



Catholic Faith
Nurturing Community
Family Environment
Rigorous Academics
www.stb-school.com

PARENT/STUDENT HANDBOOK

2009-2010

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**Accredited by North Central Association
Member of National Catholic Education Association**

The handbook includes Archdiocese of Denver guidelines and policies.

PURPOSE OF HANDBOOK

The purpose of this handbook is to give parents and students information and to acquaint them with St. Bernadette Catholic School. Please read carefully and keep for reference as occasions arise.

RIGHT TO AMEND statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. However, some changes might be made immediately due to unforeseen circumstances.

TABLE OF CONTENTS
STUDENT/PARENT HANDBOOK
2009-2010

I. PURPOSE OF HANDBOOK

- **Mission Statement**
- **Philosophy**
- **Learning Goals**
 - **Christ Centered**
 - **Life-Long Learner**
 - **Responsible Student**
- **Roles and Responsibilities: Administration, Faculty and Staff (Archdiocese Policy 1150)**
 - Archbishop
 - Pastor
 - Superintendent
 - Office of Catholic School
 - Principal
 - Pre-School Director
 - Daycare Director
 - Teacher
 - Staff
- **St Bernadette Catholic School: Administration, Faculty and Staff 2009-2010**
 - Administration
 - Homeroom Teachers
 - Parish Staff
 - Parish Office Address and Phone Number
 - Office of Catholic Schools
 - Office of Catholic School Address and Phone Number
- **Non-Discrimination Policy (Archdiocese Policy 6020)**
- **Non-Catholic Students**
- **2009-2010 School Year Calendar**

II. ADMISSION

- **Admission Policy (Archdiocese Policy 2000)**
 - **Tuition and Financial Obligations**
 - Volunteer Service
 - Tuition Payments and Delinquencies
 - **Payment Policies**
 - Late Payments
 - Contract Cancellation
 - Payment Options
 - Parish Subsidy
 - Admission
- **Student Permanent Records (Archdiocese Policy 2320)**
 - **Foreign Students (Archdiocese Policy 2010)**
 - **Release of Student Permanent Records (Archdiocese Policy 2320)**
 - **School Office Hours**
 - **School Hours**
 - **Minimal Days**
 - **Attendance and Absences**
 - Work Missed Due to Absence
 - Late Arrivals and Tardies
 - Release of Students During School Hours

III. ACADEMICS

- **Curriculum Guidelines (Archdiocese Policy 4000)**
 - Pre-School Course Instruction
 - Elementary School Course Instruction
 - Grades 4 through 8 School Course of Instruction
 - Spiritual Formation
- **Family Life Program**
- **Textbooks and Supplemental Materials**
- **Technology Email and Internet Use (Archdiocese Policy 4030)**
- **Testing**
 - Standardized Testing
 - ACRE Assessment
- **Homework**
 -
 -
 -
 -
 -
-
- Report Cards and Grading Scale
- Honor Roll
- Academic Probation
- Promotion
- Conditional Promotion
-
-
-
-
-
-
-
- Late Pick-up Fees
- Closing Procedures
- Arrival Dismissal
- Supervision of Students
- Withdrawals

Suggested Time Allotments
 Student’s Responsibility
 School’s Responsibility
 Parents’ Responsibility
 Absence/Make-up Policy

Academic Evaluation and Assessment

**Academic and Social Student
 Opportunities
 Conferences
 Graduation
 Academic Support
 School-based Counseling
 Program
 Field Trips (Archdiocese Policy
 4340)
 Sunrise/Sunset**

IV. STUDENT RESPONSIBILITIES

- **Classroom Behavior and Discipline Plan**
- **Disciplinary Actions**
- **Harassment (Archdiocese Policy 2610)**
 - School Safety/Harassment Policy
 - General Forms of Harassment/Bullying
 - Reporting of Bullying/Harassment
- **Suspensions**
- **Dismissal**
- **Expulsion (Archdiocese Policy 2600)**
 - Due Process
- **Care of School Property**
- **Uniforms**

V. GENERAL INFORMATION

- **Communication**
 - Note from Parents
 - FastDirect
 - Telephone

- Website

- **Medical Information**
 - Illness
 - Accidents and Illness (Archdiocese Policy 2222)
 - Parent Notification in Case of Emergency
 - Medications Given at School (Archdiocese Policy 2240)
 - St. Bernadette Catholic School Responsibilities
 - Communicable Disease
 - Contagious Common Childhood Disease
 - Certification of Immunization (Archdiocese Policy 2080)
 - Insurance
 - Liability Coverage
- **Fire Drills**
- **Use of Name (Archdiocese Policy 1050)**
- **Parking Lot and Drop-Off Lane**
- **Weather Related Issues**
 - School Closings
- **CSAL (Catholic School Athletic League)**
- Athletic Program
- Sports Offered
- **Library**
- **Field Trips**
- **Miscellaneous**
 - Classroom Celebrations
 - Equipment, Toys and Electronic Devices
 - Selling on School Grounds
 - Lost and Found
 - Lunch Program
 - Milk
 - Phone Access
 - School Supplies
 - School Property
 - Visitors
 - Asbestos
 - Parents in Action (PIA)
 - School Advisory Council (SAV)
 - Volunteers
 - Fundraising

VI. LEGAL ISSUES

- Access to Student Records
- Child Abuse
- Court-Ordered Visitation Rights
- Drug and Search Policies
- Law Enforcement
- Political Issues (Archdiocese Policy 4310)

MISSION STATEMENT OF

St. Bernadette Catholic School of the Archdiocese of Denver provides students with a strong spiritual and academic foundation in a Christ-centered community for the greater glory of God

PHILOSOPHY

We are a Christ-centered community, committed to creating a nurturing environment in both words and actions. We recognize the strength in each child and fostering his or her continuing spiritual, intellectual, emotional, social and physical growth as preparation for a lifelong learning and responsible citizens.

