teachers receive a list at the beginning of each year specifying the normal means of transportation for each student. Written or oral (by phone) parent/guardian permission is required for any student who is going home via an alternate means. Please call the office with any dismissal changes before 2:20 p.m. so that the office has enough time to notify teachers. Dismissal begins at 2:45 p.m. each day. Dismissal times are as follows:

2:45 p.m.	Bus dismissal
2:48 p.m.	Walkers and car rider dismissal
2:50 p.m.	After school care and detention dismissal

Car riders are dismissed from the Gym Entrance. Drivers should approach 6th Street and line up behind buses along the school sidewalk. Please note:

- Parents must remain in their vehicle so that the flow of traffic is not restricted.
- Students may not cross 6th Street to meet their parent/guardian.
- Students may only approach a vehicle with the teacher's acknowledgement.
- Families with preschoolers will park and exit their vehicles on the opposite side of the street in order to sign out their child from the Preschool.

After-School Care

Saint Bernard offers an After-School Care Program until 5:30 PM each day as an additional service to families. There is no charge for enrolling in the program, but families must be enrolled prior to using the service. The charge for After-School Care is \$8.00 per day for one child or \$12 per family.

Communication with Teachers/School:

- Open communication is always encouraged.
- Teachers will let you know the best way to contact them – by phone, e-mail, written notes, etc.
- When you call the school, you can leave a voicemail for a teacher, which allows you to leave a detailed, confidential message directly for him or her.
- Grades K-8 utilize a student planner daily to help students develop good independent study habits. Planners can also be an effective avenue for communication between you and your child's teacher. Parents may be expected to sign planners nightly and encouraged to communicate with teachers by writing notes in the planners. Teachers may check planners each morning for signatures and notes.
- Grades 6-8 utilize PowerSchool to communicate assignments with students and parents. Because teachers are continually monitoring students' progress and making daily adjustments to curriculum, not all assignments might be listed or they might occur on a different day. All tests are communicated on PowerSchool.

- School-wide communication is facilitated by using weekly Family Folders. These folders will come home each Thursday. Please empty and read the contents of the folder and return the empty folder the following day.
- Official school-wide communications are sent using the SchoolMessenger telephone system.
- Our website, www.stbernardschool.org, and our Facebook page, Saint Bernard Catholic School, are good sources for many types of school information such as lunch menus and upcoming events.
- Please notify the school office of any changes to address, telephone numbers, e-mail addresses, and emergency contact information so that our records remain accurate and so that inclement weather delays/closings and other announcements are received.
- The school office is open on all school days from 7:30 a.m. to 3:30 p.m.

eLearning Days: Saint Bernard Catholic School has been approved to participate in eLearning days in the event of inclement weather. On designated eLearning days, teachers will place assignments / links online. In order to be counted as “present” during an eLearning Day, participation in all assignments is required. Please make sure the office has updated phone numbers **and** emails since School Messenger will be used to notify parents of an eLearning day. The school is not responsible for an unexcused absence due to parents’ not providing current information.

Library: Classes visit the Rockport Library every other week. Students are encouraged to use the library for curricular enrichment and pleasure reading.

Emergency Drills: Saint Bernard routinely practices the following emergency drills.

- Fire Drills – Monthly
- Tornado Drills – One per semester
- Earthquake Drills – One per semester
- Lock-Down Drills – One per semester
- Evacuation Drill – One per year

Child Abuse Laws: Saint Bernard Catholic School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be immediately reported to Department of Child Services.

Birthday Observances: **Treats for birthdays are not permitted.** If you would like to celebrate your child’s special day, please talk with his/her teacher about donating a book for the classroom’s library or some other way to celebrate. Children are permitted to wear “free dress” on the day of their birthday month’s Birthday Mass day.

Class Parties: Three class parties a year are authorized: Halloween, Christmas, and Valentine’s Day. Individual classroom teachers will determine the scope of the parties, but festivities will generally not begin until after lunch. Please check with your child’s teacher for further details. **Nutritional snacks will be permitted. Teachers will provide parents with a list of approved snacks.**

Drinks: Students may have a water bottle within the classroom. Only water is allowed in classrooms. Bottles should be labeled with the child’s name and grade level. Non-water beverages such as flavored waters and Gatorade are only allowed in the cafeteria. Soda is not permitted.

Gifts/Invitations: Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should only be distributed at school if an invitation is being given to every student in the entire grade or at least every student of the same gender in the entire grade.

Gum: Students may not chew gum at school at any time. This includes before school, during school, and after school.

Lockers: Each student is assigned a locker or cubby in which to store supplies, clothing and textbooks. These spaces should be kept tidy. The school reserves the right to inspect lockers at any time.

