

ST. BERNADETTE CATHOLIC SCHOOL

PHILOSOPHY

St. Bernadette Catholic School is a community of faith following Jesus who is "the Way, the Truth and the Life". We commit ourselves to provide religious education and spiritual formation for our children in a Christian atmosphere where learning is safe, caring and disciplined. We seek to teach and foster gospel values by living them out in our own lives and inviting our children to learn and experience them. We develop in each child Christian attitudes rooted in love, morality that builds character, and a holistic spirituality founded upon God and the Good News. We encourage an appreciation for prayer and worship and a spirit of dedication to serve the needs of others.

Ours is a child-centered education helping students to realize their fullest potential. We believe in teaching the whole child, taking into consideration each child's life experiences, abilities and academic growth. Furthermore, we believe students are to accept responsibility for their own learning, for their own actions and for the welfare of those around them.

We believe that parents are the primary educators of the child and that we all share in the mission of Christian formation and education. We encourage parental involvement through close family contact at every phase of the child's development.

MISSION STATEMENT

Established in the Dominican tradition in 1962, St. Bernadette School primarily serves Catholics and non-Catholics who embrace our beliefs. We develop in each child a feeling of self worth and a respect for others. By integrating Catholic faith in their daily lives, we strive to educate the whole child through a variety of progressive programs promoting academic excellence, spiritual growth, and service to our community.

DIOCESE OF HOUMA/THIBODAUX MISSION STATEMENT

From many races, varied cultures and diverse places, we form the people of God in the Diocese of Houma- Thibodaux, living and proclaiming the Gospel of Jesus Christ, in the tradition of the Roman Catholic Church.

HISTORY OF ST. BERNADETTE CATHOLIC SCHOOL

Saint Bernadette Soubrious Catholic School had its beginning in August 1961, when Rev. George Herbert, the founding pastor of St. Bernadette Parish, secured the services of the Dominican Sisters. The school was constructed along with a convent in 1962.

School opened with grades 1 through 3, with a total enrollment of 128 students. Each year a grade was added until the 7th grade was attained. Eight more classrooms were constructed in 1966, but a decline in enrollment, lack of funds and the need for qualified teachers prompted the Dominican Sisters to recommend the closing of the school in 1968. The St. Bernadette School Board and parents, however, were determined to keep the school open.

In 1968, the curriculum was expanded to include a Kindergarten class. The St. Bernadette School Board was also formed during this time. State approval was obtained in 1970 and the student enrollment reached the 300 mark.

The years 1978 and 1979 brought further growth to St. Bernadette School. The decision was made to expand the kindergarten program to two full day classes. On January 19, 1979, work began on the new wing of the school which included the library, resource room, and the band room. In 1980, air conditioning of the school was completed.

We are indebted to the Dominican Sisters who staffed the school for 25 years. From the first principal, Sr. Mary Antoinette Millet, O.P. until the last one, Sr. Joel Gubler, O.P. the spirituality and depth of the Dominican Sisters will remain with us for years to come. May we use what was taught to us and deepen our own lives and that of our children.

PURPOSE OF THE CATHOLIC SCHOOL

Since parents are the primary religious educators of their children, it is the purpose and the role of the Catholic School to assist the parents in passing on the Catholic faith and Christian values as well as to teach the academics.

It is an assumption of the staff at St. Bernadette School that parents choose St. Bernadette because, first of all, it is Catholic. It is further assumed that parents will know and support the teachings of St. Bernadette School.

Religion at St. Bernadette is more than a class. It is a part of the Christian atmosphere. Religion class is taught each day at St. Bernadette School during which children study, discuss, and learn the truths of the Catholic faith.

As an outgrowth of religion class, students at St. Bernadette School plan, prepare, and celebrate liturgy. These liturgies include celebrations of certain feasts, seasons, and Christian values. These liturgies are celebrated in church once a week. Parents are always invited to participate.

COMMITMENTS

St. Bernadette Catholic School is committed to:

1. providing religious education and spiritual formation in a Christian environment where learning is safe, caring and disciplined;
2. experiencing religion as a way of life and living our faith in our everyday activities, including service to others;
3. encouraging parental involvement at every stage of a child's development;
4. encouraging students to accept responsibility for their own learning and to be accountable for their own actions and growth;
5. providing a sound academic program in a comfortable atmosphere where children can challenge and question life and become critical thinkers;
6. taking children where they are in their growth and challenging them to see their own gifts while striving to overcome their limitations;
7. encouraging teachers and staff to continue their own growth by enrolling in continuing education courses, workshops and seminars.

OBJECTIVES

To accomplish our purpose for being we offer the following specific objectives:

SPIRITUAL:

To encourage and enable children and staff to **BE** Church; to embrace their Catholicism as a way of life; to learn, to adopt, and to act on its teachings and traditions.

INTELLECTUAL:

To develop independent, creative, critical thinkers; to equip our children with basic skills for acquiring knowledge.

PHYSICAL:

To recognize physical activities as a source of important life-learning, self improvement, self-discipline experiences. These are also sources of developmental activities, fundamental skills, physical fitness, health and pleasure.

EMOTIONAL:

To aid our children in developing positive self-images by providing an atmosphere conducive to emotional stability, fostered by sensitive adults who are genuinely concerned for their welfare.

SOCIAL:

To help our children develop healthy relationships, respectful attitudes, good work habits, responsible social behavior and patriotism.

ACCREDITATION

St. Bernadette Catholic School is fully accredited through the Southern Association of Colleges and schools. The school is also fully accredited by the Louisiana State Department of Education and the Houma/Thibodaux Diocese. We are a state approved school. We also hold membership in the National Catholic Educational Association, Association for Supervision and Curriculum Development, Louisiana Principals' Association, National Association of Elementary School Principals, Louisiana Association of School Executives, Citizens for Education Choice and The International Dyslexia Society.

ADMINISTRATION-FACULTY-STAFF

The school is administered by the Principal with ultimate authority in the Pastor. All teachers hold a Bachelor's Degree and some a Master's Degree and are qualified according to State of Louisiana requirements. The staff is also composed of a certified librarian, guidance counselor, dyslexic teacher, resource teacher, music teacher, technology coordinator, religion coordinator, P.E. instructor, speech teacher, secretaries, cafeteria personnel and custodians. Teachers and administration participate in professional development workshops and conventions throughout the year.

ADMISSION POLICIES

All policy regarding admissions is made by the St. Bernadette School Advisory Council and executed by the administration.

1. **GENERAL ADMISSION POLICIES**

- A. St. Bernadette does not discriminate because of race, color, sex, age (according to the law), national origin, and any handicapping condition in its education programs, activities or employment policies. Preference must be given to CATHOLIC families and a limit set on students assigned to each class.
- B. The St. Bernadette School Advisory Council has established an admissions policy to ensure justice and objectivity in filling student vacancies. A copy of this policy is available in the office.
- C. We conduct registration during an annual two week period in February or March announced by the school administration.
- D. There is no waiting list for any grade before registration. We begin a waiting list with those families whom we did not accommodate at registration time, and any others who apply after that time.
- E. Payment of registration fee does not constitute acceptance, admittance, or enrollment to the school.
- F. Admittance to St. Bernadette School is on an annual basis for all students.