LEARNING GOALS

A St. Bernadette Catholic School graduate supported by the faith, community, including parents, parish and school is expected to be:

CHRIST CENTERED and:

- **Knows Jesus and about Jesus through knowledge of the Bible and Catholic Church teachings, through prayer, Sacraments, and liturgy.**
- **Makes Jesus known to others through stewardship in church, school, and community.**

LIFE LONG LEARNER who can:

- **Be accountable through active listening, speaking clearly, and demonstrating, correct writing skills.**
- **Solve problems by using critical thinking, organizational. Research and study skills.**
- **Assimilate ideas by mastering subject areas, developing creativity, and appreciation for the arts.**

RESPONSIBLE STUDENT who:

- **Accepts responsibility and consequences for his/her actions.**
- **Values and respects self, authority, and individual similarities /differences**
- **Respects and cares for the environment**

August, 2009

Welcome to Bernadette School:

This handbook was put together to help parents, students, teachers, and administrators understand the policies and procedures of both St. Bernadette Catholic School and the Archdiocese of Denver.

At St. Bernadette Catholic School, we expect each child to do the very best with the talents God gave him/her. In Jesus' parable of the talents, He asked us to develop our potential and put our gifts at the service of the community. We don't want anyone to bury his or her talents. We want the children to discover their gifts and be fulfilled intellectually, physically, emotionally and spiritually. We also want parents to feel free to share their talents at school whenever possible. Together we can give the students the firm foundation and support they need to build successful, productive lives.

The purpose of this handbook is to clarify regulations; policies and procedures that guide all of us and help us stay on course as we work together as partners in the education of your child/ren. It will serve as a reference booklet to guide us when different occasions arise. Please read it carefully as each year there are changes and adjustments in various policies and procedures. Please sign the receipt at the bottom stating that you have read and understand the contents of the handbook. It takes a commitment from home and school to achieve the quality education we all desire.

We look forward to working with you and your child(ren) this coming year.

God Bless,

Deb Roberts, Principal

St. Bernadette Catholic School
Family Handbook
Acknowledgement of Review

Dear Parents,

Please review the entire Family Handbook with your child(ren) attending St. Bernadette Catholic School and then sign and date in the spaces below.

Your signature acknowledges that you and your child(ren) have reviewed and understand the contents contained in the Family Handbook.

The specific Archdiocesan policies identified in this handbook are summaries only. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual that governs.

This document is to be returned to the school office within one week of receipt.

This form will be kept on file in the school.

We greatly appreciate your cooperation in this matter.

Sincerely,

Debra Roberts
Principal

Family Name (Print)

Student's Last Name if Different (Print)

Parent/Guardian Signature

Date

All students in the family must sign, acknowledging they have read the Handbook, or the Handbook has been read to them.

Student Signature

Student Signature

**CODE OF CATHOLIC/CHRISTIAN
FOR STUDENT AND PARENTS/GUARDIANS**

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

It shall be an express condition of enrollment that the student behaves in a manner, **both on and off campus** that is consistent with the Catholic/Christian principles of St. Bernadette Catholic School. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform to standards of conduct that are consistent with the Catholic/Christian principles of St. Bernadette Catholic School. . These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook.

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

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

St. Bernadette Catholic School reserves the right to determine, at its discretion, and is backed by the policy and procedures set forth by the Archdiocese of Denver Catholic Schools which actions fall short of meeting the Catholic/Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. It normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. in- school suspension, out of school suspension of student or revoking student privileges to attend field trips or participate in athletics.)

St. Bernadette Catholic School reserves the rights to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

ROLES AND RESPONSIBILITIES

ADMINISTRATION, FACULTY AND STAFF (Archdiocese fo Denver Policy 1150)

ARCHBISHOP

The responsibility for the educational apostolate in the Archdiocese belongs to the Archbishop. All policies have been approved by the Archbishop.

PASTOR

The pastor, on behalf of the Ordinary, assumes responsibility for both the administrative and spiritual leadership of the parish catholic School.

SUPERINTENDENT

The Superintendent has been appointed by the Archbishop as his designee in all matters pertaining to Catholic Schools. Therefore he/she is responsible to the Archbishop for all activities of the apostolate of Catholic Schools and directs this apostolate in its entirety. The Superintendent of Catholic Schools ensures the Catholicity of all Catholic Preschools, elementary schools, and high schools in the Archdiocese.

OFFICE OF CATHOLIC SCHOOLS

The Office of Catholic Schools, under the directions of the Superintendent of Catholic Schools, is authorized to carry out the mandate of the Archbishop pursuant to Canon Law. This delegation of authority is further classified and defined by policies in the *Office of Catholic School Administration Manual*.

PRINCIPAL

The Principal is responsible for the ordinary operation of the school as specified in the principal contract and for following Archdiocesan policies and directives.

PRESCHOOL DIRECTOR

Under the direction of the pastor and principal, the preschool director is responsible for the general administration of the Catholic Preschool.