Lost and Found: Any items found in the school building or on the school grounds should be turned in to the school office. Items turned in will be kept for 30 days before being disposed of.

PowerSchool & Titan (School Management Systems): The PowerSchool & Titan systems are utilized by all diocesan schools. PowerSchool is used for grades and Titan for lunch account information. PowerSchool may be used during eLearning days to provide students/parents with information and links to required assignments and assessments.

Telephone Use: The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. After-school arrangements should be made outside of school hours.

Volunteers: We welcome and encourage volunteers in the classrooms and in the school. Anyone interested in volunteering must have a background check and complete our Youth Protection Training Program.

Visitors: Must come directly to the school office. Parents are asked to use the South Entrance (in between the Church and school building) to be buzzed in. For safety and security reasons, each person is required to sign in at the office when he or she enters the building for any reason and sign out at the time of departure. Parents should never just drop by a classroom to see their child. This is an interruption to the teacher and to the educational process.

School Closings: Saint Bernard follows the South Spencer School Corporation emergency closing schedule. In the event of school closing due to weather conditions or for any other reason, a message will be sent via the SchoolMessenger system to the phone numbers provided by parents. For this reason, it is imperative that any changes to phone numbers be provided to the school office promptly.

TECHNOLOGY

Internet Use Policy and Agreement: See Appendix D

Blogs: Engagement in social networking sites such as Instagram®, Facebook®, Snapchat®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Cyberbullying: See *Harassment* policy under *Behavior* section of this Handbook.

Cell Phones, Smart Watches, and other Personal Electronic Devices: Cell phones, smart watches, and other personal electronic devices are not permitted for use at school. Students can bring these devices to school to communicate with parents after school hours. However, the device must be powered off and remain in the student’s backpack during school hours. Penalties for violating this policy are as follows:

- **1st offense:** Device is taken by teacher and returned to the student at the end of the school day. Student will receive a behavior violation notice. Parent will be notified.
- **2nd offense:** Phone is turned in to office, and parents must retrieve the device at the end of the day. Student will receive a detention notice.
- **3rd offense:** Phone is turned in to office, and parents must retrieve the device at the end of the day. Student will receive a detention notice. Student will need to drop their device(s) off to the school office upon arrival and retrieve at the end of the school day to avoid future violations for the remainder of the school year. Failure to do this may result in a detention, suspension, or other disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face disciplinary action.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

APPENDICES

Appendix A: Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences among these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature that it warrants immediate action without a warning and/or without an intermediate step short of withdrawal.

Appendix B: Code of Christian Conduct Covering Coaches

It shall be an express condition of coaching that the coaches behave in a manner that is consistent with the Christian principles of the school as determined by the school and its discretion.

These Christian principles include, but are not limited to, the following:

1. Coaches are expected to work courteously and cooperatively with students, the league, and school to provide a Christian environment for athletic competition.
2. Coaches may respectfully express their concerns about athletics. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. These expectations for coaches include, but are not limited to, all school sponsored athletic events and practices.

The athletic director and school administration reserve the right to determine, in its discretion, which conduct is such a severe nature as to warrant immediate action without warning.

Approved: Diocesan Athletic Board, 12-1-2005

Appendix C: Crisis / Confrontation Policy

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students. Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
- D. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows, but fails to disclose to school authorities, that another student either:
 - a. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - b. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

Appendix D: Internet Use Policy and Agreement

We are pleased to provide Internet access at Saint Bernard Catholic School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (such as cell phones and iPads) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

Student Agreement

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. “Misuse” may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Saint Bernard Catholic School as defined by the teacher in charge. I understand that “surfing” the Internet can result in congestion of the school network, slowing it down for others.
3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.
4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.
5. **E-mail.** I understand that e-mail is not guaranteed to be private. I will not send anything that I do not want others to read.
6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.
7. **Copyright.** I understand that to copy another person’s work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people’s work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation

of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

Disciplinary Procedures Regarding Internet Issues

To remain eligible as users, a student's use of the Internet must be in support of and consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville.

Access is a privilege, not a right. Access entails responsibility.

Misuse of the Internet will not be tolerated. Use of the Internet in school or elsewhere while on a school-owned device by a student for other than school or educational purposes is misuse. Any violation of the policies of Saint Bernard Catholic School concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary action, including:

- Loss of computer privileges and Internet access for a length of time to be determined by the School;
- Detention or suspension; and/or
- Expulsion from school

Diocesan Internet Acceptable Use Policy Contract

The Schools in the Catholic Diocese of Evansville are committed to providing Internet facilities for use in a responsible and legal manner in accordance with the Internet Acceptable Use Policy and the Code of Christian Conduct. Students must acknowledge their understanding of the Internet Acceptable Use Policy as a condition to receiving an account or using the Internet.