2. **PLACEMENT REQUIREMENTS**

- A. **KINDERGARTEN PLACEMENT**
Students of kindergarten age registering for classes are administered the Gesell Developmental Screening Instrument. Results of this screening determine placement along with teacher observation.
- B. **RE-ENTERING KINDERGARTEN**
Parents who decide not to place their child in developmental kindergarten (this includes all Catholic schools of the diocese that screen) after the screening and choose to go to another school will be allowed to re-enter/enter St. Bernadette Catholic School in **kindergarten** the following year. Parents who choose not to enter kindergarten and circumvent the screening process will be allowed to re-enter at the fourth grade level because of the sequential structure of the language arts program.
- C. **PLACEMENT OF TRANSFER STUDENTS FOR FIRST GRADE**
The Gesell Developmental Screening Instrument will be used to screen children whose parents seek to transfer them from a kindergarten program other than our own into first grade. Results of this screening or teacher observation will determine placement. If the child's screening and/or teacher observation indicate that kindergarten rather than first grade is the appropriate placement, the school can accept the child for kindergarten placement but not for first grade. A student can also be reassigned to kindergarten after the initial four/six weeks of school at the recommendation of the teacher and administration.

D. PLACEMENT OF TRANSFER STUDENTS IN GRADES TWO THROUGH SEVEN

Initial placement for a new student will be determined on the following documentation:

- the report card from the previous school provided by parents at registration
- other school records forwarded by the school from which the student is transferring
- Second and Third grade students may be screened for academic and developmental tasks

E. St. Bernadette Catholic School reserves the right to reassign transfer students based on the student's performance and/or teacher recommendation. Whereas parent's involvement in this decision is encouraged, the final decision rests with the school.

F. PLACEMENT OF STUDENTS IN GRADES ONE THROUGH SEVEN FOLLOWING HOME-SCHOOLING

St. Bernadette Catholic School reserves the right to reassign these students based on a formal screening, teacher observation, and class performance.

G. The final decision for placement of any student rests with the school.

H. All students must be able to use the restroom independently.

Every family with a child entering St. Bernadette Catholic School having been a student in another school or having been home-schooled is subject to this admissions policy. St. Bernadette School recognizes the state's policy regarding LEAP for placement of students leaving fourth grade.

3. REGISTRATION

A. Pre-K students must be four years of age by September 30. Kindergartners must be five years of age by September 30. First graders must be six years of age by September 30.

B. For all entering students the following must be presented:

1. Baptismal Certificate
2. Birth Certificate
3. Immunization Certification
4. Records and report cards from previous school for all transfers
5. Completed St. Bernadette registration form
6. Social Security Card

C. All students registering do so with the understanding that they must take part in all aspects of the curriculum.

D. New students are accepted on a two-week probationary period. New students transferring from other schools may or may not be accepted if they have a sibling currently enrolled at St. Bernadette School.

E. If a parent deliberately withholds information about a student and it is an issue of behavior or learning difficulties/special education problems, that student will be asked to leave, and the registration fee will not be refunded.

F. Fees:

1. There is a per-student registration fee paid at the time of registration. This is a fixed charge and not refundable in the event that

- circumstances prevent your child from entering.
- 2. A per-pupil administration/book fee is charged for the full year. This fee covers the cost of all religion books, workbooks not included in the state textbook allotment, testing fees, insurance and the diocesan assessment. This fee is included in tuition.
- 3. Tuition for the band and the After-School Care Program is handled apart from regular school tuition.
- 4. Kindergarten classes have a snack fee and all classes (K-7) collect a supply/art fee.
- 5. There is a one time technology fee assessed to all **new** families.
- G. A registered active Catholic Parishioner of St. Bernadette parish is one who is registered, active in the parish Sunday celebrations and contributes to the support of the church through the envelope system on a regular basis.
- H. An individual must be a registered, active parishioner six months prior to registration to be considered an active parishioner during registration.

4. **TUITION**

- A. Tuition rates are fixed each year by the finance committee of the school advisory council subject to the full council's approval.
- B. A family plan allows us to offer reduced rates for families with 2 or more children. (\$25.00 reduction)
- C. Tuition increases are not to work an impossible hardship on any family. The inclusion of a family plan does not negate the tuition reduction program that is available to all families of St. Bernadette. If you feel that you are unable to meet tuition costs, tuition reduction application forms can be obtained through the school office. An anonymous committee reviews all applications and the information is kept in strict confidence.
- D. Non-Catholic families are assessed an additional fee.
- E. The home parish (without a school) of out-of-parish Catholic students will be assessed an annual fee per student. The parent must bring a verification form to the Pastor and return it to the school signed by the pastor. If the pastor refuses the fee, the parent pays the fee.
- F. Families of out-of-parish students coming from parishes with a school will be assessed an out-of-parish fee.
- G. The St. Bernadette School Advisory Council has adopted a pre-paid tuition plan. All tuition is due in May preceding the academic year for which parents are paying. A local bank provides low-interest loans for those who prefer paying tuition monthly.
- H. School advisory council policy demands the following:
 - 1. If a tuition loan is 30 days delinquent, parents will be notified by a certified letter that the delinquent balance must be paid in full or make arrangements for payment in full within 15 days. Failure to comply may result in the child being dropped from the school enrollment.
 - 2. If a parent/guardian withdraws a child from school or if the child is not allowed to return to school due to outstanding tuition bills, the parent/guardian is responsible for any debts through the date the child is officially dropped from the school enrollment.
 - 3. A child will not be allowed to take mid-year exams or receive a report card at mid-year if all outstanding bills have not been paid.
 - 4. A child will not be readmitted for the spring semester if all outstanding

bills have not been paid at that time.

5. A child will not be allowed to take final exams and grades will be marked "I" for incomplete for the year for upper grade levels. Lower grade students will be graded for the last two weeks of school and final grades will be marked "I" for incomplete. A student will not be allowed to participate in the end-of-the year awards program if the school is owed money for any unpaid bills.
6. A child will not be accepted for the upcoming year if tuition and all outstanding bills are not paid up (assuming we would make allowances in hardship cases).
7. Partial refunds on tuition are payable as follows:
 - Between first day of class and September 30—80%
 - Between October 1 and November 30 —60%
 - Between December 1 and Mid-term—20%
 - After mid-year no refund
8. Registration, book fee, and technology fee are non-refundable.
9. The out-of-parish fee is treated as tuition.
10. Lunches will be refunded on a per diem basis.
11. Refunds are payable within thirty days after withdrawal.
For information on any financial situation please contact the book-keeper in the school office.

5. WITHDRAWAL PROCEDURES

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

6. STUDENT TERMINATION POLICY

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

7. PARENTAL RESPONSIBILITIES

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

ADMINISTRATIVE REGULATIONS

1. **ATTENDANCE**

A. **SCHOOL CALENDAR**

The administration determines the yearly school calendar with consideration to the Terrebonne Parish School calendar.

B. **SCHOOL HOURS**

School begins promptly at 7:50 A.M. and is dismissed at 2:45 P.M.