DAYCARE DIRECTOR

Under the direction of the pastor and principal, the daycare director is responsible for the general administration of the school Before/Afterschool Program

TEACHER

Catholic school teachers serve actively in the education and faith development of their students. Catholic school teachers are expected to abide by the standards of faith, morals and teachings of the Catholic Church. Catholic School teachers shall fulfill the duties outlined in the teacher job description and those stated in the contract.

STAFF

Staff members work with the pastor, principal and teachers to support in the education and faith development of their students. Catholic school teachers are expected to abide by the standards of faith, morals and teachings of the Catholic Church. Catholic School

The Principal and teachers are degreed and are licensed. All employees have been screened and background and fingerprint checked. All employees of have undergone training in the Virtues “Safe Environment Training” required by the Archdiocese of Denver.

St. Bernadette Catholic School
Administration, Faculty and Staff 2009-20010

Administration:

Pastor	Father James Goggins
Principal	Mrs. Deb Roberts
Administrative Assistants:	Mrs. Chere Lyle
	Mrs. Jonna Giacomini

Homeroom Teachers:

Pre-School	Mrs. Theresa Castanon
Kindergarten	Mrs. Mary Pasquini
Grade 1	Mrs. Brittaney Conner
Grade 2	Ms. Jeanne Yeager
Grade 3	Ms. Molly Lumian
Grade 4	Mr. Trevor Higgins
Grade 5	Mrs. Patricia Rice
Grade 6	Mrs. Marla Hart
Religion/Social Studies	
Grade 7	Mrs. Mary Beth Sullivan
Math /Science	
Grade 8	Mrs. Carol Mackey
Language Arts	
Grades K-8	Mr. Paul Keen
P.E. / Technology	
Music/Art, K-8.	Mrs. Diane Johnson
Spanish Middle School	Mrs. Trinidad Vera
Counselor	Elisha Gilb
Sunrise/Sunset Program	Mrs. Julia West
Phone:	303-238-2064

Educational Assistants	Mrs. Paulette Duran
	Mrs. Dianne Lauder

Parish Staff:

Administrative Assistants:	Ms. Ann Leahy
	Mrs. Jeanne Holland
Business Manager	Mr. Randy Erickson
Tuition Manager	Ms. Kristen Hanson
Religious Education Director	Deacon Phil Criste
Assistant Religious Education	Mrs. Julia West
Music Director	Mrs. Maryruth Weyand

Parish Office Address:

7240 West 12th Avenue,
Lakewood, CO 80214
303-233-1523

Office of Catholic Schools

Superintendent

Associate Superintendent

Ms. Barbara Bayne-Anglada

Ms. Bonnie Vinnai,

Ms Noemi Meraz

Mr. Richard Thompson

Sr. Elizabeth Youngs, SCL

**Special Programs Director, Assistant to the
Superintendent**

Executive Secretary

Administrative Assistant

Office of Catholic Schools Address:

1300 South Steele Street
Denver, CO 80210
303-715-3200

NON-DISCRIMINATION POLICIES (ARCHDIOCESE POLICY 6020)

In compliance with the purposes of the Title IX Education Act, the elementary and secondary Catholic schools of the Archdiocese of Denver, under the jurisdiction of the Archbishop and at the direction of the Secretary of Catholic Education, attest that none of the Catholic schools discriminate on the basis of gender in its admission policies, treatment of students, or its employment practices.

Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school administered programs.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the Catholic formation as an integral component of the educational program of St. Bernadette Catholic School. Because of this premise:

- Non-Catholic students are expected to participate in the religion class daily
- Non-Catholic students will participate in all liturgies, daily prayers, prayers services etc throughout the normal school year.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church positions on scripture, moral teaching and practices.

2009-2010 SCHOOL YEAR CALENDAR

Minimal days – dismissal at 11:30 A.M.

All dates subject to change

2009	August 20	“Meet and Greet” - 6:00-8:00 pm
	August 24	First Day of School – 11:30 Dismissal
	August 31	Chocolate Sale Kick Off
	September 2	Chocolate Sale Begins
	September 2	Back-To-School Night – 7:00 pm – Pre-K through Grade 5
	September 3	Back-To-School Night – 7:00 pm – Middle School – Grades 6 through 8
	September 7	NO SCHOOL –Labor Day
	September 9	11:30 am Dismissal – Staff Development
	September 16	School Pictures
	September 21	Chocolate Sale Ends
	September 28 – October 3	Scholastic Book Fair
	October 2	Pet Blessing – First Day for Mass Uniforms
	October 3	PIA: Craft Fair
	October 5	Focus II – Grade 6
	October 9	NO SCHOOL – Staff Development
	October 15	NO SCHOOL - Parent-Teacher Conferences – 1:00 – 7:00 pm
	October 16	NO SCHOOL - Parent-Teacher Conferences 7:30 am - 12:00 pm
	October 27	Picture Retakes
	October 30	Halloween Parties
	November 11	11:30 am Dismissal – Staff Development
	November 13	Veteran’s Day Mass
	November 21	PIA: Turkey Bingo
	November 25-27	NO SCHOOL – Thanksgiving Break
	December 7	School Reconciliation
	December 8	Holy Day of Obligation - Immaculate Conception
	December 9	11:30 am Dismissal – Staff Development
	December 17	Christmas Program 1:00 and 7:00 pm
	December 18	Christmas Parties
	December 21 - January 4	NO SCHOOL – Christmas Break
2010	January 4	School Resumes
	January 13	11:30 am Dismissal – Staff Development
	January 18	NO SCHOOL – Martin Luther King, Jr. Day
	January 24	Confirmation Mass 12:30 (tentative)
	January 30 - February 6	Catholic School’s Week
	February 5	NO SCHOOL – Staff Development
	February 8 – 12	ITBS

