

# **ST. BERNADETTE PARISH SCHOOL**



## **2018-2019 Family Handbook**

**1028 S.W. 128th, Burien, Washington 98146-3126**

**Office (206) 244-4934 • Fax (206) 244-4943**

**E-Mail: [admin@stbernadettesea.org](mailto:admin@stbernadettesea.org)**

**[www.stbernadettesea.org](http://www.stbernadettesea.org)**



## ST. BERNADETTE SCHOOL

1028 S.W. 128th  
Seattle, Washington 98146

The Family Handbook contains much of the essential information about St. Bernadette Parish School including many of the rules, regulations, and policies of the school. It is important that each student and each parent/guardian read it in order to better understand the school. It is expected that each student and parent/guardian will comply with all the school rules, regulations, and policies contained in this handbook and those that are developed and used in the day to day operation of the school. Furthermore, all students and parents/guardians are expected to support the religious, Christian, and Catholic nature of the school.

We ask that this page be signed by the parents/guardians and student(s) to ensure that you have read and “agree” to the material, including the “Computer System User Agreement” and the “Photo/Video/Sound Release Form” (pages 39-42) discussed it carefully with your child(ren) and intend to abide by the philosophy and rules of the school.

We, the parent(s)/guardian(s) of (list names) \_\_\_\_\_, have  
\_\_\_\_\_ read this Handbook and agree to be governed by it.

Mr. \_\_\_\_\_  
SIGNATURE

Mrs. \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

Dated: \_\_\_\_\_



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# **St. Bernadette Parish School Covenant**

## **Respect Guidelines**

- R = take RESPONSIBILITY for self, others and creation**
- E = EMPATHETIC listening/be aware of diversity**
- S = SERVICE to others**
- P = PRACTICE Gospel values**
- E = EXAMINE for excellence**
- C = CONFIDENTIALITY**
- T = THINK and research before acting**

**These guidelines apply to students, staff, parents, CYO and volunteers on and off school grounds when representing St. Bernadette Parish School.**



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## MISSION STATEMENT

### ST. BERNADETTE PARISH

**“I am the vine, you are the branches. Whoever remains in me and I in them will bear much fruit because without me you can do nothing.”**

**(JN 15:5)**

**St. Bernadette Parish challenges its members to**

- **Commit themselves daily to actively seek out the presence of Christ in themselves,**
  - **in one another,**
  - **and in the wider community.**
- 

### ST. BERNADETTE PARISH SCHOOL

#### MISSION STATEMENT

**“You shall love your neighbor as yourself.” (Mat 22:39)**

**The Mission of St. Bernadette Parish School is to teach Christian values in a Catholic-centered environment, to foster academic excellence, and to develop compassionate stewards.**



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## SCHOOL COMMISSION and PARENTS' CLUB

- **SCHOOL COMMISSION**

School Commission, a commission of the parish school, operates under the guidelines of the Archdiocese of Seattle. Its purpose, as a Catholic school commission, is to advise and support the pastor and principal in the formation of policy and the ongoing development of the school.

Responsibilities: planning, policy development, finance, and public relations.

- **PARENTS' CLUB**

Parents' Club, supported by the School Commission, operates within the framework of the parish school.

Responsibilities: objectives listed in the St. Bernadette School Parents' Club Bylaws, updated 2015.

1. To maintain close relations between the home and the school, so that parents and teachers may collaborate in the education of youth;
2. To foster community among the membership of the school and in the greater community of the Parish;
3. To provide regular meeting opportunities for communication among the members;
4. To contribute to school operating costs through fundraising programs;
5. To coordinate the assistance and service of parents in school/parish activities;
6. To offer a mechanism for parent education;
7. To serve as a structure for political action when needed.

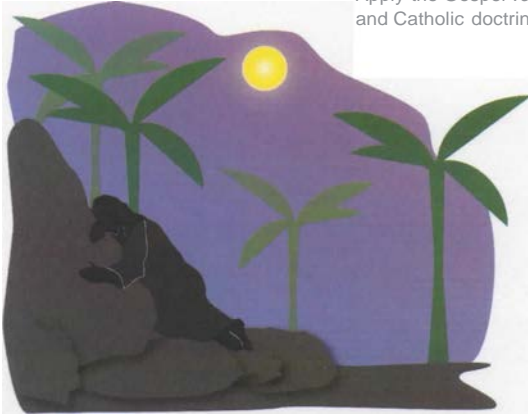
# Christian Responsibility

Christians show and faithful  
Christians show a  
**personal relationship  
with God:**

Participate fully in the mass, liturgies, & prayer

Choose words and actions that demonstrate respect for self and others

Apply the Gospel values and Catholic doctrine



Abba, Father, all things are possible to you. Take this cup away from me, but not what I will but what you will " MK 14: 36

# Perseverance

**Diligent, life long learners:**

Produce consistent, quality work at and above standard

Utilize strengths and exhibit growth

Communicate skillfully

Work persistently toward goals with tenacity



"When I was a child, I used to talk as a child, think as a child, reason as a child; when I became a man, I put aside childish things....At present I know partially; then I shall know fully, as I am fully known. 1 COR 13: 12



# Problem

**Problem Solvers:**

Demonstrate self-discipline and personal responsibility

Identify problems, work cooperatively, and include others

Use critical thinking skills



"And some men brought on a stretcher a man who was paralyzed; ...But not finding a way to bring him in because of the crowd, they went up on the roof and lowered him on the stretcher through the tiles into the middle in front of Jesus." LK 5: 18-19

# Citizenship

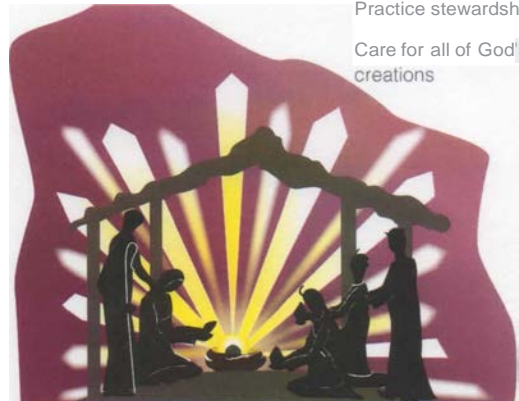
**Citizens of a global community:**

Demonstrate awareness and acceptance of diverse cultures and traditions

Support and defend the rights of others

Practice stewardship

Care for all of God's creations



"(And on entering the house they saw the child with Mary his mother. They prostrated themselves and did him homage. Then they opened their treasures and offered him gifts of gold, frankincense, and myrrh." MT 2: 11

## ST. BERNADETTE SCHOOL STAFF

Principal	Mrs. Eve Ruiz (eruiz@stbernadettesea.org)
Administrative Assistant	Mrs. Pamela Armstrong (admin@stbernadettesea.org)
Bookkeeper	Mrs. Teresa Mansanarez (tmansanarez@stbernadettesea.org)
Preschool	Ms. Deanna Fenner (dfenner@stbernadettesea.org)
Pre-Kindergarten	Ms. Hayley Bazinet (hbazinet@stbernadettesea.org)
Kindergarten	Ms. Meghan Wright (mwright@stbernadettesea.org)
Grade 1	Ms. Joanne Leach (jleach@stbernadettesea.org)
Grade 2	Ms. Abby Kindt (akindt@stbernadettesea.org)
Grade 3	Ms. Corinne Theis (ctheis@stbernadettesea.org)
Grade 4	Ms. Gretchen Seibel (gseibel@stbernadettesea.org)
Grade 5	Mrs. Tricia Harrington (tharrington@stbernadettesea.org)
Grade 6	Dr. Sarah Louie (slouie@stbernadettesea.org)
Grade 7	Mr. Matthew DeGoede (mdegoede@stbernadettesea.org)
Grade 8	Miss Cathy Grimes (cgrimes@stbernadettesea.org)
Computer Support	Mr. Jimmy Nguyen (tjnguyen@stbernadettesea.org)
Music	Mrs. Elizabeth LaBelle (elabelle@stbernadettesea.org)
Physical Education	Mrs. Elizabeth LaBelle (elabelle@stbernadettesea.org)
Library Teacher	Mrs. Jeanne Flohr-Keckemet (jflohr@stbernadettesea.org)
Band	Miss Frances McKamey (mckameyf@kennedyhs.org)
Maintenance Engineer	Mr. Mike Jensen (mjensen@stbernadettesea.org)
Extended Day Aides	Mrs. Melanie Zottman Mrs. Marnie McCabe Ms. Laura Rodriguez
PreK Aide	Mrs. Audrey Beyer
Playground	Ms. Laura Rodriguez Mrs. Melanie Zottman
Hot Lunch Staff	Mrs. Lenore Lee Mrs. Marnie McCabe

## **ST. BERNADETTE SCHOOL COMMISSION**

Commission Members	Chris Hamaker, Chair, Vui Hoang, Secretary Luz Medina Fred Coggeshell Tom Ngo
Parents' Club	Alex Narvaez
Principal	Eve Ruiz
Pastor	Fr. Michael Wright
Parish Administrator	Diana Mastandrea

## **ST. BERNADETTE PARENTS' CLUB OFFICERS**

Co-President	Tony Etzkorn/Alex Narvaez
Vice President	Blake Russell
Secretary	Shannon Wood
Treasurer	Teresa Mansanarez
Parents' Club Board Representatives	
Hospitality Coordinator	Luz Medina
Catholic Schools Week Coordinator	Deanna Piersawl
Parent Commitment/Volunteer Coordinator	Jessie Cervantes
SCRIP	Shelly Coggeshell Lan Bausano Teresa Mansanarez

## **ST. BERNADETTE PARISH STAFF**

Pastor	Fr. Michael Wright
Parish Administrator	Diana Mastandrea
Secretary	Shelly Coggeshell
Bookkeeper	Teresa Mansanarez
Pastoral Assistants for:	
Religious Education	Angela Crolley
Accompanist	Roger Berger
CYO Sports Program	Parish Office/Sophal Hamaker



## 2018-2019 SCHOOL YEAR

<p><b>September</b></p> <table style="width: 100%; text-align: center;"> <tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6+</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13+</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20+</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27+</td><td>28</td></tr> </table>	M	T	W	TH	F	3	4	5	6+	7	10	11	12	13+	14	17	18	19	20+	21	24	25	26	27+	28	<p><b>October</b></p> <table style="width: 100%; text-align: center;"> <tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4+</td><td>5+</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11+</td><td>12+</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18+</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25+</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	M	T	W	TH	F	1	2	3	4+	5+	8	9	10	11+	12+	15	16	17	18+	19	22	23	24	25+	26	29	30	31			<p><b>November</b></p> <table style="width: 100%; text-align: center;"> <tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> <tr><td></td><td></td><td></td><td>1+</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8+</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15+</td><td>16</td></tr> <tr><td>19*</td><td>20*</td><td>21*</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29+</td><td>30</td></tr> </table>	M	T	W	TH	F				1+	2	5	6	7	8+	9	12	13	14	15+	16	19*	20*	21*	22	23	26	27	28	29+	30					
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**THURSDAYS - 2:00 DISMISSAL**

Teacher Inservice **EVERY** Thursday

**NOON (12:00) DISMISSAL**

September 4 – First Day of School (1-8 & K A-M only)

September 5 – Kindergarten N-Z only

November 19-21 – Fall Conferences with Parents

December 21 – Christmas Vacation Begins

Jan. 31 – Catholic Schools Week (Teacher Luncheon)

April 19 - Good Friday

May 24 – Field Day

June 14 – Last Day of School (10:30 a.m. Dismissal)

**ADDITIONAL DATES:**

(Not marked on calendar)