C. **ARRIVALS**

1. The Terrebonne Parish Transportation Office determines our bus schedule.
2. A teacher is on duty to supervise arrivals and departures in the morning and afternoon from 7:00 A.M. to the last bus departure in the afternoon at 3:10 P.M.
3. Breakfast is served in the cafeteria from 7:10 to 7:40 A.M. each school day.
4. Students arriving by car are to be dropped off along the sidewalk in the front of school. Students can then walk along the sidewalk and enter the grounds through the front gate.
5. Students arriving by bus are to be dropped off in the bus turn around .
6. All students should enter the school grounds through the front gate in Inclement weather students are to report to their classrooms.
7. ***Children arriving after 7:50 are considered tardy.***
Students who are tardy must report to the office with parents or an accompanying adult to sign-in and receive a tardy slip to be admitted into class.

The only excused tardies are those coming from a doctor or dentist. No other reasons for tardiness are accepted. On a student's third (3) unexcused tardy of the year they are to serve a 7:00 A.M. detention; and for the next two times tardy. If the tardiness continues the student may no longer be able to attend St. Bernadette School.

A letter from the office stating the day of detention will be sent home to be signed and the student must report to room 107.

8. Perfect attendance is attendance at school from 7:50 a.m. to 2:45 p.m. every school day.

D. **DEPARTURE**

1. Students cannot be picked up in a limousine as a means of celebration at any time during the year.
2. In order to make supervision possible, children leaving by car in the afternoon should be picked up in front of school along the front sidewalk (for Pre-K through 3rd). Parents are asked to pick up students on the school side of the street; it is too dangerous for students to cross the street. Students in grades 4th through 7th should be picked up in the car line which goes through the school parking lot.
3. Parents who wish not to go through the car line may park on C Street, walk to your child's class and cross the street in front of the school parking lot to return to your car. This does not pertain to Pre-K/K early dismissal. During Pre-K/K early dismissal all children must be picked up in the car line and parents are to remain in the vehicle.
4. School bus drivers do not allow extra children to ride home with a

- friend. This may only be done in a case of emergency.
5. Each morning your child if he/she will be a bus rider, car rider, or attend after school care each morning. Do not call the school office to make a change in routine **unless it is an emergency.**
 6. In the event of any change in departure accommodation, both the office and the teacher should be notified in the morning in writing.
 7. Children who must leave school at an irregular time must send a note to the teacher in the morning and must be signed out from the office by a parent or the adult in charge. **A student will not be called from a class after 2:20 due to dismissal preparations. (Grades 1-7) For Pre-K and K, not after 2:10.**
 8. In those cases where parents are divorced or legally separated, a child shall be released only to the parent awarded legal custody of the child. It is the responsibility of the parent who is legal guardian to have on file in the school office a certified copy of the court order granting legal custody.
 9. Parents are asked to try to avoid doctor and dental appointments during school hours.
 10. In the case of illness or accident, the office will notify the home. Arrangements will have to be made by the parent to call for the student and officially sign him/her out for the day. No pupil who feels ill may leave without following this procedure. Early dismissal for any other reason must be requested in writing by the parent.
 11. Students will not be allowed to leave school with anyone other than a parent or individual officially listed in the office to take the child without written permission.
 12. Children waiting for rides after school must be picked up before the last bus (3:10) unless it is a supervised after-school special event for which they are remaining. There will be no teacher supervision after 3:10.
 13. Pre-K students are not permitted to ride Terrebonne Parish school buses.
 14. After-school care services are provided in the afternoon from 2:45 to 5:30. Please contact the office for more information.
- E. **ABSENCES**
1. On the day of return to school a student who has been absent must present a written excuse signed by a parent stating the reason for the absence. Students are expected to make up whatever is missed in class.
 2. If you anticipate an extended absence for your child and you know of this in advance (surgery), we (office/teacher) should also be informed.
 3. An absence of three or more consecutive school days and/or recovery from a contagious illness requires a doctor's note for the student to be readmitted to school.
 4. Types of absences:
 - a. **Excused Absences:** The student is absent for illness, death or serious illness in the immediate family, or other family emergencies. The student is allowed to make up whatever was missed in classes during the absence.
 - b. **Unexcused Absence:** If the student is absent for any other reason other than the reasons stated above, the absence is considered unexcused. For an unexcused absence the student

is held responsible for the material covered in class and any assignments due or given on the day of the unexcused absence. The student must submit all missed assignments on the day of return. Failure to hand in missed assignments the day of the return of an unexcused absence will result in a grade of 50/100.

- c. **Half-Day Absence:** A student is considered absent one half day if he/she misses more than two periods or two hours. By the same token, he/she must be present for at least two hours to get half-day attendance.
 - d. **Educational Leave:** An educational leave is due to a school-related activity and is not counted as a day absent. Students are required to make up whatever is missed during the absence.
 - e. **A maximum of three (3) consecutive days of unexcused absences or three (3) nonconsecutive days of unexcused absences per school year will follow the above policy. The fourth day of an unexcused absence and any days thereafter in the school year will result in the student forfeiting the right to make up any tests or any assignments given on the day of the fourth unexcused absence, resulting in a grade of 50/100.**
5. **Make up tests:**
 - a. An excuse must be sent to the school for all absences.
 - b. All make up tests/quizzes are done at 7:00 A.M. in Room 107 for grades fourth through seventh. (Excused and unexcused)
 - c. For excused absences in grades one through three, tests/quizzes are made up with the teacher during the regular school day.
 - d. For unexcused absences grades one through three, tests are made up at 7:00 A.M. in Room 107 on the day of return.
 - e. If a student does not report for a make up test, an F will be recorded.
 - f. If a child is absent one day, that child makes up his/her tests the following day.
 - g. If a child is absent for two days, that child has two days to make up his/her tests.
 - h. If a child is absent three or more days, that child has three days to make up his/her tests.
 - i. Any extended illness (example: hospitalized) the teacher and parent will discuss when make ups will be taken. (Possibly during enrichment time.)
 6. School work is available outside the school office after 3:00 p.m. each day for excused absences. School work can also be sent home with a sibling. Please call the school office before 9:30 A.M. or send a note to the teacher to let them know where to send the work.
 7. Promotion to the next grade is in jeopardy with 10 or more absences. Exception can be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal. Parents will be notified in writing by the administration when absences become excessive. The Administration may report all truancy problems to Terrebonne Parish School Board and/or necessary authorities.
 8. IF A STUDENT CHECKS OUT OF SCHOOL AND/OR IS ABSENT THE DAY OF ANY EXTRA-CURRICULAR ACTIVITY,

THE STUDENT WILL NOT PARTICIPATE IN THE ACTIVITY.

9. Please remember that lice is also contagious and not necessarily a result of poor hygiene. There is no need to feel uncomfortable about reporting head lice. This will assist us in stopping its spread. The school has a "no nit" policy which prevents students from returning to school until examination of their hair and scalp reveals no nits. After treating your child, please send to school written verification from your doctor or the health unit stating that your child is free of lice and nits.

ACADEMIC REGULATIONS

1. CURRICULUM

- A full Pre-K is offered for 4 year olds who are four by September 30th.
- Human Sexuality is taught as part of the religious curriculum at St. Bernadette School, according to the Diocese of Houma/Thibodaux guidelines. Students are also instructed using the Safe Environment Program of the diocese.