February 13	PIA: Silent Auction
February 15	NO SCHOOL – Presidents Day
February 17	Ash Wednesday
February 26	NO SCHOOL – Catholic Faith Conference
March 1	School Reconciliation
March 10	11:30 am Dismissal – Staff Development
March 15 – 19	NO SCHOOL - Spring Break
April 1	11:30 am Dismissal – Holy Thursday
April 2	NO SCHOOL – Good Friday
April 3	Holy Saturday
April 4	Easter
April 5	NO SCHOOL – Easter Monday
April 14	11:30 am Dismissal – Staff Development
April 18	First Communion
May 3	May Crowning
May 7	No School – Staff Development
May 12	11:30 am Dismissal – Staff Dismissal
May 20	Spring Musical Program 1:00 and 7:00 pm
May 21	Race-for-Education
May 24	Last Day for 8 th Grade
May 27	8 th Grade Graduation
May 28	11:30 Dismissal – Field Day
June 3	11:30 Dismissal – Last Day of School

II: ADMISSION

Application for admission to St. Bernadette Catholic School indicates a willingness to be committed to the first priority of our school in the faith formation of the children. This commitment calls for active involvement in and support of the St. Bernadette Community (i.e. time, talent, treasure). As has been stated many times, parents are the primary educators of their children. St. Bernadette Catholic School expects our parents to be the role models for our students as they strive to live their faith on a daily basis. St. Bernadette Catholic School has dedicated itself to supporting you in that role. Please be aware that active involvement in and support of both the parish and the school is an expectation of all requesting enrollment for their children in the school.

ADMISSION (ARCHDIOCESAN POLICY #2000)

All Catholic Preschools, elementary school and Archdiocesan High schools are open to students who sincerely seek a Catholic education and meet the requirements listed below:

1. No person shall be admitted as a student in any Catholic School unless that person and his/her parent(s)/guardian subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and Archdiocese.
2. No student shall be admitted to any Catholic School unless s/he is deemed to have reasonable hope of successfully completing the school's program.
3. Students shall not be denied admission to and Archdiocesan school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the disabled child.
4. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholic students. The information on birth and baptism shall be entered on the permanent office record in the proper place, but only when verified by the official document.
5. A child entering Kindergarten must be five years old on or before October 5. No exception is to be made to this regulation. A student entering the first grade must be six years old on or before October 1. Exceptions to the first grade age limit may be made at the discretion of the principal when students are transferring from another school and have successfully complete a kindergarten program.

All new students are admitted on probation for one academic trimester. Admission of new students after the first trimester will be at the discretion of Administration.

Colorado law requires that all students have a Certificate of Immunization on file by the first day of school. If this information is not on file by the first day of school, your child will not be allowed to attend school until such time as the form is turned in to the school office.

TUITION AND FINANCIAL OBLIGATIONS

The Archdiocese of Denver's Catholic Schools is an investment in the future of our children and our Catholic faith.

St. B's is currently enrolling students for the 2009-2010 school year. Tuition for the 2009-2010 school year is:

Contributing Catholics	
1 Child	\$3,600/year
2 Children	\$5,900/year
3 or more Children	\$7,800/year

Non-Registered Catholics & Non Catholics	
1 Child	\$5,000/year
2 Children	\$8,000/year
3 or more Children	\$10,500/year

Scholarships are available at:

<http://www.factstuitionaid.com>

* Financial aid is available on the basis of demonstrated need.

In order to qualify for the "Registered Catholic" rate on tuition, you must be registered as a contributing member of a parish. A parishioner is defined as one who:

- Is registered in the parish for at least 6 months;
- Uses parish offertory envelopes regularly;
- Is deemed by the pastor as supportive of the parish.

Volunteer Service

Families must contribute time or money for one or more of the MAJOR fundraisers throughout the course of the school year.

Tuition Payments and Delinquencies

Once a commitment form is signed and the amount of tuition is determined, St. Bernadette School requires and expects that all families honor their tuition agreements.

Payment Policies

Late Payment: If payment is not received on or before the agreed upon due date, there will be a five-day-grace period in which no penalties or fees will be applied to your account. If payment is not received within this five-day-grace period, an additional, non-refundable, fee of \$10 will be applied to the payment due to that payment period. If tuition payments are 45 days late, the student will not be allowed to continue attending school until full payment is made or partial payment is made along with an approved payment plan for the remaining balance.

Contract Cancellation: This contract may be cancelled due to transfer to another school, expulsion, or student withdrawal. Parent/Guardian will remain responsible for any outstanding tuition payments and/or fees. Upon withdrawal or termination of the student's enrollment, tuition will be prorated to the last school day of the current month.

Payment options are:

- 1 annual payment due September 1, 2009 (5% discount)
- 12 Monthly Payments deducted directly from your checking account starting August 2009, and ending July 2010.

Parish Subsidy: The policy of the Archdiocese of Denver requests this of pastors: that for each student registered as a contributing parish member a subsidy be paid to the Archdiocesan elementary or secondary school attended by the student.

This subsidy from parishes is paid to the school in addition to the tuition payments made by parents and not as a part of the tuition.

Parishes will be billed for the subsidy. If a parish does not pay the subsidy for a family, an adjustment (increase) will be made in monthly tuition payments to compensate for the difference.