TBD – Back to School Picnic

September 5 – First Day of Preschool & Pre-K

September 27 - Parent-Teacher Night

December 5 - Christmas Program

Jan. 27 – Feb. 2 - Catholic Schools Week

April 18 – Feast of St. Bernadette

May 3 – May Crowning

May 8 - Spring Program

May 10 - Jog-A-Thon

May 15 – Kennedy Band Festival

TBD – Camp Waskowitz

June 6 - 8th Grade Graduation

**NO SCHOOL**

October 12 – Archdiocese Teacher Excellence Day

November 12 - Veterans' Day

November 19 - 21 - Fall Conferences with Parents

November 22 – 23 — Thanksgiving Break

December 24 – January 4 - Christmas Vacation

January 21 - Martin Luther King Jr. Day

February 1 - Staff Retreat

February 14 & 15 – Mid-Term Conferences

February 18 & 19 - Presidents' Day Break

March 15 – Archdiocese Regional Curriculum Day

April 22 – 26 - Easter Vacation

May 27 - Memorial Day

**TRIMESTER:** December 7; March 15; June 14

**PICTURE DATES:**

Oct. 9– Individual; Nov. 7 - Retakes

Feb. 6 – Class & Staff; May 3 – Graduation

\*Student Grades can be found on PowerSchool 24/7

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## DAILY SCHOOL SCHEDULE

6:30-8:15 a.m.	Extended Day (K-8)
8:15 a.m.	School Doors Open - <b><u>Students Arrive</u></b>
8:25 a.m.	Tardy Bell - <b><u>Classes Begin PS-8</u></b>
9:40-9:55 a.m.	Recess: Preschool/PreK
10:00-10:15 a.m.	Recess: Grades K-3
10:20-10:35 a.m.	Recess: Grades 4-8
11:15 – 11:45 a.m.	Recess: Preschool & PreK
11:30-11:50 a.m.	Grades K-3 Lunch
11:50 a.m.-12:20 p.m.	Grades K-3 Recess
12:05-12:25 p.m.	Grades 4-8 Lunch
12:25-12:55 p.m.	Grades 4-8 Recess
1:25-1:40 p.m.	Recess: Preschool /PreK
1:45-2:00 p.m.	Recess: K-3
<b>2:00 p.m.</b>	<b>Thursday "Only" <u>PS-8 School</u></b>
	<b>Dismissal</b>
3:00 p.m.	School Dismissal (Monday, Tuesday, Wednesday, Friday) PS-8
3:00-6:00 p.m.	Extended Day (K-8)

## ADMISSIONS

### A. Admissions Policy

1. St. Bernadette School exists primarily to educate those Parish children whose families are committed to a Catholic education. Further, the child must meet the acceptable academic standards for each grade level as determined by the Principal and Teacher.
2. St. Bernadette School admits students of any sex, race, national and ethnic origin to all rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, national and ethnic origin in administration of its education policies, scholarships, athletic and other school-administered programs.
3. A child shall ordinarily be 4 years of age on or before August 31 for entrance into Pre-Kindergarten; 5 years of age on or before August 31 for entrance into Kindergarten.
4. Once a student is accepted in the school and is in good standing, he/she shall retain his/her eligibility for continued enrollment. As openings occur for each grade level, applications and registrations will be considered on the following priority basis:

- a. Students of families who have children presently enrolled in the school and who are current in tuition and fees;
  - b. Students of families registered in St. Bernadette Parish who have children presently participating in the Religious Education Program;
  - c. Students of families registered in the Parish;
  - d. Students of families registered in a Catholic Parish other than St. Bernadette;
  - e. Students of other families.
5. All new applicants shall be interviewed and/or tested by the Principal/Teacher prior to their acceptance into the school.
  6. Final acceptance is based upon completion of registration forms and payment of fees and summer tuition for the following school year.
  7. New students are on a one-trimester probationary period. If necessary, this trial period may be extended. Families shall receive a letter stating the end or extension of the probationary period.

#### **B. Registration Grades PS-8**

Registration is held each year beginning in February/March. Notification of the time will be given in the Parish bulletin and by newsletter to parents with children enrolled in the school. Registration is complete when the school has received:

##### From all families:

1. The family registration form
2. The tuition contract form
3. The Parent Commitment Contract
4. Registration and material/supply fees
5. Health forms as required
6. SMART Tuition Payment Program enrollment form

All financial responsibilities for the prior year must be current before a student can be registered for the following school year. Registration packets will not be sent to the families who are delinquent. Final report cards, records, and transcripts will be withheld until all tuition and fees are paid. A late fee of \$25.00 is required of returning families who register after the date designated on the Registration Form.

In the case of emergencies or financial delinquencies, student class placement will be saved if the family has made arrangements with the Principal. Negligence in the agreed upon timeline nullifies holding the place in the particular class.

In addition, new families must provide:

1. Immunization form (Washington State Department of Health Certificate of Immunization Status)
2. Release of records form (transcripts, testing)
3. Baptismal/birth certificates
4. Student information sheet
5. The first month's tuition if registering before summer.  
Summer tuition, depending upon registration date, to be current

**C. Fees & Tuition Rates Grades PS-8**

1. The School Commission is responsible for setting the nonrefundable registration and material/supply fees, as well as tuition rates.
2. Parishioner rate of tuition applies only to those families who fulfill the conditions stated in the preamble to the tuition contract, which in summary are:
  - a. registered in the parish for a minimum of 6 months and attend Sunday Mass with this community;
  - b. have a current Stewardship pledge card on file with the parish and *must be renewed each fall*;
  - c. honor this commitment (a minimum of \$20.00 weekly is suggested); and
  - d. are actively involved in some area(s) of parish life; or, who meet the requirements of D. Qualifications of Tuition Rate for a New Parishioner.
3. Non-parishioner rate of tuition applies to those families and individuals who regularly attend other churches and those who do not meet the criteria of being a parishioner as outlined in No. 2 above.



4. **Fees Preschool-8<sup>th</sup>:**

Non-refundable registration fee per family	\$	100.00
Non-refundable material/supply fee per student		175.00

Tuition is non-refundable – exceptions: illness, job loss, unexpected move.

5. **Parishioner Rate:**

	Annual	Monthly Payments (12) June – May	Monthly Tuition With PC Commitment
PK/PS	\$ 5,573.00*	\$ 464.42	\$ 506.09
1 Child	5,573.00*	464.42	506.09
2 Children	10,353.00*	862.75	904.42
3 Children	11,651.00*	970.92	1,012.59
4 Children	13,014.00*	1,085.33	1,127.00

6. **Non-Parishioner Rate:**

	Annual	Monthly Payments (12) June-May	Monthly Tuition With PC Commitment
PS/PK	\$ 7,784.00*	\$ 648.67	\$ 690.34
1 Child	\$ 7,784.00*	\$ 648.67	\$ 690.34
2 Children	14,885.00*	1,240.42	1,282.09
3 Children	19,171.00*	1,597.58	1,639.25
4 Children	22,933.00*	1,911.08	1,952.75

\* Includes \$50 Annual Technology Fee per student.

7. **Payment of Tuition:**

Tuition is paid through the SMART Tuition Management Service.

**D. Qualification of Tuition Rate for a New Parishioner Grades PS-8**

Families with baptized children, who do not presently qualify for the parishioner tuition rate will qualify for the parishioner tuition rate if they have a current Stewardship pledge card on file and meet one of the following criteria:

1. Provide a written statement from their previous pastoral leadership about worship and Sunday envelope commitment that is satisfactory; or,
2. The family has been registered in the Parish for 6 months, worships with this community on a regular basis and uses their Sunday envelopes.

If the family satisfies the conditions set forth in item 1, they shall immediately qualify for the parishioner tuition rate.

If the family satisfies the conditions in item 2, they shall qualify for the parishioner tuition rate on the first day of the seventh month in which these conditions are satisfied. The family is responsible to notify the school office regarding the new tuition status.

#### **E. Policy for Past Due Financial Responsibilities**

Payment of school tuition is a serious responsibility and should be a priority of each parent/guardian. Families are required to have a SMART tuition payment account. Parents have a choice when signing the SMART TUITION PAYMENT PLAN, to select a payment plan of 10 payments (Aug-May), 12 payments (June-May), or 4 payments (July, October, January, April) and a due date of the 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup>. All hot lunch and extended day fees run through each family's SMART account. All past due balances after June 30<sup>th</sup> will be turned over to the Renton Collection Agency.

Should a situation arise when a payment will be late or cannot be paid, parents must contact the school office as soon as possible. If no contact is made by the parent/guardian, the following policy will apply:

1. Tuition is due on the 10<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> of each month. A late fee of \$50.00 will be added if the monthly rate is paid later than 10 days after the due date.
2. At the end of 30 days, if tuition is not paid, a past due letter will be sent.
3. A family 50 days past due in tuition will receive a second letter.
4. A family 60 days past due in tuition will be notified by the school bookkeeper that the account must be brought current or satisfactory arrangements must be made with the principal.
5. A fee of \$30.00 will be assessed to one's SMART account for any checks returned by the bank unpaid. Returned checks will not be re-deposited. If any automatic deduction is refused by the bank, a fee of \$30.00 will be assessed. If SMART is unable to deduct sufficient funds on a due date, SMART will again attempt the withdrawal approximately 10 days later. Delinquent automatic deduction accounts may incur multiple fees if SMART unsuccessfully attempts withdrawals for both current and past due amounts.

6. *All financial and Parent Commitment responsibilities for the trimester must be paid by the end of each trimester.* Students will not return to class for the next trimester until financial obligations are satisfied; in addition, report cards are withheld after the last trimester.
7. A fee of \$25.00 will be assessed for any check returned unpaid by a financial institution due to inadequate or non-sufficient funds (NSF check). If more than one (1) NSF check to St. Bernadette School is issued, the Principal may refuse on behalf of the school to accept any additional checks from that person or family.

**F. Policy for Tuition/Subsidy Grades PS-8**

Depending upon circumstances, and after one year of enrollment, financial assistance is offered or may be requested by any registered and contributing parishioner of St. Bernadette Parish.

1. The applicant must be registered in the Parish for 6 months and worship with the community on a regular basis or provide the school office with a written statement from their previous pastor about worship service and financial commitment to the Parish.
2. The applicant must contribute on a regular basis, have a current signed Stewardship pledge card on file, and use the Sunday contribution envelopes.
3. The applicant must have a true inability to pay the regular monthly tuition rate for the education of the child. To be eligible to receive St. Bernadette School financial assistance, the applicant must first have applied for a Fulcrum Tuition Assistance Grant from the Archdiocese.
4. The applicant must submit a financial statement for review by the principal and bookkeeper.
5. The applicant must notify the principal and bookkeeper in writing as soon as any financial change occurs.

## **G. Voluntary Withdrawal Policy**

St. Bernadette School contracts with faculty and staff, resulting in financial obligations for the entire school year. In order for St. Bernadette School to provide for these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the contract in full. In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by **July 31<sup>st</sup>**, if the student is withdrawing. Registration and Supply Fees are non-refundable under any circumstances. Paid monthly tuition is non-refundable. Paid in full tuition is refundable at the discretion of the principal.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis. Tuition is non-refundable for families that register in August with their 1<sup>st</sup> tuition payment beginning in September.

St. Bernadette School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. With the exception of medical records, no transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

## **H. Monitoring of Parishioner Tuition Rate Privilege Grades PS-8**

A family receives the parishioner tuition rate provided the criteria of being parishioners as stated in the tuition policy and included in the registration materials is met. As outlined there, the criteria are (a) registration in the Parish and attendance at Holy Mass regularly, (b) use of Sunday envelopes regularly, (c) honor the current Stewardship pledge card, and (d) involvement in other areas of Parish life.

These criteria do not in any way stand in judgment of a person's depth or quality of faith, but as objective ways of establishing a person's commitment to the Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the stewardship records kept by the Church.

At the end of each trimester including June through August, those families whose *contributions are not current or do not have a yearly updated pledge card* (Stewardship) on file will be contacted. Tuition for these families will be adjusted to the out-of-parish rate. In order to re-qualify for the privilege of in-parish tuition, the family has the choice of either:

1. Bringing obligations current as well as maintaining the criteria of being a parishioner (see Tuition Policy); or
2. Re-establishing membership for six months by worshipping with this community on a regular basis, having a current Stewardship pledge card on file with the parish, honoring this commitment and being actively involved in some aspect of parish life.

## **ABSENCE & TARDINESS**

### **A. Absence**

It is imperative that all children enrolled at St. Bernadette School are accounted for each school day; therefore, if a child will not be attending school on a given day, or days, the parent/guardian must telephone the school (206) 244-4934 before 9:00

a.m. on the day of the absence giving the name of the student, grade, and the reason for the absence. (See D. Appointments for Half Day.)

Should this contact fail to be made, the school office will call the parent/ guardian to ensure that the parent/guardian is aware of the child's absence. *When the child returns to school, please send a note verifying the date and reason for the absence.*

### **B. Tardiness**

At the 8:25 tardy bell, all students should be in their desks ready for their new day of learning. By arriving at 8:15, students have time to sharpen pencils, unpack, be seated, work on morning assignments, and be ready for announcements when the school day begins at 8:25 a.m. Late arrivals disrupt class and cause loss of instructional time. Having students on time for school sets a good lifetime habit.

Pupils who are tardy are to report to the office for an admit slip. The admit slip is marked "*excused*" when a written excuse prepared by the parent/guardian accompanies the tardy student. After the *3<sup>rd</sup> unexcused tardy*, middle school students will receive a detention. Chronic tardiness is serious. Parents/guardians will be notified and a conference will be scheduled.