COMPUTER LAB

- A. St. Bernadette has a "state of the art" computer lab that allows students to become active participants in research and learning. All classes attend weekly. The lab and library have access to the internet.
- B. Copyright
Policy of educational programs governed by the Diocese of Houma-Thibodaux School Board mandates that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non print materials allowed by: 1) Copyright law, 2) Fair use guidelines, 3) Specific licenses or contractual agreements and 4) Other types of permission. Government copyright laws need to be in print for handbooks for teachers. Licensing should be purchased in the school name rather than an individual. Employees, volunteers, and students who willfully disregard copyright law are in violation of board policy, doing so at their own risk and assuming all liability.
- C. Internet
Policy of educational programs governed by the Diocese of Houma-Thibodaux School Board requires the ethical use of the internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for use of internet and related technologies. The school may consider that access privilege be revoked, that other school/district disciplinary action be taken, and/or appropriate legal action be taken for any violations that are unethical and may constitute a criminal offense. The Diocesan School Board requires that school policies be enforceable for students and faculty.

Internet Terms, Conditions and Regulations

- 1) Acceptable Use - The use of internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic Schools Office of the Diocese

of Houma-Thibodaux. Use of other organization's networks or computing resources must comply with the rules appropriate for these networks. Users will comply with all federal, Louisiana, and other applicable laws; all diocesan rules and policies; and all applicable contracts and licenses.

- a) Information and access to the internet will be used for the purposes of education. Limits may be imposed upon personal use in accordance with the school's discipline policy that governs on and off campus conduct.
 - b) Academic honesty (copyright, etc.) must be practiced.
 - c) Users shall not reveal any personal information, including but not limited to personal address and phone number.
 - d) Any attempted or planned acts of vandalism will result in at least immediate cancellation of privileges and disciplinary action. This includes the transmission of viruses.
 - e) Transmission of any materials in violation of civil or criminal codes is prohibited. This includes, but is not limited to copyright, threatening, or obscene materials, any materials deemed contributing to the delinquency of minors, or any materials/programs protected by trademarks or trade secrets.
 - f) Transmission of commercial materials, advertising, or political materials is not allowed.
 - g) Use of password, hardware and/or services by anyone other than the authorized person is prohibited.
 - h) Only computer software approved by the appropriate administrator may be installed on any computer. The diocese reserves the right to delete any unauthorized program.
 - i) Contracts/ Agreements for use must be signed before utilization begins.
- 2) Unacceptable Use - Transmission of any material in violation of any U.S. or state board is prohibited. This violation includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Other unacceptable uses include:
- a) Use for commercial activities,
 - b) Use for product advertisement,
 - c) Political lobbying,
 - d) Game playing which has no education application
 - e) Unauthorized 'chat,' or chain letter communication
 - f) Pornography, illegal substances, information on bombs, inappropriate language and communication, flame letters, etc.
 - g) Acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware of software. This definition includes, but is not limited to, the uploading of creation of computer viruses.

- h) Unauthorized use of another's computer, access accounts, and/or files; home purchased programs may not be used in the school setting based on copyright laws.
 - i) Unauthorized use of e-mail and/or website harassment.
- 3) Privileges - The use of the Internet and related technologies is a **privilege**, not a **right**, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use. This right should be stated in the Student/parent handbook.
 - 4) Warranties - The educational programs governed by the Diocese of Houma-Thibodaux School Board make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. These damages may include loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by the Diocese of Houma-Thibodaux School Board specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of internet and related technologies that are not previously approved as part of the local budget.
 - 5) Safeguard - Most current version of internet monitoring software available will be used to ensure an internet environment that mirrors the values promoted by our school.
 - 6) The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

2. EVALUATION

- A. Evaluation is an important component of the educational process. No single method of evaluation can present an adequate profile of strengths, weaknesses, accomplishments, effort, potential, and creative ability of an individual student. An over-emphasis on grades can cause a student to focus his energy on achieving grades rather than on real learning. Parents can help us to put grades in proper perspective.

St. Bernadette School grading scale: Note: We will be following the diocesan grading scale.

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

B. REPORT CARDS

1. Report cards are issued at the end of each nine-weeks period. Letter grades are used to designate pupil progress in grades one through seven. Report cards envelopes are to be signed by parents and returned within two days.
Final grades are determined by averaging the numerical value of each grading period.
 2. Pre-K and kindergarten receive a report card. In these grades, marks are used to indicate student progress.
- C. At the mid-nine weeks parents are asked to log onto Edline and view their child's progress and verify by signing a progress monitoring form for grades first through seventh. These forms are to be signed by parents and returned within two days.

D. PROMOTION AND RETENTION

1. In first through third grades a student will repeat the grade if he/she fails Language Arts (F), Mathematics (F), or Reading (D or F). A student earning a D or F in Reading for the last nine weeks may be referred to the administration for promotion or retention. Teachers may also recommend to the principal that a child be retained for other reasons. Parents will be notified by the teacher and a meeting with the principal and teacher will be arranged to discuss the need for retention.
2. In fourth through seventh grades a student will repeat the grade if he/she fails two or more major subjects. The major subjects are: reading, math, social studies, science, and language. Any student in grades 4-7 who fails (F) the work of the fourth nine weeks period may be retained for the year regardless of the prior grades received. Promotion / retention will be at the discretion of the administration.
3. All students are expected to meet attendance requirements.
4. Students in grades 1 – 7 receive grades of S/IN/U for enrichment classes.
5. A student must earn (S) grades for 3 grading periods to receive (S) marks for the yearly average.
6. Any unsatisfactory mark (IN or U) or grade (C or below) on the report card may hinder a student from earning end of the year academic recognition.
7. A student may be retained in any grade level, regardless of grades, if the administration feels sufficient mastery of curricula was not achieved.

E. **CONFERENCES**

1. Each teacher has a "Parent Meeting" at the beginning of the school year to explain classroom procedure. They also discuss grading, homework, answer parents' questions and other important topics that pertain to their class. These meetings are mandatory for our parents to insure a successful year.
 2. Parent-Pupil-Teacher Conferences are scheduled annually in January. To prepare an effective conference, the school will provide parents, teachers and students with suggestions in making the most of the time together. We see the evaluation of these conferences from the parent and student as critically important input to the school. Consequently, if a parent and/or child neglect to return the completed pink evaluation sheet following the conference, the school does not send the following mid-nine week's progress report home.
 3. Parents are encouraged to contact teachers at any point in the school year when they wish to discuss their child's progress. Appointments should be made by sending a written request to the teacher or by calling the school office.
- F. Every Tuesday your child will be bringing home his school work in a white envelope for your information and signature. You are asked to sign and return the work, please examine it carefully. Know that your signature will indicate to us that you are aware of what your child is doing and what the class is doing. Papers are to be corrected and the envelope signed by parents and returned within two days.
- G. Standardized tests will be administered in the spring as dictated by Diocesan policy. A battery of standardized achievement tests will be given annually to students in grades one through sixth.
- H. At the end of the school year outstanding students are recognized at a special assembly. The following awards will be given to students in grades one through seven:
1. The Christian Panda--given to the student who excels not just in performance in the religion class, but in modeling the Catholic way with the Word, in Worship, and in Service.
 2. Outstanding Achievement--given to the student who makes the greatest strides in improving; in moving from where they were in the beginning of the school year. This growth may be in any of these facets of development: academic, spiritual, emotional and/or social.
 3. Academic Achievement--given to the 7th grade student who achieves the highest level of excellence in academics.
 4. Awards are given in the areas of attendance, service, physical education, fine arts, and organizations. To be eligible for perfect attendance a student must have no check outs, appointments, etc. VFW and Woodmen of the World Awards are given by the respective organizations.
 5. Also recognized are those students, individuals and groups who play a significant role in the management and spirit-life of the school.