Admission: Students are re-admitted on a year-to-year basis. Admission is based upon timely and complete payment of tuition, cooperation with the school, adherence to the Parent-Student Handbook requirements, and a significant contribution of time to major fund-raisers sponsored by the school which help subsidize tuition.

STUDENT PERMANENT RECORDS (ARCHDIOCESE POLICY# 2320)

Permanent Records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools. A cumulative record is the student's official record and shall contain only academic transcripts including attendance, academic test results, health records and an emergency information form.

Parents as the primary educators shall have the right to inspect and review the official record of their child. Parents are to make this request in writing to the principal. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child. In order to establish visitation rights, parents must provide a certified copy of the most recent court order.

FOREIGN STUDENTS (ARCHDIOCESE POLICY #2010)

The schools of the Archdiocese are approved to accept non-immigrant foreign students. All requests for the acceptance of non-immigrants foreign students must be directed to the Office of Catholic Schools. All applicants will be required to complete an I-20 Form provided by the US Immigration and Naturalization Service.

RELEASE OF STUDENT PERMANENT RECORDS (ARCHDIOCESE POLICY # 2320)

Upon written request, schools shall release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Unless a parent has initiated the request, a reasonable attempt must be made to notify the parent if the request for records.

SCHOOL OFFICE HOURS

The school office is open between 7:30 a.m. and 3:30 p.m. on the days when school is in session. There are limited office hours during the summer months.

SCHOOL HOURS

8:00 a.m. First bell

8:10 a.m. Second bell: Classes begin with all school prayer over intercom

2:30 P.M. Pre-school dismissal

2:40 P.M. Kindergarten dismissal

2:45 P.M. Grades 1-8 dismissal

Minimal days – 11:30 a.m. dismissal

Students are not to enter the building until the 8:00 a.m. bell rings. (The only exception is if the weather is bad.) Students are to enter the building by using the East doors; if tardy, use front doors.

MINIMAL DAYS:

Minimal Days occur for faculty in-service meetings and on certain school days. Dismissal is at 11:30 and no lunch is served on these days. Students who are not picked-up on time will be sent to Sunrise/Sunset.

Inclement Weather Closings:

Please refer to your local radio and television news for reports of possible school closings. School closings will also be posted on Fast Direct, STB website and on the school phones system.

ATTENDANCE AND ABSENCES

Regular and prompt attendance is an important component to the success of your child's school learning experience. Absences must be reported to the school office please call 303-237-0401. Student absences may be excused for the following reasons:

- Personal illness
- Illness or death in the immediate family
- Any other unusual circumstance must have approval for the Principal

Students should be free of fever and/or all flu-like symptoms for 24 hours before returning to school. After five consecutive days or more of absence due to illness, a note from the child's doctor is required in conjunction with his/her return to school. A student must be present at least two consecutive hours to be considered in attendance for one half day and four hours to be considered in attendance a full day.

A student who is absent from school will not be permitted to participate in extracurricular activities including sports the day of the absence.

Please note perfect attendance means that a student is present all day, everyday, for the entire school year and has not been tardy once.

In an attempt to add to the safety of children at St. Bernadette Catholic School, personnel will phone to the home or parent workplace of any child who is absent from school without notification being given. This call is to verify the parent's knowledge of the child's absence

WORK MISSED DUE TO ABSENCE

If families are aware of an impending, extended absence for a student, they are to communicate with the principal and teacher to coordinate arrangements between the school and home regarding individual student assignments. Students are responsible for all assignments and work missed during the absence. Failure to make up work, tests, assignments or long-term projects will affect the academic report cards.

Vacation and pleasure trips taken on school days are STRONGLY discouraged. At the elementary/middle school level, much learning is oral and cannot be copied or assigned ahead of time. It is the responsibilities of the student to find out the assignments that have been missed and gather any necessary materials. Parents are asked to plan trips during regular school vacations times. Schoolwork and tests missed must be made up. If a student was notified of the test/homework prior to the absence, the test/homework will be made up on the day the student returns. If the student was not notified of the test/homework prior to the absence, she/he will take the test/or submit the homework as arranged at the discretion of the teacher.

A student may not receive credit for a class or for the school year if he/she is in attendance less than 90% of the number of school days in a semester. If a student misses 20 days or more in the school year, he/she will not be promoted to the next grade: however, the Principal may promote a student due to extenuating circumstances for the absences.

LATE ARRIVALS AND TARDIES

Teaching children to be on time, starts very early in life. When they arrive on time and are picked up on time, children are learning life long skills. We ask that families place a high priority on punctuality. Tardy slips will be given to students who arrive at school after 8:10 a.m.

RELEASE OF STUDENTS DURING SCHOOL HOURS

Students need to inform their teacher and the office if they will be leaving during the day. The school office will only release students to their parents/legal guardian as listed on the emergency card. A sign out sheet is kept in the school office and must be signed when student checks out and in.

Once school has started, children who are late or who have to leave the school early **MUST** sign in or out at the office. **NO EXCEPTIONS**

III: ACADEMICS

CURRICULUM GUIDLINES (ARCHDIOCESE POLICY #4000)

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools.

Curriculum evaluation committees consisting of teachers, principals and/or other curriculum experts are charged with the responsibility of assisting the Associate Superintendent in reviewing, revising and developing implementation for individual subject areas of the curriculum. Changes to curriculum areas are made according to a set subject rotation, as determined by the Associate Superintendent for Curriculum and Staff Development with the approval of the Superintendent.