### **C. Arrival of Students**

Students should not arrive at school before 8:10 a.m. unless they have a class or authorized activity. Supervision is not provided on the playground before or after school. Any student arriving before 8:10 a.m. or lingering after 3:15 p.m. on Monday, Tuesday, Wednesday, Friday, or 2:15 p.m. on Thursday, or noon on half days will be sent to Extended Day. Parents/guardians will be billed for supervision via SMART. Fees for such services must be paid monthly.

### **D. Appointments**

Whenever possible, dental and medical appointments should be made outside of school time. Children will be picked up at the school office ONLY. The parent is asked to sign in at the office both upon leaving and returning.

- A Late Arrival (“L.A.”), before 10:15 a.m. or Early Dismissal (“E.D.”), after 1:45 p.m. is given to students coming late/leaving early for a medical appointment or other critical reasons approved by school administration. Both require a written note from the parent/guardian.
- Students arriving after 10:15 a.m. and/or students leaving before 1:45 p.m. will be counted as one-half day absent.
- Students are marked tardy after the 8:25 a.m. bell.

### **E. Vacations During School Time**

Vacations taken when school is in session are discouraged. Children miss important instruction as well as the introduction of new concepts. When students will be absent from school because of vacations, parents/ guardians are asked to inform the principal and teacher in advance and in writing. Parents/guardians will be responsible to see that the child receives the necessary instruction and missed during vacation. It is not always possible to give work in advance; in such an instance, work must be made up after the student's return to school.

## **CLASS SIZE**

St. Bernadette provides one class for each grade level, Preschool through eighth grade. Preschool and Pre-Kindergarten maintain a 10:1 ratio. Kindergarten shall accept 28 students with one certified teacher. Grade one through grade eight shall accept up to 30 students. Exceptions may be made at the discretion of the principal.

## COMMITMENT PROGRAM

### A. Service Time Policy

Each family is required to give a minimum of : Returning Families – 20 volunteer hours; New Families - 15 volunteer hours. These hours may be given over a 12-month period from February 1 to January 31. Starting in February 2017 for the 2017-2018 school year, volunteer hours must be submitted online via our school website.

If circumstances do not permit a family to give the required time, they will be charged a set amount for hours not completed. The Parents' Club Contract includes details of commitment hours, fees, and options available regarding commitment hours. (See Parents' Club Contract for complete details and service time activity requirements.) If payment for a fundraiser is not turned in by the due date specified, the amount due will be applied to the family's SMART account the following billing cycle.

### B. Fund Raising

Each family will be required to generate monies towards fundraising. The minimum annual commitment per family is outlined in each year's Parents' Club Contract. (See the Parents' Club Contract for complete details and current fundraising activity requirements.)

### C. Concerns-Discrepancies

All concerns regarding Parents' Club expectations should be in writing and addressed to the attention of the President or Committee Representative. After the concern is reviewed by the Board, a response will be communicated.

### D. Volunteers (Parents, Parishioners, Friends, Relatives, Community members)

To quote Sr. Mary Angela Shaughnessy from her book, Volunteers in Catholic Schools, "The Principal is responsible for the total school operation; thus the Principal supervises all who serve in any capacity in the school." It is, therefore, required by St. Bernadette School that all volunteers uphold the moral teachings of the Catholic Church, be free from conflict of interest, and be positive role models for our children. It is further required that all School Commission Members, Parents' Club Officers, and Chairpersons be current with all financial commitments to the school and parish.

Volunteers cooperate with the principal in providing a positive educational climate for students. Volunteers are directly accountable to the principal. Volunteers agree to abide by established policies and procedures of the Archdiocese of Seattle. Safe Environment training and background checks must be conducted for volunteers who have unsupervised contact with students.

## COMMUNICATION

### A. Weekly Family Envelope

1. School Family Communication Envelopes are sent each Wednesday.
2. Weekly letters from both the school and Parents' Club, as well as other information will be emailed to parents/guardians; however, return forms will be sent via the Communication Envelope.
3. Parents are asked to return the envelope signed on Thursday, or by Friday at the latest.
4. Parents/guardians decide which child is responsible for carrying the envelope from school to home and back.
5. All money sent to the school should be in a sealed envelope with name, grade, and purpose clearly marked.
6. The Principal must approve all information intended for the Family Envelope. Any information to be placed in the Family Envelope must be received in the office by Friday of the week prior to when the announcement is to be published. All approved fliers must be copied and brought to the office by Monday before 3 p.m.

### B. PowerSchool Parent Portal

In fall parents will receive the necessary login information to retrieve their student's information from PowerSchool. PowerSchool is our student information system which gives parents and students access to real-time information including: attendance, grades, detailed assignment descriptions, and school bulletins. With PowerSchool's communication tools, everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students. It is recommended that parents check their student's progress on a weekly basis. In addition, parents/guardians must update information, such as: emergency phone number, new e-mail address, new address, etc., through the Parent Portal.

### C. Power Announcement

General notifications and emergency information is communicated via text, email and/or voice messaging. In order to receive this information, it is critical that parents/guardians have their most current phone numbers (cell, home, work) in PowerSchool and that preferences are selected. In the case of an emergency, all three methods will be utilized.



#### **D. Principal's Right to Amend**

The Principal retains the right to amend the Family Handbook. Advice will be obtained from the School Commission on possible amendments. Parents/guardians will be given prompt notice of any such amendment.

#### **E. Procedure To Address School Policies or Decisions**

Parents/guardians and teachers are to bring concerns regarding school policies or decisions to the proper authority. If a problem or misunderstanding should arise regarding a child, policy, etc., parents should:

1. Contact the staff member involved and schedule a meeting to address the concern.
2. If further action is warranted, the principal should be contacted. An informal resolution, involving all parties, will be sought. All persons commit to making a good faith effort to resolve the problem.
3. Should resolution be necessary, a hearing procedure may be requested:
  - a. The pastor or delegate acts as the hearing officer to review the facts and determine the fairness of the action.
  - b. Parents/guardians are present at the hearing.
  - c. The pastor or delegate, within three school days following the hearing, states his/her findings and evaluation of the disciplinary action.
  - d. These findings and evaluation are sent in writing to the student and parents/guardians.
  - e. The decision of the pastor/delegate is deemed final.

### **COMPUTER SYSTEM USER AGREEMENT – See Page 39-41**

### **CONFERENCES**

Parent/Guardian-Teacher conferences are scheduled in fall and winter. Conferences in the fall are mandatory and in person; the winter conference is requested by the teacher either in person or by telephone. 6<sup>th</sup> – 8<sup>th</sup> grade parents have the option to request a winter conference.

Parent/guardian conferences are encouraged and can be arranged at any time during the school year. To schedule a conference, call the school office or email your child's teacher(s).

## CURRICULUM

The basic curriculum is within state and local requirements and provides for the harmonious development of the student's spiritual, moral, physical, emotional, and intellectual growth.

St. Bernadette provides a program which includes classes in the following subject matter: Religion, Reading, Spelling, English, Social Studies, Title 1, Mathematics, Science, Music, Physical Education, Library, Computer Education, Talking About Touching (PreK-3); Washington State History (Grades 4 & 7), Steps to Respect (Grades 3-7), Religion-Morality (Grade 8), Outdoor Education (Grade 5). Extra curricular opportunities include Student Council, Band, Choir, Cantors, Drama, Math Club, Green Team, Art and CYO Sports.

Students are expected to attend after-school events as scheduled by the school on the calendar or communicated through the “Wednesday Note.” The Christmas and Spring Programs **are mandatory** for Preschool – 8<sup>th</sup> grade students. Middle school students **are also required** to attend Science Night.

## DISCIPLINE/RESPONSIBILITIES

### A. Philosophy of Discipline

Our philosophy of discipline flows from our basic school philosophy. St. Bernadette School exists to provide a Christian atmosphere whereby the total person is developed. Rules and regulations are made for the good of all the students and must be observed so that each student is free to learn and develop as a person.

An overall goal of St. Bernadette School is to teach that each child is worthwhile and deserving of respect. With this in mind, we strive to teach children self-discipline. The emphasis is on teaching because children need to be taught what is expected of them, they need consistent standards, and they need to know the consequences for their actions. Children need adults who will consistently model values and actions which are in accord with our Catholic-Christian philosophy. The uniqueness of each child must be considered as well as the common good.

### B. Rights and Responsibilities

#### 1. A Student's Expression of Rights and Responsibilities

I have the *right* to be happy to express myself and to be treated with understanding in this school.

I have the *responsibility* not to laugh at others or to hurt their feelings. I have the *right* to be safe in this school.

I have the *responsibility* to keep my hands and feet to myself and to follow the school rules.

I have the *right* to hear and to be heard in this school.

I have the *responsibility* to listen to others and wait my turn to be heard.

I have the *right* to quiet times to learn and study in this school.

I have the *responsibility* to be respectful of other peoples' quiet time and to complete my assignments.

I have the *right* to use learning materials.

I have the *responsibility* to respect property and materials.

I have the *right* to enjoy playing safely on the playground.

I have the *responsibility* to follow school and safety rules on the playground.

## **2. Bullying, Harassment, Intimidation**

Students have the right and responsibility to treat others, with dignity and respect.

St. Bernadette School is committed to keeping the school free from bullying, harassment, or intimidation of any kind. Bullying should be reported **immediately** to the teacher, a school staff member, or the principal. Allegations of bullying or harassment will be treated seriously and will be investigated promptly and thoroughly. Allegations will be handled in accordance with Archdiocese of Seattle guidelines.

### **C. Parent/Guardian Responsibilities**

Pursuant to the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual, the standards for parents of children attending Catholic schools are:

- (A) Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish appropriate to their resources, and conscientiously develop a sense of Catholic community among the students, parents, faculty, and parish.

- (B) It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.

Since by far the greatest influence on a child's thinking and behavior is his/her parents/guardians, the school cannot attain its discipline goal without active support from the parents/guardians. It is a parent's/guardian's responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Catholic/Christian. This would include the following:

1. Supporting the spiritual development of your child by attending Sunday Mass together regularly.
2. Fostering in the student a Christ-like concern for all classmates and their reputations.
3. Sending your child in uniform and with necessary materials to school **on time**.
4. Upholding the rules and policies of the school.
5. Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children.
6. Consulting the teacher or principal before forming an opinion regarding any situation in which a child seems to be treated unfairly.
7. Being available for conferences.
8. Assisting your child to establish a specified time and place to complete homework.
9. Seeking professional counseling and/or diagnostic evaluation, when recommended by school personnel.
10. Submitting to the principal a copy of custody case/court orders. *Status of these orders must be communicated yearly in writing.* Failure to do this automatically assures that the past case/court orders are no longer effective.

#### **D. Student Responsibilities**

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior:

1. Modeling Christ's teachings about love for one's neighbor in all interactions.
2. Arriving to school at 8:15 a.m.
3. Being ready to begin class: materials organized and in one's desk by 8:25 a.m.
4. Obeying school rules, including –
  - students must abide by the uniform policy (see Uniform Policy).
  - students walk (*not run*) in the halls and on the stairs.
  - students refrain from gum chewing.
  - students will play safely on the playground.
  - students must walk bikes on the playground and parish property.
  - students may only eat in the classrooms and at authorized times.
  - students may never leave the school grounds without written permission from a parent/guardian and the principal.
  - students may not use skateboards at school.
  - grade 6-8 students may, with parent permission and at their own risk, bring cellular phones, and I-pods to school. However, these must not be visible or operating in the building or on school grounds during the school day from 8:15 a.m. to 3:00 p.m. Students must check in all devices to the office at the start of the day. Failure to do so may result in parent notification and required pick-up of the device. They may not be used in the immediate carpool area or near moving vehicles before and after school. The limitations noted above apply to the Extended Day Program and for any school related events on or away from campus, i.e., dances, retreats, field trips, etc.
  - students may not use any sharp objects such as needles, lancets, pencils, scissors, tools, art or science instruments to puncture the skin on purpose and with full knowledge.
  - students may not bring valuables (including large quantities of money) to school without prior permission from one's parent and teacher .
  - students must abide by all rules.
5. Behaving in a respectful and friendly manner toward all school personnel, volunteers, and any visitors.

6. Respecting all school property, including lockers, books, desks, bathrooms, school buildings, and playgrounds. Lockers and desks are the property of the school and may be opened without the presence or permission of the students who use them.
7. Displaying a positive example to students whose behavior does not conform to these standards.
8. Comes to class prepared with necessary supplies.
9. Uses acceptable Christian language.
10. Acts and speaks honestly.