3. **HOMEWORK**

A. **OUR PHILOSOPHY**

1. Homework is meant to be the child's responsibility and the child's work.
2. It is the parent's responsibility to supervise, but not to do the

homework--not to teach. It stands to good reason that if your child knows that they are going to be taught again at home what the teacher has already taught in class, they will likely choose one or the other but not both times to invest themselves.

3. As the child progresses through the grades the objective of home assignments progresses also.
4. If the child is going to be absent from school for an extended period of time, a request for assignments is required unless illness prevents the child from working. Assignment requests can be made by calling the school secretary before 9:30 a.m. Books and assignments may be picked up after 3:00 p.m. that same day outside the office.
5. Students in grades four through seven are responsible for making arrangements for any tests missed during an absence. Make-ups are given at 7:00 A.M. in the morning.
6. On nights when you are asked to attend a school function teachers will make no homework assignments for the next day. This would not apply to standing, routine assignments that the child knows about well in advance (e.g. a standing Friday spelling test).
7. No school employee is permitted to tutor a student that he or she teaches, even in a subject different from that which he/she teaches.

4. SPECIAL SERVICES

The school educational program will implement the Guidelines for Catholic Schools in the State of Louisiana for addressing individual student needs published by the Superintendents of the Catholic dioceses. All faculty members have been trained in the guidelines and procedures with specialized interventions and strategies to be used in the regular classroom setting although limited specialized programs are available.

A. **LANGUAGE ARTS ASSISTED PROGRAM:**

The LAAP at St. Bernadette School is focused on the student that has been diagnosed with dyslexia. Students are offered a two hour session in language arts with Language! Students also have access to notes (if needed), to special exam schedule, to extended test time and oral reading of tests when the need is indicated. Classroom teachers work closely with LAAP personnel to provide what is needed and to assist with necessary accommodations.

In order for a student to be admitted to the LAAP program, a professional evaluation by an evaluator approved by the principal must be submitted. The Students' Needs Committee of the school will determine if the program is appropriate for this particular student. Appropriate classroom behavior and work attitude are essential for continuation in the program. Cooperation from the parents is also necessary for a student to continue in the program.

A supplemental tuition fee is assessed for this program and is financed along with the basic tuition fees. While these fees are not sufficient to fully subsidize the program, they do assist in offsetting some of the extra expenses incurred.

There is a student needs committee organized to ensure that each student is provided the opportunity to receive the best instruction available to meet his/her needs. While parents and medical professionals may identify what a student needs are, parents or medical professionals do not dictate what the school can offer.

B. **SPEECH AND ADAPTIVE P.E.**

These services are provided by Terrebonne Parish School Board. Parents may request evaluations through the school administration or through Terrebonne Special Education department.

C. **COUNSELING SERVICES**

School counseling services are available for students. Counseling services are initiated through self-referrals, staff referrals, or parent referrals.

5. **LIBRARY**

A. **REGULAR CIRCULATION**

1. Books are ordinarily checked out for one week, the stamped "date due" being seven days after the library visit.
2. If a student wishes to keep a book longer than one week he/she must bring the book back to the library for renewal.

B. **LOST OR RUINED BOOKS**

For lost or ruined books a fee (the cost of the book) will be charged. If a book is later found and returned within the same school year a refund of the money will be forthcoming. No final report card will be issued to a student whose library book is not returned or paid for.

6. **PHYSICAL EDUCATION**

Every student is expected to participate in physical education classes. Only those students with proper medical cause, signed by a doctor, will be excused. Students unable to participate in P.E. classes are assigned academic work to be done in that period.

The school uniform will be the only clothing allowed for P.E. activity participation in grades K-3. Students in grades 4-7 are required to dress out in the school P.E. uniform.

7. **FIELD TRIPS**

- A. Field trips on school days are school days replete with learning experiences most often unattainable in the classroom setting. With the exception of illness, any planned absence on such days should be discussed with the teacher and/or principal.
- B. Field trips are a privilege and not a right.
- C. No child will be allowed to accompany his class on such an outing if he has not brought in his permission slip. Permission by telephone is not acceptable.
- D. All chaperones must be safe environment trained.

8. **EXTRA CURRICULAR ACTIVITIES**

- A. **Altar Servers** - Beginning in grade five, boys and girls are trained to serve at the altar. Students are then able to serve for school mass as well as Sunday Masses, funerals, weddings and baptisms.
- B. **Student Council** - Class representatives in grades 5 - 7 are elected and

appointed to serve for one year. The Council meets once a month to plan activities and solve problems, promote school spirit and develop leadership.

- C. **4-H** - The 4-H Club at St. Bernadette is open to students in grades 4 through 7. The students are then eligible to participate in parish wide 4-H activities along with service activities for our school and community.
- D. **Buddies** - Students in grades 6 and 7 are paired up with kindergarten students. The older students act as "big brothers and sisters" to the younger children. The two age groups interact during various activities throughout the school year.
- E. **School Jobs** - Students in 7th grade are given special jobs throughout the school. Each class has special jobs and the students take turns helping the teacher in this capacity. These jobs have to be applied for, as would any job. The purpose of school jobs is allowing students to develop leadership and take ownership of their school.
- G. **Library Helpers** - These students are appointed by the librarian and assigned duties in the library. They help the library run smoothly.

DISCIPLINE POLICIES

1. CONDUCT

- A. Conduct refers to the way students manage their behavior throughout the course of the day. Primarily this concerns their own learning. Their interest and their attitude are key factors. Also inherent in our definition of conduct is a respect and concern for the learning of others.
- B. These are questions we reflect on when assessing a student's conduct:
 - 1. Is the student's behavior conducive to his/her own learning and growth?
 - 2. Is the student conducting himself/herself in a manner appropriate to the situation at hand?
 - 3. Does the student recognize when silence is called for and exercise reasonable self-discipline to cooperate?
 - 4. Does the student realize that making himself/herself heard in an acceptable manner is often the greater need in a classroom situation?
 - 5. Does the student respect the rights of others?

2. DISCIPLINE

- A. In order to create an atmosphere which encourages learning and assists each student in reaching his/her highest potential as well as in building relationships according to our school philosophy, it is necessary that self-discipline, respect for self and others, and responsibility be nurtured.
Discipline is the key to developing and practicing good self-control, strong character, orderliness, and efficiency. Self-discipline is the ability to make a plan and carry it out enabling students to build a good foundation for a Christian life. Respect is the key to good relationships and the basis for developing understanding of oneself and others. Responsibility is the ability to look at one's behavior, evaluate it, and make a plan to do better.