Preschool Course of Instruction

- The basic program in preschool and pre-kindergarten includes:
- religion,
- language,
- mathematics,
- personal-social development,
- social studies,
- media-art,
- music,
- science
- sensory-motor development.

The underlying instructional strategy in preschool and pre-kindergarten is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment.

Elementary School Course of Instruction

The basic program in kindergarten through grade three shall include:

- religion
- language art
- mathematics
- music
- art
- physical education
- concepts of social studies
- science
- health and safety
- technology should be integrated into the instructional program
- inclusion of foreign language is recommended, but optional.

Grade 4 though 8 School Course of Instruction

The basic program in grades four through eight shall include:

- religion
- mathematics
- language arts
- social studies
- science
- fine arts
- physical education
- health and safety
- use of technology should be integrated into the instructional program
- inclusion of foreign language is recommended but optional.

Spiritual Formation

The Religion curriculum guidelines identify student learning goals in each of the following areas. It uses language that identifies goals for students that can be measured concretely.

1. Catechesis promotes knowledge of faith.
2. Catechesis promotes knowledge of the meaning of the Liturgy and the sacraments.
3. Catechesis promotes moral formation in Jesus Christ.
4. Catechesis teaches the Christian how to pray with Christ.
5. Catechesis prepares the Christian to live in community and to participate actively in the life and mission of the Church.
6. Catechesis promotes a missionary spirit that prepares the faithful to be present as Christians in Society (National Directory of Catecheses p. 59ff).

St. Bernadette Catholic School believes that spiritual formation is of the utmost importance. Daily prayer, scripture readings, liturgies, celebration of the Sacraments, school retreats and prayer services are an integral part of spiritual formation.

FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, “As they (children and young people) advance in years, they should be given positive and prudent sexual education. “Education in sexuality includes all dimensions of the topic:

- Moral
- Spiritual
- Psychological
- Emotional
- Physical

Its goal is training in chastity in accord with the teachings of Christ and the Catholic Church, to be lived in a wholesome manner in marriage the single state, the priesthood and religious life.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Students are provided with hardback textbooks and consumable workbooks. It is expected that all hardback textbooks will be kept covered and in good condition. Any lost or damaged textbooks or workbooks are to be replaced at cost by the parents.

TECHNOLOGY EMAIL AND INTERNET USE (ARCHDIOCES POLICY #4030)

All electronic communications to or from any Archdiocesan preschool, elementary or high school shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals.

Using school facilities for the Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to:

- use of copyrighted materials or materials protected
- transmission of threatening or obscene materials
- vandalism of computers

The school administration has the right to suspend and/or revoke privileges and access to school computers.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. When using networks or computing resources of other organizations, student must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network. System have access to all mail. Messages relating to or in support of illegal activities will be reported to the administration.
4. Users shall be abide by generally accepted rules of network etiquette, which include but are not limited to:
 - Messages to others shall be polite and not be abusive
 - Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.

TESTING

St. Bernadette Catholic School standardized assessment is intended to assist teachers and administration in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in curriculum and planning of instruction.

STANDARIZED ASSESSMENT

Students in Grades 2-8 participate in the Archdiocese assessment program. The ITBS is the current assessment program. Once these tests are scored and the results returned to the school, parents will receive a copy of their child's assessment.

ACRE ASSESSMENT

NCEA's Assessment of Catechesis/Religious Education provides an objective assessment of content knowledge in religion to use as one accountability measure in the Archdiocese of Denver Catholic Schools. The Assessment is administered to all students in grades 5, 8, 9, 11.

HOMEWORK

Although homework has different purposes at different grades, homework is given at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completed during the school day.

Suggested Time Allotments

St. Bernadette Catholic School suggests the following as appropriate for nightly homework on average. Suggested times do not include special projects, etc. which may require additional time to complete.

Grades K-3	10 to 30 minutes
Grades 4-5	30 to 60 minutes
Middle School	60 to 90 minutes

Homework is designed in the lower grades to improve skills and proficiency and in the upper grades to increase mastery of materials presented in class. Student Planners for homework assignments and calendar notes are required for students in grades 2-8. Parents are encouraged to check student planners daily.

Student's Responsibility

- Complete all assignments with quality and effort.
- Use assignment notebooks, listen, and clarify directions in class.
- Turn in assignments and makeup work on time.
- Ask for teacher's help when needed.
- Check with teachers after an absence to receive missing work and follow classroom procedures when you return.
- Pursue second chances if needed.
- Prepare for exams
- Review and complete daily reading expectations.
- Plan ahead to start projects or study for tests.

School's Responsibility

- Assign relevant, meaningful homework that supports the curriculum.
- Clearly articulate assignment purpose, due date, and directions.
- Modify assignment to reflect individual needs and circumstances.
- Work to coordinate major projects, tests, and the amount of daily homework.
- Limit extra credit (if available) to assignments that support the curriculum.
- Provide feedback to students in a timely manner.
- Design assignments so that students can complete them outside of vacation time.
- Communicate concerns and intervention options to parents.

Parent's Responsibility

- Facilitate, **don't complete**, homework for students.
- Provide an environment conducive to homework.
- Stay informed of homework assignments/makeup work and projects by frequently reviewing student's assignment notebook.
- Communicate concerns to individual teachers.
- Help students learn to balance school work, outside activities, and family time.

Absence/Make-Up Policy

- Students are allowed two school days for each day of excused absence to turn in make-up work. Students should contact the teacher upon return to school to make up missing work.