#### **E. Disciplinary Actions**

Corrective actions for inappropriate conduct will be taken as necessary. These may include detention, community service during recess and/or after school, restitution for damage, loss of privileges, written accounts, a telephone call to the parent at home or work, or other appropriate consequences. Cellular phone, etc., violations will result in the item being confiscated for a period of time decided by the principal. For all Grades PS-8, the "Discipline Policy" (Academic and Conduct) will be used.

#### **F. Disciplinary Probation**

Probation is a formal warning that unless set conditions are met, more serious action will be taken. The students and parents/guardians will be informed of the fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and teacher, and reviewed with the student concerned. Parent(s)/guardian(s) and student sign the behavioral contract and thus indicate their commitment to behavioral improvement.

#### **G. Suspension**

Suspension means that the student will remain at home for one or more school days. An "in-house" intervention means that the student will remain in the school but out of the classroom. The student is responsible for the work missed during these times. The length of the intervention or suspension shall be determined by the principal based upon the facts and the circumstances. The following offenses committed by children while under the jurisdiction of the school could be reasons for suspension:

1. Willful disobedience to authorized personnel.
2. Repeated disruption of the learning environment.

3. Possession or use of alcoholic beverages, illegal substances, or drugs.
4. Possession of weapons, weapon “look a-likes,” or use of objects as weapons.
5. Threats of violence toward a student, teacher and/or staff; or threats of substantial property damage to school property.
6. Commission of a crime or commission of physical assault upon another student, teacher, or staff.
7. Truancy.
8. Fighting, engaging in or provoking mutual physical contact involving anger or hostility.
9. Bullying/harassment/intimidation, which includes engaging in intentional written, verbal, electronic or physical bullying, intimidating or harassing conduct and repeated conduct or expression directed toward another, for the purpose of intimidation or coercion, i.e.: cruel incessant teasing, badgering, racial slurs, cyber bullying.
10. Forgery of documents and/or signature of parents/guardians or school authorities.
11. Plagiarism, cheating or copying the work of another person(s), and using it as your own.
12. Misuse of computers, inappropriately using school computers.
13. Repeated violations of any school rules.
14. Failure to meet the terms of probation.
15. Conduct inside or outside school, including Internet postings, which is detrimental to the reputation of the school.

# PS-8 DISCIPLINE POLICY

## Procedures

A safe, Christian, and orderly environment helps to provide each student with a positive opportunity for learning. Simply stated, students are expected to come to class ready to learn: on time, with assignments completed and all necessary supplies, and with a positive attitude toward their school work, teachers and fellow classmates. To further this goal, a discipline policy is in effect that is reviewed yearly.

### **BEHAVIOR (Conduct)**

1. **Verbal Warning:** A verbal directive from teacher, principal or staff member to student to discontinue specific behavior. Teacher, principal and/or staff member will keep records regarding warnings given.
2. **Communication to Parents:** Teacher, principal and/or staff member notify parents/ guardians by note, email, phone call, together with a copy of student's written reflection on behavior in question. Teachers will keep behavior logs and communicate with staff concerning individual students.
3. **6<sup>th</sup> – 8<sup>th</sup> Detention:** During school hours a supervised time-out lasting 15 or 30 minutes, depending on grade level. (At times, an immediate detention may need to be given after a verbal warning). After 3 detentions an Action Plan meeting is scheduled. Teacher, principal and/or staff member notify parents/guardians by note, email, phone call, together with a copy of the Student Written Reflection on behavior in question.
4. **Action Plan:** Parents/guardians together with teacher and/or principal conference with student to form a written plan to modify behavior.
5. **Revise Action Plan:** Principal, parents/guardians, teacher, and student conference to modify existing Action Plan when necessary.
6. **Principal's Action:** The following actions may be taken at the principal's discretion:
  - a) In-School Intervention
  - b) Suspension for up to 5 days
  - c) Expulsion or Required Withdrawal

**INFRACTION:** An infraction is student behavior that does not follow the specific expectations in the **Family Handbook -pp. 16-17, 36-38,** and/or the **Schoolwide Learning Expectations (SLE's)** and/or the **Covenant - Respect Guidelines.** Examples: gum chewing, out of Uniform Code, behavior in hall or on playground, disruption in the classroom, problems with a specialist, cell phone use during school hours, attitude or verbal disrespect.



**REWARDS:** Students will receive recognition for positive behavior by the teacher or principal in the classroom. Also, the principal will present the SLE Awards (Schoolwide Learning Expectations) to selected students. Examples of areas of positive behavior are:

- Christian Responsibility
- Perseverance
- Problem Solver
- Citizenship

## **ACADEMIC**

1. **Verbal Warning:** A verbal directive from the teacher, such as, bring in your homework tomorrow. Verbal warnings may be given concerning late work, a missing assignment, incomplete work, or work not up to a student's ability level (poor quality). The teacher will keep records regarding warnings given.
2. **Communication to Parents:** The teacher will notify parents/guardians by note, email or phone call with respect to concerns regarding academic behavior. Teachers will keep logs and communicate with staff concerning individual students.
3. **Action Plan:** Parents/guardians together with teacher and/or principal conference with student to form a written plan to improve academic progress. Middle School students who fall below a 2.0 GPA during any trimester will be placed on probation. Students with special needs may start with an Action Plan in place from the previous school year. Students shall maintain such a plan until the current school year teacher has an opportunity to meet with the parents/guardians. Parents/ guardians may request specific accommodations be made in a new school year until a meeting date is set with the teacher.
4. **Revise Action Plan:** Principal, parents/guardians, teacher, and student conference to modify existing Action Plan when necessary.
5. **Principal's Action:** If a student continues to ignore his/her responsibility for academic work, the principal will initiate a specific contract with the student and parents. This contract will address, at a minimum, areas of concern and what the student must accomplish to meet acceptable academic standards. At the principal's discretion, the student may be assigned detention, In-School Intervention, Suspension home, or required withdrawal from St. Bernadette School

## H. Required Withdrawal

Required Withdrawal is defined as a request for the student to leave the school and find educational accommodation in another school. For many offenses, this would normally occur only after reasonable efforts have been made to resolve the problem and when, in the judgment of the principal, the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the whole. Repeated offenses after a period of suspension would normally result in Required Withdrawal.

The commission of a single serious offense may result in Required Withdrawal if, in the judgment of the principal, the single offense is serious enough to alone justify Required Withdrawal, efforts to resolve the problem would be futile, and the student's continued presence would be detrimental to the good of the whole.

A student accused of a serious wrongdoing can be placed on a home study program pending the outcome of an investigation.

1. Procedure for Suspension or Required Withdrawal.
  - a. Parents/guardians will be notified before a student is sent home and are expected to conference with the principal and teacher(s) before the student is allowed to return to school.
  - b. At the conference, a parent/guardian may be notified by the principal or pastor that probation or required withdrawal could follow.
  - c. Terms of probation will be in writing by the principal.
  - d. In cases of suspension and REQUIRED WITHDRAWAL, parents/guardians and/or student have the right to request a hearing from the pastor and/or delegate.
2. Hearing Procedure in Case of Required Withdrawal. The Christian Due Process procedure for required withdrawal of a student is:
  - a. When, after an investigation and parental notification and conference, the principal decides to require withdrawal of a student, a certified letter is sent to the student and parents/guardians or guardians.
  - b. The letter states specified charges lodged against the student, notes the disciplinary action, and states the student's right to a hearing.
  - c. If the parents/guardians request a hearing, they reply in writing within five school days.

- (1) If a reply is not received within this five-day period, the student and parents/guardians are deemed to have waived a hearing and the disciplinary action takes effect.
  - (2) If a hearing is requested, it is held within five school days of such a request.
- d. The principal has the right to exclude the student from all school activities during the time of Due Process.

## EMERGENCY SCHOOL CLOSURE PROCEDURE

### A. Weather

If possible, a Power Announcement will be initiated to parents through PowerSchool and the emergency telephone plan will be put into effect. In the event of a school closure or emergency schedule, information will be on TV and radio: KOMO and KING. Emergency schedule begins at 10:30 a.m. (two hours late). The Extended Day Program follows the Emergency Schedule — if two hours late, they open two hours late; if closed, they are closed. If the weather warrants sending children home *from* school, please refer to your family directional plan (Emergency Closure Instructions) in the back of this book.

### B. Disaster

In the event of a disaster (earthquake, fire, etc.), the parking lot in front of the convent is the designated “parent area.” If possible, a Power Announcement will be initiated to parents through PowerSchool. Parents coming to pick up children are asked to park there and wait *in front of the convent*. *As parents arrive, children will be brought to the parent(s)/guardian(s)*. Parents able to stay will be asked to help as needed.

**\*It is important that parents contact information is current in PowerSchool.**

## EXTENDED DAY

An Extended Day service is provided. It operates under and in cooperation with St. Bernadette School. In order to participate, parents must fill out the online registration form. Once complete, the family will be billed the \$40 registration fee via their SMART account. Exception: Students present before or after school or at other unauthorized times will be placed in Extended Day, and parents/guardians will be billed. (See Absences and Tardiness, pages 9 & 10.) All rules apply pursuant to the Discipline Policy.

## FIELD TRIPS

Field trips are a privilege afforded to students. Written permission is absolutely necessary for any student to participate in the field trip. The form filled out by a parent/guardian giving authorization for a student to participate in a field trip must be the same as the Archdiocesan form referenced in the back of this Handbook. No other written form or note will be accepted. In addition, if a student fails to meet academic or behavioral requirements, the student can be denied participation.

Only adults who have a completed Volunteer Background Check on file and taken the Safe Environment Training may chaperone and/or drive. As well, their insurance must be current and they must fulfill the following requirements to drive:

1. Complete the required driver/insurance form;
2. Before expiration of insurance, provide the office with updated information to reflect current insurance status. These forms will be kept on file in the school office. The school does not carry liability insurance for injuries; thus, driver insurance will be liable. Non-school employees who drive must be 25 years of age or older.

Drivers are asked to carefully follow all arrangements for field trips. All drivers will be responsible to see that students assigned to their car leave and return seat belted in the same car. Any child under 60 lbs. must have an approved DOT booster seat provided by the child's parents; also, any child under the age of six must have an approved booster seat provided by the child's parents.

## FINANCIAL AID - ARCHDIOCESAN/ST. BERNADETTE SCHOOL

Some Financial Aid is available through the Archdiocese Fulcrum Foundation and St. Bernadette School. Families who need financial aid should apply. Those requesting financial aid must complete the following:

1. The application process for financial aid through FACTS during the application period as designated by the Archdiocese of Seattle. The FACTS Grant & Aid Application can be accessed at <https://online.factsmgt.com> or through the St. Bernadette website at [www.stbernadettesea.org](http://www.stbernadettesea.org) and follow the directions on the front page which also provides the FACTS link. The St. Bernadette School Financial Aid process is also through FACTS.
2. Complete the Financial Aid materials on line and return them to the school office, along with a copy of the previous year's tax form and any other materials requested to establish eligibility.

3. Each family must submit a new financial aid request for each school year.
4. Fulcrum will review the applications and contact the family directly regarding eligibility.
5. The St. Bernadette School administration will review the applications and contact the family directly regarding eligibility.

The Archdiocesan Office will keep all financial aid materials confidential.

## **FIRST AID**

In the case of a sick or injured child, they will be sent to the school office. If a student has a simple scratch or scrape, the teacher or office personnel may treat (wash and cover) the injury. In the case of a sick student, a call will be made according to the information on the emergency card. (Parents should inform the office of changes on the emergency card.) Sick children must be picked up as soon as possible (i.e.: a child who vomited, has a fever above 99°.) Students who have been sent home with a fever, have vomited at school or have diarrhea are required to be kept home for a 24 hour period before returning to class.

Parents of Preschool and PreK students will receive an “Ouch Report” informing them of an injury.

## **FUND RAISING**

### **A. Parents Club**

Fund raisers and sales within the school are at the discretion of the principal working closely with the pastor, School Commission, and Parents' Club. Major fund raisers are planned annually to subsidize tuition. (See COMMITMENT PROGRAM, Fund Raising.)

### **B. Other**

Volunteers collecting money from fundraising are required to turn in funds to the office within one week of receipt. A summary sheet listing the total amount submitted along with a listing of sources must accompany the money, i.e., 5th Grade Camp, etc.

## **HEALTH**

Health tests, such as hearing tests, may be performed periodically to provide early detection of a potential problem. Students will be tested unless the parent/guardian informs the school office in writing that the student should not be tested. These basic health tests are not intended to replace professional examinations and regular health checkups.