- B. **CONSEQUENCES:** Each teacher formulates a set of classroom rules and regulations and consequences. These consequences are explained to the students and parents and possibly posted in the classroom. Administration and teachers will be very sensitive to the needs and emotions of each individual child when consequences are administered. Corporal punishment is not used.
- C. **DETENTION:** Detention may be given to students at the discretion of the teacher and administration. This detention is held at the afternoon recess. An early morning detention may also be given by the administration for major violations of school rules. This detention is held before school in the morning. A signed form must be returned to school the next day. Administrative detentions are an indication of serious infractions of school rules or behavior. An in-house or at-home suspension may also be assigned.

3. MAJOR VIOLATIONS

An official school detention may be given to any student who chooses the following behaviors and violates a major school rule or other inappropriate behavior or conduct unbecoming a Catholic student. Additional punishment may also be given by the principal at the principal's discretion if deemed necessary.

- A. Fighting, instigating or encouraging fighting
- B. Leaving class without permission
- C. Disrespect for authority (including staff members, substitutes, and guest speakers)
- D. Cheating, plagiarism, lying or betting - A Student who cheats or plagiarizes will earn a zero on the work in question.
- E. Entering any building or classroom without permission or at unassigned times during before or after school
- F. Profane or obscene language, writings, gestures, drawings or actions
- G. Defacing uniforms or writing on body parts
- H. Defacing school property (including marking on desks, walls, doors)
- I. Bringing to school radios, beepers, cellular phones, or any electronic devices
- J. Any un-Christian behavior on school grounds or at any school function or any other inappropriate conduct.
- K. School bus referrals

4. SEVERE BEHAVIOR INFRACTIONS

(Grounds for suspension)

Students choosing the following behavior may be suspended and/ or expelled. Suspension may be "at-school" or "at-home" and students will follow the suspension policy listed below. A student with an at-home suspension or at-school suspension is marked absent from school.

- A. An accumulation of student referrals
- B. Threats, verbal abuse, written harassment or abuse, visual harassment or abuse, demands, retaliations, bodily injury or any grave act of disrespect

- to students, staff members, teachers or visitors
- C. Stealing, receiving or inappropriate possession of stolen goods
- D. Vandalism/destruction of property
- E. Possession or use of tobacco, matches, lighters, alcohol, drugs (including over the counter medications) or any substance that might be harmful to the students or others
- F. Possession of a weapon or any instrument that could harm another person
- G. Leaving the campus without permission
- H. Any serious un-Christian or inappropriate behavior on school ground or at any school function deemed so by the administration
- I. Any serious un-Christian or inappropriate behavior off school grounds or not connected with a school activity may also be grounds for suspension or expulsion within the discretion of the administration of the school.
- J. A child choosing to walk away from campus without permission may be suspended from school or may be asked to withdraw from the school.
- K. School bus referrals

5. **SUSPENSION**

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

6. **PROBATION**

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

7. **EXPULSION REGULATIONS**

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

8. LAW ENFORCEMENT

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

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

GENERAL GUIDELINES

1. CAFETERIA

- A. The St. Bernadette Cafeteria staff prepares well-balanced meals daily. Students in grades 5-7 may select a hot meal or the salad/sandwich. Students in 4th grade may begin to select from salad/sandwich.
- B. The cafeteria provides breakfast for all students and parents from 7:10 to 7:40 each day. The menu is posted in the cafeteria. Pay is collected each morning.
- C. Please be advised that the school does not dictate lunch room policy. Its management, though cooperating with us, is separate from the school. Therefore, if there is some cafeteria-related problem you should contact the cafeteria manager.
- D. Parents, at the beginning of the school year, will indicate on a form whether their child will eat in the cafeteria or bring lunch from home. Students will be able to change at mid term only, except in emergencies and with the principal's approval.
- E. Lunch money will be included with tuition fees when registering. Families will not be charged for the full 178 days to allow for absences. The parents may request a refund of lunch money.
- F. Students bringing lunch will not be allowed to trade food. Lunch boxes are allowed but must be small. The lunch must be a balanced meal; no candy, cola (soft) drinks, or glass containers are allowed in the cafeteria. This jeopardizes the school's federal funds for the lunch program.
- G. Volunteers or visiting parents are encouraged to eat at school and to join a class for the meal. We ask only that you let the cafeteria know the day before or before 9:00 a.m. in the morning if you plan to eat with us. Adult lunches may be paid for in the cafeteria.
- H. Parents requesting their child's special exemption from the regular menu for health purposes should present a note from the doctor. Forms can be gotten from the cafeteria manager. These forms should be filled out and faxed to 504-596-3459. Students who cannot drink milk must provide the office with a current doctor's note and SFS application at the beginning of each school year. These students will then receive a juice instead of milk.

- I. Free and reduced lunches are available if qualifications are met. Everyone receives a form in the beginning of the school year. All forms have to be returned. Our participation in the free and reduced lunch program helps our over-all program in that more state money can be allotted per plate through state funds. The names of children on free or reduced lunches are strictly confidential.
- J. Parents cannot bring outside food, from fast food restaurants into the cafeteria.

2. **COMMUNICATIONS**

- A. A weekly newsletter written by the principal should suffice to keep families informed of important happenings at school. This newsletter is posted on Edline each Monday. Parents are encouraged to be faithful in reading the newsletter and checking it for important dates and announcements before calling school. Parents should feel free to call in response to requests for help which originate in the newsletter.
- B. A monthly calendar of coming events is placed on Edline each month, August through April.
- C. Telephone calls from children to parents through the office are limited to emergencies. We ask our parents to avoid calling the school for matters that are clarified in the newsletter and to anticipate needs before the children leave home for school.
- D. Emergency Closing of School will occur in certain extreme cases, usually due to inclement weather. The decision to do so is made as early as possible and announced over all local television and radio stations. St. Bernadette will be closed if public schools are closed due to inclement weather.
- E. Parent-teacher contacts are a necessary part of school life. Teachers are more than willing to give their free time at school toward private conferences with parents. We ask that you send a note or call the school office when you are requesting such a conference. Please don't call teachers at home unless it is an emergency.
- F. You are requested to keep the school office informed of any changes in phone numbers at home and work for both parents. Families with unlisted numbers must give the school a number at which they can be reached in an emergency.
- G. Messages: Please refrain from calling the office to get messages to your children except in the case of an emergency. Messages may not reach the child if called after 12:00 noon.
- H. Anytime money needs to be sent to the office for items such as tickets, school pictures, etc., we ask you to enclose the money for each different item in a separate envelope, marked with the following information:
 - 1) the cause for which it is sent
 - 2) child's full name
 - 3) grade
- I. Party invitations may not be delivered at school unless the entire class is included. If, however, the party includes all the girls or all the boys in the class it is permissible to deliver invitations at school.
- J. Dropping out of a school program (e.g. student job, band, altar server, 4-H, Student Council) should be done formally BY THE STUDENT, taking the following steps in this order:
 - 1) obtaining written consent of the parents

- 2) setting up an appointment and meeting with the principal
- 3) informing the teacher or staff-member sponsor of the program
- K. The school name or logo may appear only on correspondence that has been approved by the administration. Persons voluntarily using the school name or logo without permission put the school at risk for liability.
- L. Anonymous Letters-- The school advisory council and the school administration do not honor anonymous letters. Parents may express concerns to the administration or at the open session of the advisory council meeting.