Approved: Catholic Diocese of Evansville 2007

Parent Internet Acceptable Use Agreement

As the parent/guardian, I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to this Agreement while supervised at school.

Appendix E: Media Release

I hereby give permission for my child to be photographed or videotaped at Saint Bernard Catholic School. I realize that photos and/or video footage may be published in the parish bulletin, local newspapers, magazines, on the school website, or via other media. Pictures appearing on the school website will never identify a student by name.

Appendix F: Notification of Availability of Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) of 1987, required the compilation of all asbestos containing building materials (ACBM), within public and private schools (K-12 grades). This compilation was designed to identify, not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations along with other pertinent information was to be assembled into an Asbestos Management Plan for each building.

AHERA also requires that asbestos materials identified in the Management Plan be checked every six months by trained school maintenance personnel and that these materials be re-inspected by accredited asbestos inspectors every three years to ensure that the materials are maintained in a safe condition. The six-month surveillance and the three-year re-inspection must continue for as long as asbestos remains in the building.

The Evansville Catholic Diocese has complied with the AHERA by developing Asbestos Management Plans for each of the Diocesan Schools, including Saint Bernard Catholic School. The asbestos materials have been routinely monitored and the second triennial re-inspection has been completed.

The Evansville Catholic Diocese has complied with the Asbestos Hazard Emergency Act (AHERA) by developing Asbestos Management Plans for each of the Diocesan Schools. The Asbestos Management Plan for Saint Bernard Catholic School is available at the school office, located at 207 N. 6th St. Rockport, IN 47635. The management plans for all the diocesan schools are available at the Catholic Center located at 4200 North Kentucky Avenue, Evansville, Indiana.

If you have any questions concerning the AHERA Program in Saint Bernard Catholic School, please contact the Principal at 812-649-2501.

Appendix G: School Pest Control Policy

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances, they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods, and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health), notice will be given as soon as possible after such application.

Appendix H: Diocese of Evansville Youth Protection Policies (Summary)

1. Every parish or cluster and each high school is to appoint a Youth Protection Coordinator who is responsible for implementing the policies of the diocesan Youth Protection Manual at the lower level. A checklist indicating compliance with the safe environment program is to be completed and sent to the Diocesan Chancellor by December 31 of each year.
2. Each parish and high school is to have a Youth Protection Manual and required handbooks with the local guidelines and procedures for educational, catechetical, and youth ministry activities.
3. Diocesan Policy: Report and Inform: The Diocese of Evansville has in place a policy that requires investigating current and past allegations of sexual abuse of minors by church personnel. Sexual misconduct violates human dignity and the mission of the church. The spiritual well-being of all victims, their families, and others in the community is of particular concern to the church.

Any allegation of child abuse:

- The allegation must be reported to civil authorities. Indiana law requires that any individual who has reason to believe that a child is a victim of child abuse must

report immediately to the local Child Protection Services agency (800) 800-5556 or the civil authorities, then inform the appropriate supervisor. (Failure to report suspected abuse to civil authorities is, according to the law, a Class B misdemeanor. The only exceptions to this requirement involve information learned within the Sacrament of Reconciliation or within an attorney-client relationship.)

Sexual abuse of a minor:

- Report to authorities
- Inform the bishop's office
- If an allegation of sexual abuse of a minor arises, the allegation is to be reported to civil authorities and the bishop's office is to be informed.

Allegations are to be reported to Child Protection Services, an agency of Indiana state government, (800) 800-5556. Local law enforcement agencies may also be contacted.

The bishop's office is to be informed, so that certain diocesan procedures may be performed as specified, in the event of an allegation of sexual abuse of a minor by church personnel.

The bishop's office is located at 4200 North Kentucky Avenue, Evansville, IN 47724. Phone (812) 424-5536 or toll-free (800) 637-1731.

For details on policies and procedures for child abuse (sexual, physical, mental, or psychological), a diocesan Youth Protection Manual is on file in the principal's office.

- Every adult (paid or volunteer) working with youth in any capacity is required to sign the **Best Practices of Pastoral Conduct**. This form is to be signed annually.
- Every adult (paid or volunteer) who works with youth in any capacity is required to submit to a criminal history background check.
- Every adult working with youth in any capacity is required to attend a training session which includes the policies of the Youth Protection Manual. Adults working with children and/or youth for the first time must complete the full training. Thereafter, on an annual basis, all adults are required to attend a refresher session. Children and youth are to be trained using age appropriate materials. Parents are also to be trained regarding safe environments – an outline of the curriculum and resources to be used for this training can be found in the manual.



Full Nondiscrimination Statement

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.