## **HOMEWORK**

### **A. General Policy**

Homework is assigned on a regular basis in Preschool through grade eight. Homework will generally be given on Monday through Thursday nights; homework on Friday is at the discretion of the teacher. Long-range assignments are also given and students may choose to work on them on the weekends. The amount of homework is geared to the average student but should generally fall within the following ranges:

Grade PS/PreK	10 minutes
Grades K-2	20-30 minutes
Grade 3	30-45 minutes
Grades 4-5	45-60 minutes
Grades 6-8	60-90 minutes

\*\*If a student consistently spends more time in real studying (without television and other distractions), the teacher should be notified for possible adjustments. If a student is consistently spending less time in homework, it should be determined if (s)he is doing the quality of work that is consistent with his/her ability and if perhaps (s)he would profit from more challenging, enrichment work.

\*\*Parents and teacher need to communicate homework problems immediately.

### **B. Make-Up Work / Homework Requests**

Students are expected to be responsible for making up assignments missed through absence. Arrangements to pick up work may be made by calling the office by 10 a.m. or through a note directed to the teacher(s) by 8:25 a.m. Such work may be picked up in the office after 3:00 p.m.

## **HONOR SOCIETY AND SLE AWARD**

Students in Grades 6-8 have the opportunity to make the Honor Society each Trimester. Students in Grades Preschool-8 also have the opportunity to receive the SLE Award at the end of the school year.

### **A. (SLE) Schoolwide Learning Expectations**

For the entire year, the student works toward following the SLE's in all areas: classroom, playground, hall, with Specialists, office, carpool and CYO. The entire staff checks on his/her work/study habits and academic/behavior records.

A decision is made by consensus. This award is presented by the principal at the end of the year to deserving students in grades Preschool-8 who have met the strict criteria. This award will be presented by the principal at the Graduation Ceremony for students in grade 8.

## SCHOOLWIDE LEARNING EXPECTATIONS

**St. Bernadette School Students are:**

**\**Christian Responsibility* – Responsible and faithful Christians show a personal relationship with God:** Participate fully in the mass, liturgies, & prayer; Choose words and actions that demonstrate respect for self and others; Apply the Gospel values and Catholic doctrine.

**\**Perseverance* - Diligent, lifelong learners:** Produce consistent, quality work at and above standard; Utilize strengths and exhibit growth; Communicate skillfully; Work persistently toward goals with tenacity.

**\**Problem Solving* – Problem Solvers:** Demonstrate self-discipline and personal responsibility; Identify problems, work cooperatively, and include others; Use critical thinking skills.

**\**Citizenship* - Citizens of a global community:** Demonstrate awareness and acceptance of diverse cultures and traditions; Support and defend the rights of others; Practice stewardship; Care for all of God’s creations.

### **B. Honor Society (Grades 6-8)**

Students must meet the following criteria to be eligible for Honor Society:

- Honor Society eligibility will be determined each trimester.
- Students must earn a minimum of 3 for each grade standard.
- Students must meet satisfactory requirement in Effort/Perseverance and Citizenship/Christian Responsibility

### **C. Grading – Grades 6-8**

- 4 The student consistently and independently demonstrates mastery/proficiency in the grade level standard.
- 3+ The student is frequently demonstrating mastery/proficiency in the grade level standard.
- 3 The student is progressing toward mastery/proficiency in the grade level standard.
- 2+ The student is beginning to progress towards the grade level standard.
- 2 The student is beginning to progress towards the grade level standards with additional time and support
- 1+ The student requires some intervention to develop this skill.
- 1 The student requires on-going intervention to develop this skill.

\*Middle School students must maintain a 2 or higher for each graded standard, each trimester. Students who fail to meet this academic requirement may be placed on an Academic Action Plan and probation.

## **E. Grading – Grades Preschool – 5**

Grading is on a scale of 1 to 4, 4 being the highest.

- 4 - Indicates that the student consistently and independently demonstrates mastery/proficiency in the grade level standard.
- 3 - Indicates that the student is progressing toward consistent and independent mastery/proficiency in the grade level standard.
- 2 - Indicates that the student is beginning to progress towards the grade level standard with additional time and support.
- 1 - Indicates that the student requires on-going intervention to develop this skill.

## **ILLNESS**

Children who are ill must be kept home until they have recovered sufficiently to return to the regular routine of school. Children may not return until their temperature has been normal and flu/diarrhea symptoms have ceased for 24 hours. When a child is too sick to go outside at recess, that child is too sick to be at school.

## **LUNCHES**

Preschool and Pre-Kindergarten students must bring a lunch from home. Students in K-8 come to school with a lunch supplied from home or purchased through the School Lunch Program. Only in the case of an emergency should home lunches be delivered after school begins. On these few occasions, lunches are brought to the office no later than 11:00 a.m. *Fast-food lunches are discouraged.*

St. Bernadette School offers a daily lunch through their School Lunch Program, which is coordinated by the Lunch Staff. Families will be billed through SMART each month.

## **MEDICATIONS**

Students at St. Bernadette School are not permitted to have either prescription or non-prescription medication in their possession while at school. Neither the faculty nor the staff at St. Bernadette School will administer medication to students except in compliance with applicable state law (RCW 28A.31.150). (See SPECIAL POLICIES: State Law, RCW 28A.31.150.)

Forms for the authorization for administration of oral medication at school are available through the school office or at the back of this Handbook. The form is to be completed by the student's physician and parent/guardian. (See POLICIES & FORMS.)



## **MONEY SENT TO SCHOOL**

All money sent to school should be placed in a sealed envelope and clearly labeled with the student's name, grade, purpose and amount. Children should not bring money to school unless needed. When necessary, large amounts of money can be checked in to the office. Under all circumstances, the school is not responsible for money lost or otherwise misplaced.

## **PARENT/GUARDIAN VISITORS TO CLASS**

Parents/guardians, while always welcome, are asked to contact the teacher or principal *at least one day ahead* to arrange a time and day for the visit. Visits are scheduled for approximately an hour. To eliminate disruptions to the class, small children may not accompany the parent(s)/guardian(s). Other visitors make arrangements through the office.

## **PARENT-TEACHER/STUDENT LED CONFERENCES**

Conferences are scheduled twice a year, in the fall and winter. Preschool through 2<sup>nd</sup> grade have Parent Teacher Conferences, where the child is not present. Grades 3<sup>rd</sup> through 8<sup>th</sup> have Student-led Conferences, where the child has prepared to lead their conference, starting with Prayer and sharing sample work and assessment data. During Fall conferences, 2<sup>nd</sup> – 8<sup>th</sup> grade families will receive Measures of Student Progress reports from their Fall testing in the areas of Reading, Language and Math. Families will receive Spring MAP reports along with their final report cards at the end of the year. As a reminder, parents or teachers can request conferences at any point in the year. Furthermore, grades are always accessible and up to date in the PowerSchool Parent Portal.

## **PARTIES**

On special occasions, a simple party may be arranged through consultation with the teacher and/or with the help of the parent/guardian. A small treat may be brought to celebrate a child's birthday. *Treats must be ready to serve and plates or napkins provided.* Drinks are discouraged. Parents are asked to notify the teacher in advance if a birthday treat is planned. When bringing treats, check with the teacher concerning the possibility of students with food allergies so that accommodations can be made.

Invitations to parties are not to be passed out in school unless everyone is invited; either all the boys or all the girls or both. Such invitations are distributed only in consultation with the teacher. Invitations not including everyone must be contacted by mail or telephone. Hurt feelings result when it is obvious that some children are not included in an invitation.

## **PLAYGROUND**

School staff, support staff, or volunteers will supervise the playground during the morning, noon and afternoon recesses. *The playground is not supervised before or after school.* Students present before and/or after school will be placed in Extended Day at parental expense.

Playground rules are designed to ensure the safety of all students and to provide an environment in which children can enjoy their play time with classmates. Children are informed of playground rules by their classroom teachers, staff, principal, and playground supervisors.

### **Playground Equipment:**

1. No hardballs or Frisbees are allowed at school.
2. Radios, walkman, cell phones, I-pods, or skateboards are not allowed on the playground.
3. Water bottles are not allowed on the playground, unless for PE or Field Day and authorized by the teacher.
4. Jump ropes are to be used for jumping only and used in a manner which will not interfere with other games. (No swinging overhead or playing horse.)
5. Students may bring their own equipment from home with teacher approval, and if the following procedures are followed:
  - a. Balls from home must be soft, no smaller than a tennis ball. Children must accept responsibility for their own equipment and be willing to share with others.
  - b. Equipment must be used in an appropriate fashion both in and outside the classroom.
  - c. Play equipment brought from home must be clearly marked with the child's name and may be used only during the supervised recesses.

## **PROMOTION/OUTSIDE INTERVENTION**

### **A. Promotion and Retention of Students**

Students are promoted once a year in June. Promotion is based on the student's having fulfilled the requirements of the grade. Any student may be required to repeat the work of a grade whenever, in the judgment of the principal and the teacher, it would be to the student's educational advantage not to be promoted to the next grade. Whenever a pupil is in danger of retention, his parents will ordinarily be advised of this situation at least three months prior to the end of the school year.

Standards grades of 2 or greater are required to participate in graduation for eighth graders. Students in danger of failing to meet this requirement will be notified, along with their parents, after the second trimester report cards are issued.

## **B. Outside Intervention**

Parents/guardians may be required to provide testing and/or counseling for a child when the judgment of the principal and the teacher determine additional intervention is in the best interest of the student. Such testing or counseling for the student may be necessary to re-establish appropriate academic achievement and/or social behavior.

## **RECORDS**

### **A. Educational Records**

Education records are available to parents and others as provided by Federal Law: Title 45, Code of Federal Regulations, Part 99: Privacy Rights of Parents and Students.

Procedure:

1. Through written request, the parent/guardian asks to view the student's educational records.
2. Within a reasonable time, the principal sets a specific date and place for viewing the file with you.

### **B. Health Cards**

Health cards and immunization records CIS (Certification of Immunization Status) are required for every elementary and secondary student. They are transferred to the new school at the time of a student's transfer.

### **C. Attendance Records**

Student attendance is recorded daily at the beginning of the school day. Attendance records are kept permanently on file and are available to parents via the PowerSchool Parent Portal.

### **D. Non-Custodial Parents**

The school abides by the requirements of the Buckley Amendment and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the office.

## **E. E-Family Directory**

The E-Family Directory is available to all school families at a password secured site on the St. Bernadette school website in the fall.

1. E- Directory information includes the following:
  - (a) Names, addresses, telephone numbers and grade level of students;
  - (b) Names, addresses, telephone numbers, and e-mail address of parents/guardians;
2. A Student's Directory Information may be released to anyone who requests the information, inside the school or parish, unless the School Office receives written notification from the parent/guardian by September 30 of the school year that their family information should not be included.

## **RELIGION**

St. Bernadette School exists to teach the message of Jesus Christ to its students. Therefore, the Catholic religion is taught daily and is of primary importance in our curriculum. The school day includes prayer with Christian attitudes and actions fully integrated in the daily activities. All students, whether Catholic or not, must take Religion and attend Mass and Prayer Services. Although children attend Mass on Fridays, Sunday Mass is expected of all Catholic school families.

## **REPORT CARDS**

Trimester report cards are issued. Parents/guardians are encouraged to discuss these reports with their child(ren) and to work cooperatively with teachers in efforts to help students develop their full potential. Parents/guardians are encouraged to confer with teachers if any area indicated on the report card warrants concern. Parents/guardians interested in grading and format may request a blank copy of the report card early in the year.

Parents/guardians or students wishing to question a grade must do so within one week of receiving the grade. The request must be in writing and addressed to both the teacher and to the principal.

## **STUDENT COUNCIL**

Student Council members are elected each spring to serve during the following school year.

1. To be approved as a candidate for any office in Student Council the student interested in running cannot be on a current behavior or academic action plan; or have grades below 3's in any subject area.

2. Students interested in running must receive signed approval by parent, principal, homeroom teacher and one of the Student Council advisors.

## TELEPHONE

### A. Incoming Parent/Guardian Calls

Asking the office to relay messages to children will be honored on an emergency basis only. Parents must understand that calls received after 2:45 p.m. are not always possible to deliver -- other business might be in process or the office cannot be left unattended.

### B. Outgoing Student Calls

The classroom/office telephones are available in certain situations. A student must have staff authorization to make any telephone calls. Students may not use cell phones during the school day. Middle school students must check in personal cell phones to the office at the beginning of the day.

## TRAFFIC PROCEDURES

### A. Pedestrian

#### 1. Students walking to and from home.

St. Bernadette School does not provide crossing guards at any intersections; therefore, it is the responsibility of the parents to teach traffic safety procedures to their children. Periodically safety procedures will be reviewed at school. Those students with a signed release on file in the office from their parents or guardians stating safety issues have been discussed will be allowed to walk.

#### 2. Car Pool Crossing Guards (back parking lot).

All pedestrians (adults and students) are asked to obey the student crossing guards.