3. **SPIRITUAL LIFE**

A. **COMMUNITY LIFE**

Keeping in touch and being involved in the spirit life of our community is vital to its very existence, to say nothing of its growth. Our parish needs us and we need our parish life. The church's weekly bulletin and the school's weekly newsletter will keep you informed.

B. **MASSES**

Our school attends the 8:15 a.m. school liturgy on Wednesday mornings during the school year. Parents may join their child/children for the mass.

C. **SACRAMENTAL PREPARATION**

It is Diocesan Policy that a child celebrate the sacraments in the "home parish" (not the "school parish") where the family worships. St. Bernadette parishioner children will celebrate with our parish community and their preparation for that sacrament is with our parish program.

Traditionally, the reception of First Eucharist and First Reconciliation is in the second grade.

Parent seminars in preparation for these sacraments will be announced well in advance of their appointed times. These sessions with our parish priests and educational personnel are mandatory.

D. **RITE OF BEGINNING**

Our Kindergarten classes participate in the Rite of Beginning, a beautiful celebration with their parents patterned on Our Lord's presentation in the temple. This ceremony, held in the fall, is that time when, symbolically, we join you in the responsibility for your child's religious formation.

E. **PENANCE SERVICE**

During Advent and Lent each of the grades (2-7) has its own Penance Service.

F. **ENVELOPES**

We encourage our children to form the habit of regular offertory giving as their responsibility to church support. Please help your child to remember their envelope on Wednesdays for our school liturgies or on Sundays with the parish celebrations.

G. **SHARED FACILITY**

Our school is a shared facility. Though our children are full-time students of St. Bernadette, they share their desks and classrooms with their CCD counterparts. Two days a week after hours, their desks belong to some other child. Parents can do much to convey this concept.

4. **VISITORS**

- A. Visitors are asked to check in with the office always; even our mom-

volunteers who come on a regular basis.

- B. Visitors and volunteers are asked to refrain from wearing shorts to school and Mass. Appropriate attire should be worn to model for our students.

5. **LOST AND FOUND**

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

6. **CHILD ABUSE**

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

7. **HEALTH RECORDS**

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

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

8. **MEDICATION**

- A. Parents are advised to give medication at home on a schedule other than school hours.
- B. Students MAY NOT keep medication (including aspirin, cough drops, lip balm) in their pockets, purses, or school bags. Violation of this policy is a serious offense and appropriate disciplinary measures will follow.
- C. Should a child become ill at school NO MEDICATION OF ANY KIND WILL BE ADMINISTERED AT SCHOOL.
- D. If medication must be administered by parents during school hours, the parents shall be personally responsible for bringing the medication to school and, if at all possible, for scheduling the visit at the time least disruptive to the school day. If that visit can be timed for one of our recesses it would be important for the teacher to know in advance by written message.
- E. In extraordinary circumstances and with special arrangements with the

school administration, parents may plan to have the student take his/her own medication the office or have an attending adult dispense medication provided the appropriate release of liability forms are signed by the parent. Parents should contact the school administration to make such arrangements. The procedure in special circumstances will be determined in consultation with the parent.

- G. Parents are asked to comply with these rules in the interest of all students. Please be considerate of all the students and refrain from sending students to school when they have a virus or other contagious illness. Students absent with contagious diseases must present a note from the doctor upon returning to school stating the reason for their absence.

9. **SCHOOL INSURANCE**

All St. Bernadette students are enrolled in the Diocesan insurance program which covers school accidents and any accident occurring while engaged in authorized school activities. All injuries must be reported to the school office as soon as possible. This will help to expedite insurance claims. This is to be regarded as secondary insurance coverage only.

All accidents must be reported to the school secretary by the teacher, parent or student. The secretary will call parents if necessary and make arrangements for the child to be picked up.

10. **LOST/DAMAGED TEXTBOOKS**

- A. All textbooks are provided by St. Bernadette School or the State of Louisiana for use by students. Once a book is issued to a student he/she becomes responsible for returning it in the same condition for use the following year.
- B. Students who lose textbooks are required to pay replacement costs. If the book is later found in the same school year payment is refunded.
- C. Students may be assessed for damage to books if the book's life is lessened. If a student damages a book so that it is not usable the next year, he may keep the book after paying the replacement cost. If the full replacement charge is not assessed then the school retains the book.

11. **CELL PHONES AND OTHER ELECTRONIC DEVICES**

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

12. **DELIVERING ITEMS TO STUDENTS**

In order to make students responsible for their own actions, students will not be permitted to call home, nor will parents be allowed to deliver school items that were forgotten. Plants, flowers, balloon bouquets, etc. are not allowed to be delivered to students.

We do not allow treats of any kind to be sent during the year. Teachers and the Parent/Teacher CO-OP handle all treats and school parties.

13. **NON-CUSTODIAL PARENT**

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

14. **DRUGS - NARCOTICS - WEAPONS**

The use, sale or handling of narcotics, including marijuana and alcohol, is illegal and a serious offense. These drugs are not only illegal but may result in permanent physical and psychological damage to the student.

Any student found to have possession of, use of, or be involved in trafficking in illegal drugs or alcohol at school or any school-related function is subject to suspension and/or expulsion from St. Bernadette Catholic School.

We are a designated "drug free and weapon free" zone 1000 feet around our school campus, property and buses. Any person, including a student, who is convicted of the use, the possession of, or the distribution of a controlled drug in this zone is subject to a stiff mandatory sentence. The school is required by law to report any drug and weapon incidence to local law enforcement agencies.

In an effort to maintain a positive learning environment and/or to promote health and safety purposes, the Administration reserves the right to search clothing and accessories, personal property, or lockers at any time. Contraband materials may be confiscated.

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

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

15. **ORGANIZATIONS**

A. **Parent-Teacher Co-Op**

Purposes:

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

There is an annual fee assessed for CO-OP functions.

Officers are appointed annually with the President serving a one-year term on the School Advisory Council.

B. School Advisory Council

The membership will promote the aims of St. Bernadette School, as it is expressed in the school philosophy. They are a consultative body and will assist in strengthening the educational program of the school, by being of assistance to the administration and the instructional staff. The members will provide a forum for the discussion of policies, plans, problems, etc. in St. Bernadette School and will assist and develop means of promoting Christian education.

The council meets once a month (except for the months of June and July) at the school. Open sessions are held at meetings. Parents/guests must contact the principal no later than one week prior to the School Advisory Council Meeting to discuss the topic he/she would like to submit to Open Session. The time for Open Session is thirty minutes. This time is divided between/among the number of parents/guests.

Six members serve three year terms that rotate. One member is appointed by the St. Bernadette Church Pastoral Council to a one year term. Two members are appointed by the Pastor/Principal to one year terms. The tenth member is the CO-OP President who serves a one year term.