- Parents may request missing homework and class work by calling the office before 8:30 a.m.
- Parents should notify the attendance office and teachers of any up coming absences as soon as possible.

Academic Evaluation and Assessment:

The evaluation of a student is a daily on-going process. The student is evaluated not only on acquisition of academic knowledge, but also on spiritual, social and physical development. There are many tools used to assess students. Assessment is accomplished through observation of day-to-day interaction with peers, personal responsibility, participation in group learning situations, regular class performance, demonstration of knowledge through projects, and classroom activities such as oral presentation, labs, test and quizzes. In addition, achievement test each year measure a student’s academic growth and progress relative to chronological age and grade placement. These compare the students to similar students according to national norms.

Report Cards and Grading Scale

Report cards will be distributed at the end of each trimester.

A+ 99-100	A 95-98	A- 93-94
B+ 91-92	B 88-90	B- 86-87
C+ 84-85	C 80-83	C- 78-79
D+ 76-77	D 72-75	D- 70-71
F 69 or below		

Students in Kindergarten, Grade 1, and Grade 2 will not be given letter grades.

“**A**”: The students produce **outstanding work**, based on a consistently high level of knowledge, skills and understanding of level content.

“**B**”: The student produces work that demonstrates a **thorough mastery** of the knowledge, skills and understanding of level of content.

“**C**”: The student produces work that demonstrates **satisfactory knowledge**, skills and understanding of level content.

“**D**”: The student produces work that demonstrates **limited knowledge**, skills and understanding of level content.

“**F**”: The student produces work that demonstrates **unsatisfactory knowledge**, skills and understanding of level content.

Honor Roll

A GPA Honor Roll in which each subject and each letter grade carry a certain weight will be used. The honor roll is computed by taking the weight of the letter grade received times the weight of each subject and adding all of these together. This is then divided by the total of the subject weights to get the grade point average. Grade point averages are exact; they are not rounded. Students in Grades 4-8 will be eligible for honor roll designation.

Pastors Honors

4.0

Weight of Grades:	A – 4	D-1
	B – 3	F-0
	C – 2	

St. Bernadette Catholic School challenges students to meet high academic standards. Students must achieve passing grades in core subjects to move on to the next grade. If the student fails, he/she must successfully pass an approved summer school program or successfully complete 30 hours of tutoring before the beginning of the next school year. An eighth grader failing a core subject will receive a “Certificate of Attendance” rather than a diploma at graduation.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. This includes behavior issues that might be interfering in the student’s academic performance.

Promotion

Promotion to the next grade depends on successful completion of all subject areas including specials/electives. The administration may recommend further testing of the student’s academic abilities, summer school, tutoring, and on rare occasion’s retention. This will be done in consultation with the parents, teachers, and administration.

Conditional Promotion

Conditional Promotion to the next grade level is based upon the final cumulative averages on the report card at the end of the school year. A parent conference will be held by the principal and teachers.

Grades K-2 Needs in Improvement in Language Arts, or Math

- Grades 3-8 Receives F as a cumulative average in any one of the following subjects:
Reading/Language Arts
- Math
- English
- Science
- Social Studies
- Religion

The students will be required to successfully complete one of the following for promotion to be considered:

- Attend summer school from accredited public or private school
- Tutored over the summer months
- Attend summer reading or math program pre-approved by the principal.

Should the criteria not be met successfully the student will be required to repeat the previous grade. The final decision on all academic promotion and retention will be made by the principal

Academic and Social Student Opportunities

Students will have opportunities to participate in school-sponsored academic programs, generally Grades 3-8, when personnel, teachers, and parent volunteers are available. St. Bernadette Catholic School participates in the Archdiocesan, Spelling Association, Art Program, and Students in Action (SIA).

Conferences

Mandatory Parent/Teacher conferences are held in the fall. Students in grades 3-8 are required to attend with their parents/guardian. Additional conferences may be scheduled at mutually convenient times if the family or teacher feels there is a need. The conferences will be a time to share important information regarding the student's academic progress as well as time to discuss behavioral concerns. All concerns pertaining to academic, behavior, social development must first be discussed with your child's teacher. If a satisfactory conclusion cannot be met, families may schedule an appointment with the administration

Graduation -Archdiocesan Policy No. 2460

Graduation/Continuation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation and should be followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.

Academic Support

St. Bernadette Catholic School understands that every student is a unique learner, with particular strengths and weaknesses. For students enrolled in our school who are experiencing learning or behavioral difficulties, a school Care Team meets to write a *Care Plan* which identifies specific goals and strategies which are directly related to the student's strengths and needs. The *School Care Plan* is shared with parents. Teachers keep ongoing documentation of the teaching strategies they are utilizing as well as the results of those strategies. The *Care Plan* is evaluated/revised after a designated period of time. If/when it is determined by the school *Care Team*, that formalized testing information is needed, a request for a Child Find Assessment will be made to Jefferson County Public School Exceptional Services Team.

School-Based Counseling Program

St. Bernadette Catholic School in cooperation with Catholic Charities of the Archdiocese of Denver offers a school-based counseling service. An intern psychologist or social worker, working under the clinical supervision of Catholic Charities spends time weekly working with students, teachers and parents. This is an onsite counseling program. Any further therapeutic intervention is carried on outside the school setting and is the responsibility of parent and/or guardian.

FIELD TRIPS (ARCHDIOCESE POLICY # 4340)

A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved.