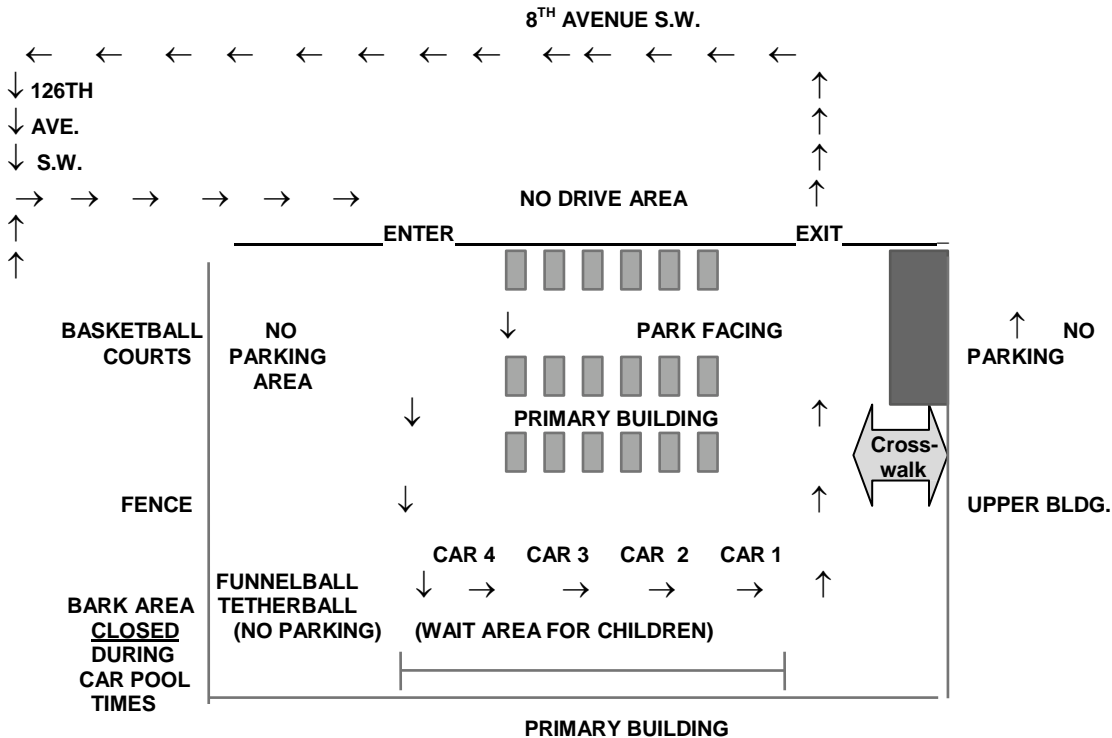
### B. Car Pools

Children from the *same* car pool are to wait in the *same* area. In order to ensure the safety of children, parents are asked to observe the following traffic procedures for dropping off and picking up children from the back playground area and/or the front parking area. **The Church driveway is not a load or pickup area.**

**Important Note:** Parents and guardians are responsible for the safety of a child once the child leaves a designated waiting area. Parents and guardians are strongly urged to understand and cooperate in these procedures, and to constantly teach and remind each child of the importance of these procedures.

Remember -- the safety of all the children of the school is involved.

**1. Back Playground (Grades K-3) -- Morning & Afternoon Drop Off/Pick Up Procedure:**

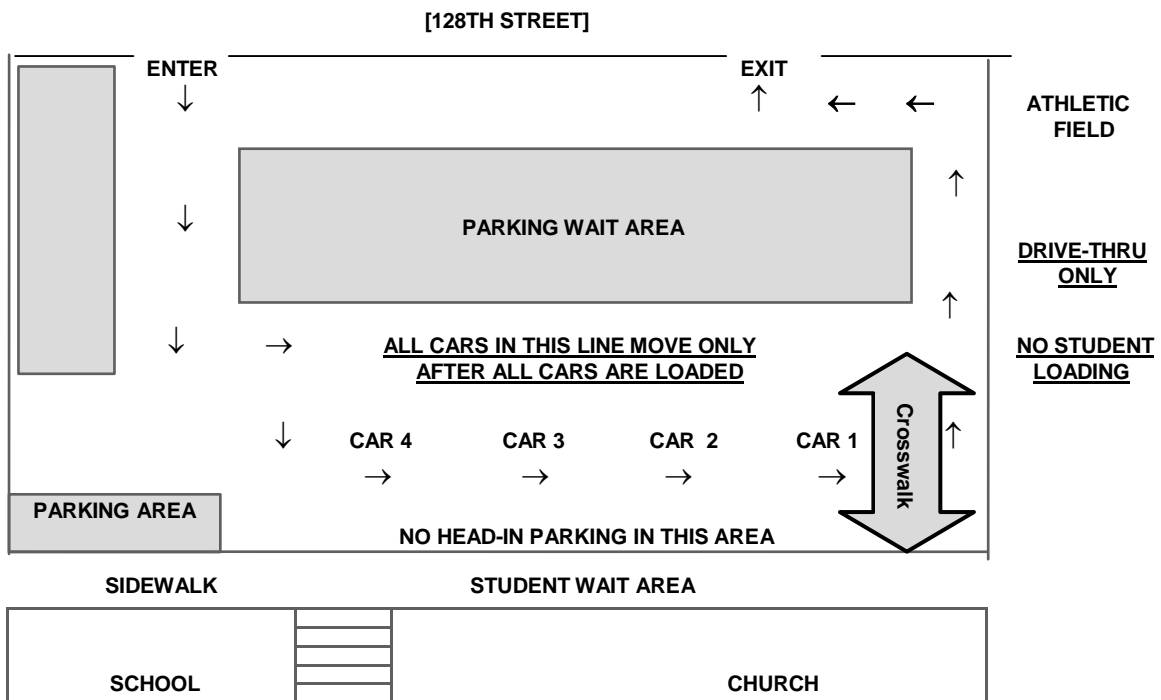


- Enter from the basketball courts entrance.
- Continue in a single line of traffic (see diagram) OR park in the wait areas.
- If your child(ren) are not in the waiting area, continue to circle so traffic moves.
- After loading, cars remain in line to exit -- PLEASE--NO PULLING OUT OF LINE.
- Exit from the south entrance next to the convent fence.
- Please NO WALKING between parked cars.

Students may only walk into parking areas when escorted by an adult. For safety reasons, *pedestrians must use one of two areas*: along the side of the upper building or the north fence. Parents/guardians wishing to come into the building are asked to park in the center of the playground. For safety of children, please do not walk in between cars in the pick-up line. Parents/guardians staying in cars but arriving early are asked to wait along the fence.

\*Preschool and Pre-K families are required to walk their child to and from class and sign them in and out every day.

2. **Front Area (128th Church Lot) (Grades 4-8) -- Afternoon Drop Off/Pick Up Procedure:**



- Enter from the *east entrance*.
- Continue in a single line of traffic (see diagram) OR park in the wait areas.
- If your child(ren) is not in the waiting area, continue to circle so traffic moves.
- After loading, cars remain in line to exit -- PLEASE--NO PULLING OUT OF LINE.
- Exit from the west entrance or driveway.

### C. Morning Drop Off

School doors open at 8:15 a.m. **There is no adult supervision outside the school buildings prior to 8:15 a.m.** Extended Day is available for students arriving early from 7:00 a.m. to 8:15 a.m. every school day. To ensure safety, students arriving on school grounds prior to 8:00 a.m. will be sent to Extended Day and parents/guardians will be billed accordingly.

### D. Parking During School Hours

Visitors coming into the school during the day are asked to park in the area in front of the Church on 128th -- *not* on the playground. Handicapped spaces should be respected at all times.

### E. Field Trip Cars

When dropping off students from a field trip, children should be dropped off in a single line following "Car Pool" procedures. The exception: when children are on the playground, cars drop off these students on the church lot.

## TRANSFER STUDENTS

Admission of students transferring from other schools is dependent upon the results of interviewing, testing, and review of school records.  
(See ADMISSIONS.)

## UNIFORMS

School uniforms are worn every day unless an Out-of-Uniform day is announced. The school uniform includes sweater/sweatshirt/fleece vest, shirts/blouses, pants/jumper/skirt/skort. The sweater is required to be worn on Friday Mass days and Holy Days of Obligation.

Parents are expected to assist their child(ren) to have high standards of personal appearance. This sense of pride means that *uniforms are in good condition and clean at all times.*

### **Sweaters**    **Grades PS-8**

Sweaters are part of the uniform and are worn at Mass. They must be purchased from the Uniform Store. V-neck cardigan, V-neck pullover or V-neck vest. Red sweaters should be worn at school. They are required to be worn to Mass and Prayer Services.

### **Fleece**    **Grades PS-8**

**Vests**    Fleece vests may be worn Monday through Thursday only. The fleece vest is **not** part of the full Mass uniform.



- Pants**      **Grades PS-5:**  
Navy blue corduroy or twill pants with no contrast stitching. Ankle length, straight or slightly flared, no adornments. The DENNIS Uniform Store sells good quality pants and are recommended. No skinny pant styles or cotton yoga style pants are allowed. Preschool and PreK children may wear navy blue sweatpants.
- Grades 6-8:**  
Black, Khaki or navy blue corduroy or twill pants with no contrast stitching. Ankle length, straight or slightly flared, no adornments.
- Belts**      Pants must be worn at or above hips. Belts will be required as needed.
- Shirts**      Long or short-sleeved white dress shirt, white knit polo pullover or turtleneck. Shirts must be tucked in. **No** printed or colored T-shirt to be worn under the uniform shirt.
- Jumper**      Grades PS-4, Lloyd Plaid jumper (available at the Dennis Uniform Store).
- Skirt**        Grades 5-8, Lloyd Plaid Skirt (available at the Dennis Uniform Store). Skirt length **should be not more than 2" above the knee.**  
Grades 7-8, Khaki skirts purchased only at the Dennis Uniform Store may be worn
- Skort**        Grades PS-5, Lloyd Plaid Skort (available at the Dennis Uniform Store). Skort length **should be not more than 2" above the knee.**
- Socks**      Girls are to wear socks at all times, white, dark green, black, navy blue or red. Tights or unadorned leggings in the solid colors listed above (no wild patterns) may also be worn. Boys are to wear socks at all times: white or dark. Mismatched socks may not be worn.
- Shoes**      Any style up to ankle height that is comfortable, practical and neat in appearance for school. *Sensational shoes and backless shoes* are not acceptable. Laces must be tied. Sandals are discouraged to prevent injuries. No boots or flip flops are to be worn to school. (The principal may make exceptions during cold weather and on special days as announced.)
- Sweatshirts**  
School sweatshirts may be worn Monday through Thursday (available at the Dennis uniform store only.)

## Shorts

### Grades PS-6:

Navy blue uniform shorts (purchased at the Uniform Store) may be worn September, October, May, and June or when the temperature is 70 degrees or more. Shorts must always be of walking length, not athletic type or oversized below the knee style.

### Grades 7-8:

Black, Khaki or navy blue uniform shorts (purchased at the Uniform Store) may be worn September, October, May, and June or when the temperature is 70 degrees or more. Shorts must always be of walking length, not athletic type or oversized below the knee style.

## Hair

Hair must be neat and clean. No hair color, highlights, colored extension, streaking, or frosting. Sensational haircuts or hairstyles (any that create a disruption) such as shaved, designs, Fauxhawks, mohawks, exotic-colored, are not allowed. (There are no "year-end" exceptions.)

Boys: Hair may not extend below the collar and must be off the ear.

## Out of Uniform Code

Students are asked to look nice. Jeans in good condition; shirts with appropriate message/design. *No spandex-type fashions, cutoffs, tank tops, halter tops, spaghetti straps, midriffs, short-shorts, short skorts, tight-tight jeans/pants, yoga pants, or low necklines.* *Oversized clothing is not acceptable.* Shorts may be worn in September, May and June; also, in 70 degrees or warmer weather. They must be of walking length, not athletic type or oversized below the knee style.

## Make-up & Jewelry

**NO face paint, tattoos or fake tattoos, no writing on skin with ink or markers.**

LIGHT make-up grades 7-8.

**Make-up and hair spray is not brought to school.**

Grades PS-6 clear nail polish.

Grades 7-8 pale pink nail polish is acceptable.

Girls may wear no more than two pair of earrings (not dangles)

**Grades PS-6:** posts only

**Grades 7-8:** posts or fitted hoops

**Boys may not wear earrings to school.**

**\*Due to allergies, sensitive skin and hygiene/sanitary reasons, face paint and/or hair paint/color are NOT allowed during Spirit Week.**

### **Church Functions**

Students are expected to be in full dress uniform.