The Council acts only at official Advisory Council meetings and only as a body. All school concerns must be handled through the Principal in a Catholic School. Do not contact Advisory Council members with school concerns. Contact teacher first and then the principal if further help is needed. Advisory Council members cannot act on Administrative matters.

NOTE: ALL VOLUNTEERS ARE WELCOMED; HOWEVER, ALL VOLUNTEERS MUST COMPLETE THE DIOCESAN SAFE SCHOOLS TRAINING PROGRAM TO BE ELIGIBLE TO VOLUNTEER IN ANY CAPACITY AT THE SCHOOL. THIS TRAINING INCLUDES A CRIMINAL BACKGROUND CHECK. ALL VOLUNTEERS MUST RENEW THE TRAINING ONLINE BY THE DIOCESE EACH YEAR.

St. Bernadette Catholic School complies with all policies of the Diocese of Houma/Thibodaux, as stated in the Diocesan Handbook of Policies and as published in new policies, memoranda, bulletins and other such forms of communication from the Diocesan Office of Education. A copy of the Diocesan Handbook of Policies is kept in the school office and is available to anyone who might wish to study it. Guidelines are also based on the Nonpublic School Commission Handbook for the State of Louisiana.

St. Bernadette Catholic School does not discriminate on the basis of color, race, sex, or ethnic origin in administration of educational policies, admissions procedures, extracurricular activities, and/or other school related programs.

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made. The administration has the authority to use discretion in unforeseen circumstances; policies are subject

to interpretation by the administration.

This handbook replaces all handbooks published by St. Bernadette Catholic School before August, 2011.

ATTENTION:

WE ASK EACH CHILD AND BOTH PARENTS OF EACH FAMILY TO PLEASE SIGN BELOW

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As a member of the St. Bernadette Catholic School community, I have received a copy of the school handbook of policies. I give my wholehearted cooperation and support to the policies, procedures and activities included in the handbook.

SIGNED:

(father) (date)

(mother) (date)

(student) (grade)

(student) (grade)

(student) (grade)

(student) (grade)

MUST BE RETURNED TO THE SCHOOL OFFICE NO LATER THAN AUGUST 29, 2011.

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ST. BERNADETTE CATHOLIC SCHOOL DRESS CODE

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

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

1. At all school-related events, students are expected to dress and groom themselves appropriately and modestly, as befits members of the St. Bernadette Community. At school, all students are expected to dress and groom themselves neatly in accordance with the school's color-coordinated uniform.
2. Students who are in violation of any aspect of the dress and grooming code of the school will receive a uniform violation slip. Habitual uniform violations will result in more severe disciplinary actions.

GIRLS' UNIFORM

PRE-K AND KINDERGARTEN: A-Line plain jumpers (navy blue). Bloomers worn under jumper-same color as jumper with elastic legs- cannot hang longer than the jumper.

FIRST-THIRD GRADE: School plaid jumper, worn not more than 1" above the knee. P.E. shorts only may be worn under the school uniform. Bloomers are unacceptable as P.E. attire.

FOURTH – SEVENTH GRADE: School plaid pleated skirt, worn not more than 1" above the knee. Boxer shorts not allowed anytime. No "softy" shorts. P.E. shorts only may be worn under the skirt. Girls –Grades 4-7—the skirt for girls in grades 4-7 is the box-pleated skirt. This skirt is the same material as the present skirt.

BLOUSE: White sport blouse or oxford blouse – long or short sleeve. Blouses must be tucked inside skirt at all times on school grounds. No monograms, Peter Pan round collars and no over-sized blouses allowed.

BOYS' UNIFORM

PANTS: Navy blue slacks with belt loops. No emblems—such as "Duck Head". Jean type pants are not allowed. Boys in kindergarten through third grade may wear short navy pants with belt loops.

SHIRTS:

Kindergarten/Pre-K Boys: Light blue knit shirts with collar. Long or short sleeves—no emblems.

First through Seventh Boys: Light blue knit shirt with collar or oxford shirt. Long or short sleeves—no emblems. Shirt tails must be tucked inside pants with belt showing at all times on the school grounds.

UNDERSHIRTS must be solid white. The sleeve of the undershirt must not extend past the sleeve of the school shirt.

BELTS: Brown or navy with standard buckle. For Pre-K we recommend magnetic buckles.

P.E. UNIFORM

Boys and girls in 4th – 7th grade: P.E. uniform shorts, shirts, and regular athletic tennis shoe.

GENERAL

SHOES: Shoes-- Students have a choice out of 3 shoes (depending on shoe size). There is a fourth shoe available if students have outgrown the sizes of the other three. These shoes are available at Felger's Footwear.

SOCKS: Solid white or navy-No decals, design or lace. Socks must come above the ankle. CREW socks only. Tights worn by girls in cold weather must be plain white or navy with no design or lace. No leg warmers.

SWEATSHIRT AND WINDBREAKER: In cold weather, heavy coats must be worn over the regulation sweatshirt, jacket or sweater. Heavy coats should be of a dark color such as navy, brown or black and free of athletic logos, cartoon characters, etc. No. denim or camouflage allowed at any time.

HAIRSTYLES: Hair should be well groomed and out of the eyes. Boys' hair must be short enough to be off the collar, off the ears, and above the eyebrows. Girls must wear hair out of the eyes. Girls may pin back bangs. NO UNDERCUTS OR BIZARRE HAIRCUTS ALLOWED. Students are not allowed to come to school with dyed hair any color except their natural color. If hair is dyed or cut in an unacceptable manner the student will have to correct/cut the hair before being allowed back to school.

HAIR ACCESSORIES: Ribbons, bows, ties or hair bands in solid colors of white, navy, black, brown, or uniform material may be worn. Barrettes or hair accessories must be white, navy, black, brown, silver, or gold.

JEWELRY: Girls and boys may only wear one (1) small thin chain of gold or silver with a cross, or religious medal. No other type of necklace is allowed. Earrings must be small in gold, silver, white, or navy. SMALL HOOP EARRINGS, NO DANGLING EARRINGS AND ONLY ONE PAIR MAY BE WORN. EARRINGS MAY ONLY BE WORN IN THE EAR. Boys are not permitted to wear any type of earring or other jewelry not listed above. Wrist watches, small rings (2 only) are permitted. No other costume jewelry or accessories may be worn. Avoid flashy or distracting watch bands.

GENERAL COMMENTS: No make-up, fingernail polish, or artificial fingernails allowed. If watches have a beeping sound the student may be asked to remove it. NO OVER-SIZED CLOTHING IS ALLOWED. LABEL ALL CLOTHING.

PANDA PRIDE DAYS: The school spirit shirt may be worn on days designated by the administration. On Panda Pride days, students wear the school spirit shirt with regular, long **blue** jeans and tennis shoes. Students may wear socks and hair accessories in the colors of the shirt. Only solid white turtle necks may be worn under the Panda Pride shirt in the event of cold weather. ***On cold days, follow the sweatshirt and windbreaker policy for the school.*** A student choosing not to purchase a school spirit shirt wears his/her school uniform on Panda Pride Days.

Revised 1/31/11



Parent/Student

HANDBOOK

2011-2012

St. Bernadette School

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