Exception: Out of Uniform or sweatshirt days.

### **Failure to Adhere to Uniform Policy**

It is the intent of the Principal, Staff, School Commission, and Parents' Club that the Uniform Policy be strictly enforced.

### **Progressive Discipline for Uniform Violations**

1. Verbal warning and loaners given.
2. Parent is called for change of clothes and/or loaners given.
3. Uniform infraction submitted, parent notified, change of clothes or loaners given, detention assigned.
  - Repeated uniform violations will be subject to progressive disciplinary action, up to and including suspension or expulsion
  - Infractions reset each trimester

**Exception**: Brownie and Scout Uniforms may be worn on meeting days.

## **USE OF SCHOOL GROUNDS**

The school does not accept responsibility for any accidents occurring on the grounds, on weekends, vacation days, before or after school.

## **VISITORS**

All visitors are required to report and/or sign in at the school office upon entering the building. This is necessary to avoid interruptions of the instructional program and to maintain building security. For security reasons, all doors are locked at 8:30 a.m. Visitors are asked to ring the door bell and walk to the main office to sign in.



## **ST. BERNADETTE PARISH SCHOOL COMPUTER SYSTEM USER AGREEMENT**

Internet access is available to students at St. Bernadette Parish School. The Internet offers diverse and unique resources to students, and our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation and communication. St. Bernadette Parish School has taken precautions to restrict access to inappropriate non-educational information. However, it is impossible to control all materials that a student might encounter on the Internet. We believe the valuable information available far outweighs the possibility that some users might procure inappropriate materials which are not consistent with the educational values and goals of St. Bernadette Parish School.

The use of the school computer system and Internet access is a privilege, not a right. Students are encouraged to use the computers, software packages, and Internet for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and Internet capacities provided through the school computer system are and shall remain the property of the school. All users are expected to conduct Internet activities in an ethical and legal fashion. If users violate any of these provisions, their use and access privileges may be denied.

The use of the St. Bernadette Parish School computer system and Internet access is subject to the following terms and conditions:

1. **Acceptable Use.** The use of the school computer system and Internet access must be in support of educational research goals and be consistent with the educational values and objectives of St. Bernadette Parish School. Use of any other organization's network or computing resources must comply with the rules of that network and resource. Transmission of any material in violation of any federal, state, or local regulations is prohibited. This includes, but is not limited to, transmission of copyrighted material, material that is profane or obscene (pornography), material that advocates or condones the commission of unlawful acts (illegal), or material that advocates or condones violence of discrimination toward other people (hate literature). Use of the school's computer system and Internet access for commercial activities, product advertisement, or political lobbying is also prohibited.
2. **Privileges.** The use of the computer system and Internet is a privilege, not a right. Inappropriate use will result in cancellation of the privilege. The system administrator will deem what is appropriate use, and the administrator's decision will be final. Also, the system administrator may prohibit use by anyone at any time as deemed necessary and appropriate.
3. **Disclaimer.** St. Bernadette Parish School makes no warranties or guarantees of any kind, whether expressed or implied, for the Internet service it is providing. St. Bernadette Parish School is not responsible for any damages incurred by any person. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions, whether caused by the system or any user. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of any information obtained through this service.

4. Security. Due to the large number of potential users, security of the system is a high priority. If a user feels s/he can identify a security problem on the Internet, the user must notify the system administrator or a teacher or staff member of the school. Do not demonstrate the problem to other users. Do not use another individual's name, password or account. Attempts to log onto the Internet using any other user's name, password or account will result in cancellation of user privileges.
  
5. Vandalism. Vandalism of the system will result in cancellation of user privileges. Vandalism includes, but is not limited to, any attempt to change, delete, erase, or destroy data of any user or other network system, including the intentional transmission, creation or use of computer viruses.

Any violation of these regulations may result in termination or revocation of a user's privileges, and may further result in school disciplinary action and/or appropriate legal action.

As parent or guardian of this student, I have read the Computer System User Agreement and approve this Agreement for the below-named student. I understand that Internet access is designed for educational purposes and that the school has taken precautions to restrict access to inappropriate or controversial material. However, I also recognize that it is impossible for the school to restrict access to all inappropriate or controversial materials. I agree I will not hold St. Bernadette Parish School responsible for any materials acquired by the below-named student. I also agree to indemnify and hold St. Bernadette Parish School harmless for any intentional vandalism of the system by the below-named student. I hereby give my permission to St. Bernadette Parish School to allow Internet access and use for my child.

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent or Guardian

**(In lieu of signatures returned on page i, signatures on this agreement do not need to be returned.)**



## **STUDENT INTERNET CONTRACT**

(Grades 4-8 only; PS-3 presented by teachers)

**St. Bernadette Parish School Date:** \_\_\_\_\_

I, \_\_\_\_\_, have completed the St. Bernadette Internet User Training Program. I understand that I can be denied access if I violate the rules taught in the training. I will follow these rules while using the Internet at school:

- I will never give out personal information such as my home address, telephone number, or the name and location of my school.
- I will tell my teacher immediately if I come across any information that makes me feel uncomfortable.
- I will never send a person my picture or anything else without first checking with my teacher.
- I will always treat people online with respect and treat them as I would like to be treated.
- I will not reply to any messages that are mean or in any way make me feel uncomfortable. I understand that it is not my fault if I get this type of message. If I do receive this type of message, I will tell my teacher immediately.
- I will use only the password given to me by my teacher. I will not give my password out to others.
- I will not download anything without first checking with my teacher.

Student's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

Teacher's signature \_\_\_\_\_



### **Photograph / Video / Sound Release Form**

I hereby give St. Bernadette Parish School permission to use the photograph/video/sound of the minor(s) or myself listed below for their publicity, promotion, news releases, videos, and web use. This may also apply to the written composition or visual art of the minor, or myself if it is published.

St. Bernadette Parish School agrees that the students' name, picture, art, written work, voice, photograph, video or verbal statements shall only be used for public relations, public information, publicity and/or instruction. The school further agrees that students will not be identified by personal details other than first name. These details include email or postal addresses, telephone or fax numbers.

Pictures of one to three students are permitted as long as an appropriate release form has been signed by the parent/guardian of each individual shown in the picture. Pictures of four or more students are permitted without a release form and will be printed without first and last names.

No monetary consideration shall be paid.  
Consent and release have been given without coercion or duress.  
The photo, video or student statements may be used in subsequent years.

If the Student and/or Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

St. Bernadette Parish School has no control of media use of pictures/statements which are taken without our permission.

Students Name(s): \_\_\_\_\_  
(Print) \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

Effective Date: \_\_\_\_\_

\*\*\*\*\*

\_\_\_ I do not give permission to publish the image or work of my child(ren) or myself.

Parent/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



8/18

**AID CAR RELEASE**  
**SCHOOL/FIELD TRIP**

Per Student

In case of accident or serious illness or emergency, I release the school to transport my child to the nearest clinic or hospital in order for him/her to receive the necessary medical attention. I give my consent for the doctor or nurse on duty to treat

\_\_\_\_\_ Student's Name (please print)

\_\_\_\_\_ Birth Date

\_\_\_\_\_ Grade

\_\_\_\_\_  
Parent Signature(s)

Mother's Name \_\_\_\_\_ Day/work phone \_\_\_\_\_  
(please print)

Father's Name \_\_\_\_\_ Day/work phone \_\_\_\_\_  
(please print)

If the above cannot be reached, contact \_\_\_\_\_  
at (H) \_\_\_\_\_ (W) \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Are there any medical conditions of concern?

allergies? \_\_\_\_\_

food, bee, insect \_\_\_\_\_

diabetic? \_\_\_\_\_ Yes \_\_\_\_\_ No

other? \_\_\_\_\_

**This form is to accompany the driver each time the student takes a field trip, and is to be returned to the student's teacher following the field trip.**





ST. BERNADETTE SCHOOL

8/18

EMERGENCY CLOSURE DIRECTIONS

Per Family

FAMILY NAME \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Check boxes that apply:

\_\_\_ Walk Home \_\_\_ Walk to \_\_\_\_\_ (address & name if other than home)

\_\_\_ Call Mother before walking home at \_\_\_\_\_ (day time phone #)

\_\_\_ Call Father before walking home at \_\_\_\_\_ (day time phone #)

\_\_\_ Call \_\_\_\_\_ (emergency name) for ride \_\_\_\_\_ (day time phone #)

St. Bernadette School may release my child to any responsible person known to my child. \_\_\_yes \_\_\_no

This student may be released to the following person/s.

\_\_\_\_\_  
(Name & relationship) (Name & relationship)

\_\_\_\_\_  
(Name & relationship) (Name & relationship)

\_\_\_\_\_  
(Name & relationship) (Name & relationship)

OTHER INSTRUCTIONS:

If an Emergency Closure takes place at St. Bernadette School, children will be released according to the instructions given. They will be supervised until all are released. (PLEASE INSTRUCT YOUR OLDEST THAT SIBLINGS MUST LEAVE TOGETHER.)

I have explained this emergency closure plan to my child/ren and where s/he is to go.

Parent/Guardian Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Inclement weather closures will be broadcast on T.V. and radio stations KOMO, KING, and KIRO. Please listen to these announcements. Emergency Schedule means 10:30 a.m. opening.



# St. Bernadette School

8/18

## EMERGENCY INFORMATION SHEET

Per Family

FAMILY NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

STUDENT(S) ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ DAY/WORK PHONE \_\_\_\_\_

FATHER'S HOME ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ DAY/WORK PHONE \_\_\_\_\_

MOTHER'S HOME ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

-----  
ALTERNATE CONTACT "A" \_\_\_\_\_ DAY/WORK PHONE \_\_\_\_\_

RELATIONSHIP TO STUDENT \_\_\_\_\_

ALTERNATE CONTACT "B" \_\_\_\_\_ DAY/WORK PHONE \_\_\_\_\_

RELATIONSHIP TO STUDENT \_\_\_\_\_

DOCTOR'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

*Please list contacts in the order in which you would like phoned in case of illness or injury. (eg. #1-Mother; #2-Alternate A) Contact must be able to come to school and pick up child. **Your family must list three contacts with different phone numbers!** (The school must be notified of any phone or address changes.) This is a family responsibility.*

#1 \_\_\_\_\_ #2 \_\_\_\_\_

#3 \_\_\_\_\_ #4 \_\_\_\_\_

**St. Bernadette Parents' Club  
Commitment Agreement  
2018-2019  
(Returning Families)**

Each family's support is vital to the success of the school. Since fund-raising directly affects the school's operating budget, every family must participate in fundraising activities.

The Parents' Club maintains records and prepares statements regarding each family's responsibilities toward **volunteer hours** and **monetary commitment**. Statements are sent out in the months of October, January and May. It is the family's obligation to document the hours worked by submitting the hours on the Commitment Calendar which is enclosed monthly in the Wednesday Note Envelope and also available on the school website. It is the family's responsibility to enter volunteer hours online.

Parents/guardians are asked to contact the commitment coordinator to discuss unique situations. Families may not register for the next year unless terms of the prior year's commitment, including late charges, are complete. Financial responsibilities must be current at the end of each trimester for the student to remain in school, unless arrangements are made with the principal and bookkeeper.

**SIGN AND DATE AFTER REQUIREMENTS ARE INITIALED ON PAGE 2  
OF 2.**

I have read the Parents' Club Commitment Agreement on pages 1 & 2,  
initialed A, B, C or D, and agree to abide by it.

I understand that any/all delinquent fees will be automatically collected by the school.

Parent/Guardian Signature \_\_\_\_\_

Family Name: **(Print)** \_\_\_\_\_ Date \_\_\_\_\_  
Last First

# St. Bernadette Parents' Club Commitment Agreement 2018-2019 (Returning Families)

I/we commit to participate in fundraising activities sponsored by the Parents' Club and to complete the volunteer/auction hours and monetary commitment as noted below:

- I. Complete **20 volunteer hours**. These hours must be completed by January 31, 2018. Beginning February 1, 2019, hours will apply toward the next school year's commitment.
- II. **Volunteer hours** not completed will be charged at \$20.00 per hour. Delinquent fees will be collected by the school.
- III. A **late fee** of \$50.00 will be assessed after the designated monetary due dates for Scrip and Jog- A-Thon. Late fees will be collected by the school.

## PLEASE INITIAL ONE OF THESE MINIMUM REQUIREMENTS: A, B, C OR D.

- A. \_\_\_\_\_ I AGREE to items 1 and 2 as listed below.
  - 1. **HOURS** ~ Complete a minimum of **20 volunteer hours**.
  - 2. **MONETARY COMMITMENT**
    - a) **PARENTS' CLUB OBLIGATION** - \$500 mandatory obligation. This will be billed through SMART tuition (e.g. 12 months payment adds \$41.67 per month in addition to tuition amount).
    - b) **JOG-A-THON** – Secure a minimum of \$150.00 in pledges to the Jog-A-Thon by the designated due date per family.
    - c) **SCRIP**
      - 1) Purchase enough SCRIP to generate a minimum of \$150.00 in profit.
      - 2) Time frame: February 1, 2018 to January 31, 2019.
      - 3) Fee charged up to \$150 if SCRIP profit is not reached by January 31, 2019.
    - d) **World' Finest Chocolate** – Each family will be required to sell a minimum of two (2) boxes at \$60.00 per box, totaling a \$120.00 obligation per family.
- B. \_\_\_\_\_ I agree to option "A" above; however, I agree to pay \$500 in lieu of adding the Mandatory Parents' Club Obligation to my SMART account on or before August 24, 2018.
- C. \_\_\_\_\_ I agree to commit to **20 volunteer hours**. **IN LIEU OF** participating in **monetary commitment** I will pay \$920.00 on or before August 24, 2018.
- D. \_\_\_\_\_ I agree to pay \$1,320.00 to waive all **volunteer** and **monetary commitment** requirements: \$660.00 due at registration and \$660.00 due on or before August 24, 2018.

**St. Bernadette Parents' Club  
Commitment Agreement  
2018-2019  
(New Families)**

Each family's support is vital to the success of the school. Since fund-raising directly affects the school's operating budget, every family must participate in fundraising activities.

The Parents' Club maintains records and prepares statements regarding each family's responsibilities toward **volunteer hours** and **monetary commitment**. Statements are sent out in the months of October, January and May. It is the family's obligation to document the hours worked by submitting the hours on the Commitment Calendar which is enclosed monthly in the Wednesday Note Envelope and is available on the school website. It is the family's responsibility to return the completed commitment calendar to the office each month.

Parents/guardians are asked to contact the commitment coordinator to discuss unique situations. Families may not register for the next year unless terms of the prior year's commitment, including late charges, are complete. Financial responsibilities must be current at the end of each trimester for the student to remain in school, unless arrangements are made with the principal and bookkeeper.

**SIGN AND DATE AFTER REQUIREMENTS ARE INITIALED ON PAGE 2  
OF 2.**

I have read the Parents' Club Commitment Agreement on pages 1 & 2, initialed A, B, C or D, and agree to abide by it.

I understand that any/all delinquent fees will be automatically collected by the school.

Parent/Guardian Signature \_\_\_\_\_

Family Name: **(Print)** \_\_\_\_\_ Date \_\_\_\_\_  
Last First

# St. Bernadette Parents' Club Commitment Agreement 2018-2019 (New Families)

I/we commit to participate in fundraising activities sponsored by the Parents' Club and to complete the volunteer/auction hours and monetary commitment as noted below:

- I. Complete **15 volunteer hours**. These hours must be completed by January 31, 2019. Beginning February 1, 2019, hours will apply toward the next school year's commitment.
- II. **Volunteer hours** not completed will be charged at \$20.00 per hour. Delinquent fees will be collected by the school.
- III. A **late fee** of \$50.00 will be assessed after the designated monetary due dates for Scrip and Jog-A-Thon. Late fees will be collected by the school.

## PLEASE INITIAL ONE OF THESE MINIMUM REQUIREMENTS: A, B, C OR D.

- A.  I AGREE to items 1 and 2 as listed below.
  - 1. **HOURS** ~ Complete a minimum of **15 volunteer hours**.
  - 2. **MONETARY COMMITMENT**
    - a) **PARENTS' CLUB OBLIGATION** - \$500 mandatory obligation. This will be billed through SMART tuition (e.g. 12 month payment adds \$41.67 per month in addition to tuition amount).
    - b) **JOG-A-THON** — Secure a minimum of \$150.00 in pledges to the Jog-A-Thon by the designated due date per family.
    - c) **SCRIP**
      - 1) Purchase enough SCRIP to generate a minimum of \$40.00 in profit.
      - 2) Must be purchased by January 31, 2019. Beginning February 1, 2019, SCRIP purchases will apply towards the next school year's commitment.
      - 3) Fee charged up to \$40 if SCRIP profit is not reached by January 31, 2019.
    - d) **World's Finest Chocolate** – Each family will be required to sell a minimum of two (2) boxes at \$60.00 per box, totaling a \$120.00 obligation.
- B.  I agree to option "A" above; however, I agree to pay \$500 in lieu of adding the mandatory auction deferment to my SMART account at the time of registration.
- C.  I agree to commit to **15 volunteer hours**. **IN LIEU OF a monetary commitment** I will pay \$810.00 at the time of registration.
- C.  I agree to pay \$1,110.00 to waive all **volunteer hours** and **monetary commitment** requirements due at the time of registration.

## **PARENT COMMITMENT HOURS (Service Examples)**

Each family is required to give 10 hours to school sanctioned fundraisers and 20 hours to the school and/or parish in service.

Each new family is required to give 5 hours to school sanctioned fundraisers and 15 hours to the school and/or parish in service.

**Services Examples:**

- SCRIP (sales, errands)
- Jog-A-Thon Volunteer
- Book Fair
- World's Finest Candy
- attendance at Parent Club meetings
- transportation on field trips
- preparing store receipts or soup labels
- CYO coaching
- playground volunteer\*
- middle school dance chaperones
- yard work
- classroom helper
- classroom parent
- Library assistance
- Office Volunteer
- Hospitality
- Wednesday Envelope filler
- Math Club
- run errands
- parish volunteer used uniform store
- babysitting for parent volunteers host new families
- work parties telephoning grant writing
- vision/hearing screening year end cleaning of school special projects
- school/church cleaning
- Lector
- Eucharistic Ministers Giving Tree
- Italian Dinner Summer picnic
- Knights of Columbus Breakfast
- Student Green Team volunteer
- Pack 240 Cub Scout Den Leader, Scout Master

**\*Special Note: 1) Playground volunteers receive two hours of Commitment time credit for every hour served**

The Wednesday Envelope contains information on areas of current needs and opportunities. If not contacted after signing up, please call for information and/or make contact with those requesting help: chairperson, Parents' Club Board Member, School Office.

Commitment Hours must be entered online ONLY via our school website: [wwwstbernadettesea.org](http://wwwstbernadettesea.org). All hours must be completed by January 31 of the next year.

## Special Policies:

### **Archdiocese of Seattle AIDS Policy and Management Plan for Catholic Schools**

#### 1. AIDS Education Policy

The Catholic Schools in the Archdiocese of Seattle will incorporate education about the infectious diseases, especially about AIDS in the context of family life programs. This education will be current in content and consistent with the moral teaching of the Catholic church.

#### 2. Admission of Students with Infectious Diseases and/or Life Threatening Illnesses (Including AIDS)

The Archdiocese of Seattle considers infectious diseases and/or life threatening diseases as a medical condition and considers it as a disability. Catholic schools do not discriminate on the basis of disabling conditions. However, there may be some particular situations in which limitations of the admission of a student with infectious diseases and/or life threatening illnesses is medically justifiable. The cases for admission will be dealt with on a case-by-case basis. In the case of students infected with HIV virus, (AIDS) admission may be restricted if the conditions described below exist.

- a. Students who lack control of their body secretions and are not toilet trained.
- b. Students who have uncoverable oozing lesions.
- c. Students who display physically aggressive behavior such as biting or a history of harming others.

#### 3. Management Plan for AIDS in Schools

A. The aim of this management plan is to allow the Catholic schools in the Archdiocese of Seattle to continue to serve with compassion, justice and concern for all: those who are infected with HIV virus and those who are not. The proposed plan should adopt a pastoral team approach whenever such occasion arises. The identity of the infected person (student or teacher) as well as all health and other pertinent records shall be kept confidential. The number of people who are aware of the student's/ teacher's condition should be kept at a minimum.

The team will include the following:

1. The principal
2. The pastor
3. Student's parent or legal guardian (or the infected teacher)
4. The infected person's physician
5. A person with expertise in AIDS and approved by the school department



## Special Policies:

B. The Superintendent of Schools will be informed when such a consultation is to take place and will be apprised of the results. All medical, legal and educational decisions shall be made in writing. In each case the risk and benefits to both the student/teacher and others in the setting should be weighed. If there is disagreement about the results, the final decision rests with the Superintendent of Schools.

C. Students infected with the HIV virus should be allowed to attend school and participate in all activities in an unrestricted manner. However students could be restricted from school for reasons of the infection if the following exceptional conditions are evident:

1. Students who lack control of their body secretions and are not toilet trained.
2. Students who have uncoverable oozing lesions.
3. Students who display physically aggressive behavior such as biting or a history of harming others.

A student may be placed in home study pending team review.

The hygienic practices of an HIV infected child may improve as the student matures or may deteriorate as the student's condition changes. For these reasons the need for a restricted or unrestricted environment should be reevaluated regularly if necessary. The school should provide facilities for the student to access the classroom (e.g. wheelchair accessibility).

D. Appropriate Arrangement

A student identified as HIV infected who is excluded from attending school shall be provided with information regarding appropriate programs at the proper grade level.

E. School Personnel

Employment shall not be terminated on the basis of being diagnosed HIV infected unless the nature and extent of the illness precludes the performance of such employment or impairs in any way the operations of the employing agency. Should the above come into question, the continuance of the self identified HIV infected employee will be dependent on team review. This team will be convened by the Superintendent of Schools and shall consist of the following:

1. The employee
2. The employee's physician
3. The principal
4. The Pastor
5. A person with expertise in AIDS and approved by the school department

## Special Policies:

### 4. Education

All schools will be required to annually submit a timeline of the planned Instruction on the HIV infection. This instruction for parents, students and other personnel is to be based on modified NCI Curriculum entitled "AIDS: A Catholic Educational Approach" which has been approved by the Archdiocese.

If a student or employee is identified as having AIDS the following plan will be adopted:

- A. Team approach regarding placement of student/teacher as described above.
- B. Repeat parent session if the first session has insufficient participation. Even if the information/education sessions have been held earlier prior to the occurrence of AIDS in the school, it is essential to repeat them.
- C. Effective communication with parents (including a repeat of AIDS education with parents, teachers, school personnel and students if deemed necessary). Parents' session should include both an invitation and some information about the parent session. This letter should be from whom-ever would be the most effective innovator to this session--principal, pastor, local school board president. Education of teachers and other school personnel, volunteers, custodians, etc., and students should also take place.
- D. Special communication from the pastor to the school community in the form of a pastoral letter could follow. A call to compassion could be emphasized in the letter, informing the school community about the presence of a teacher/student with AIDS.
- E. Consult Archdiocesan legal and insurance personnel as soon as possible.
- F. Importance of being proactive and providing education cannot be over-emphasized.

# OUT-OF-UNIFORM DAYS

(See Family Handbook: Out of Uniform Code)

<b>MONTH</b>	<b>Dates will be communicated via Wednesday Note</b>
September 27	“Good Bye” Summer ( <b>Summer: school appropriate</b> ) - [T-shirts, jeans, sandals are acceptable, nothing tight or short]
October 26	Halloween/Fall Colors – Free Dress – See <i>Out of Uniform Code</i> <i>Preschool, Pre-K, and Kindergarten ONLY may wear Halloween Costumes for Costume Parade.</i>
November 29	Free Dress Day – See “Out of Uniform Code”
December 20	Christmas Colors - Free Dress - See <i>Out of Uniform Code</i>
January 25	Catholic Schools Week: Student Day (Free Dress - See <i>Out of Uniform Code</i> )
February 28	Free Dress – See “Out of Uniform Code”
March 28	St. Patrick’s Day – Free Dress – See <i>Out of Uniform Code</i>
April 18	“Hello Spring” ( <b>Spring Colors: school appropriate</b> ) [T-shirts, jeans, nothing tight or short]
May 10	Jog-A-Thon – Free Dress - tennis shoes, T-shirt, shorts, sweats, dress for weather - Free Dress – See <i>Out of Uniform Code</i>
May 24	“Field Day” ( <b>Summer: school appropriate</b> ) T-shirts, shorts, tennis shoes, jeans (nothing tight or short) Free Dress - See <i>Out of Uniform Code</i>
June 12	Work Day - Free Dress- See <i>Out of Uniform Code</i>

**Uniforms:**

Mass	<b>(Full Uniform ONLY)</b>
October 9	Individual Pictures ( <b>Full Uniform <u>Only</u></b> )
November 7	Retake Day for Individual Pictures
February 6	Class/Group Pictures
Last Day of School	Full Dress Uniform – Red Sweaters

# Notes