Permission slips for each trip will be sent home with any request for fee in advance of each event. Fees will be collected from each child in the class (a fee waiver may be requested of the principal in cases of financial need) Students who do not have permission slip on the day of the trip will not be allowed to attend the field trip and will be provided assignments in another classroom.

Transportation is normally provided by private automobile/vehicles parents or other authorized adults. Drivers must have:

- Valid driver's license
- Valid motorist insurance
- Proof of taken the safe environment class
- Updated background check

SUNRISE/SUNSET

The Sunrise/Sunset School Program (Extended Day) is operated in the school building by Julia West. The licensed program is open to students beginning at 6:30 a.m. until school begins. After school it is open until 6:00 p.m. If the school is closed because of inclement weather, Sunrise/Sunset School Program will also be closed. The students will have the opportunity to experience fun, safe, stimulating and age appropriate activities. Program activities include: crafts, games, homework assistance, outdoor activities and nutritious snacks. There are many athletic and extra curricular-activities that take place after school hours. Parents are required to notify Sunrise/Sunset staff in writing if their child will participate in school sponsored extra-curricular activities. Charges will incur anytime a student is being supervised by our Sunrise/Sunset personnel. The hourly charge is \$4.50.

Late Pick-up Fees

A late charge of \$1.00 per minute will be added for every minute a parent arrives after closing time to pick up their child. Payment is due when you pick up your child. Abuse of the late fee may result in the child being expelled. When a child is not picked up by 7:00 p.m., local authorities will be notified after calls to parents/guardians have failed.

Closing Procedures

Once the last child has left, the building is checked thoroughly for items left by the children, and to be sure it is locked and secure.

Arrival/Dismissal

All students must be signed in and out of Sunrise/Sunset by a parent/guardian. By law no one under the age of 18 can sign a child in or out. Authorization sheets, which give permission for someone other than a parent/guardian to pick up their child, are available in Sunrise/Sunset room. If the parent needs to leave special instructions for the students they can do so next to the student's name.

Supervision of Students

Students enrolled in Sunrise/Sunset are under the direct supervision of staff at all times. Parents must sign their child in and make sure that the staff member has greeted the child and is aware of his/her arrival into the classroom. When parents arrive to pick up their student, they must sign the student out and be sure the teacher is aware that the child and parents are leaving for the day.

Withdrawals

A written notice of 30 days must be given to Sunrise/Sunset or a full month's tuition will be assessed.

IV: STUDENT RESPONSIBILITIES AND BEHAVIOR

CODE OF CONDUCT

Every person in the St. Bernadette Catholic School community is expected to treat others with respect and courtesy, and deserves to be treated in a like manner. This Code of Conduct is based on the Gospel message of Jesus, Growth and self-discipline. It is our hope that by our own good example, and by reinforcing our children's positive behaviors and qualities, we will assist them in dealing with the

challenges and conflicts that they face, empower them to deal with these, and thus encourage accountability, responsibility and a positive attitude. The basic components include:

- **Every student has the right to learn, in a safe, positive environment;**
- **Every teacher has the right to teach and be supported in their efforts;**

Based upon the Catholic moral values and loving RESPECT for others taught by Jesus, students:

1. Will be respectful to all who enter St. Bernadette Catholic School
2. Will be honest and truthful
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to adults
6. Will complete all assignments on time and participate fully in class
7. Will respect all school and personal property
8. Will refrain from deliberate disruption in class and on the school grounds
9. Will demonstrate good sportsmanship when engaged in all school-sponsored co-and extra-curricular activities
10. Will adhere to the School dress code

Discipline Plan

Mistakes are to be viewed as an opportunity to learn, and this applies to behavior. Punishment is never to be considered as the primary focus in our policy towards discipline. To the extent that students can take responsibility and be accountable for any misbehavior or lack of self-control, consequences are to be positive and creative in an attempt to encourage growth. To the degree that they are able, students will be encouraged to create their own consequences (with guidance from adults) in order to assure that these consequences promote true responsibility, are practical and meaningful attempts to "fix" what has been "broken", and truly promote a change of behavior.

Students who show that they are unable to be responsible and accountable for misbehavior (due to continual patterns of misbehavior, as well as severe disciplinary issues) will be held accountable by a more traditional approach by teachers/principal, attaching specific punitive consequences for each misbehavior. This will be considered a short-term approach, with the hope that each student will develop the ability to take responsibility and be accountable for his or her actions. In short, students will learn to develop their own self-discipline based on the Christian values taught at school.

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

Classroom Behavior/Discipline Plans:

Each teacher has an established behavior/discipline plan for their classroom, consistent with the overall school approach. A primary aspect of any classroom plan will be the promotion of self-discipline. To the degree that they are able, students will be involved in establishing specific aspects of the classroom plan, as well as consequences which promote responsibility and accountability. **Teachers will communicate the classroom plan at "Back To School" Night.** Parents and teachers are viewed as partners in this important undertaking and should be in direct contact as needed.

Disciplinary Actions

Possible disciplinary actions include but not limited to:

- behavior warning sent home
- conference with student
- conference with parents
- Student - teacher / administrator conference
- Parent - student-teacher / administrator conference
- loss of school privileges (i.e. loss of free dress on next non-uniform day)
- behavioral contract
- detention
- Referral to counseling
- in or out of school suspension
- probation
- recommended transfer
- expulsion

Students represent St. Bernadette Catholic School at all times. A student who engages in conduct whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials.

The principal is the final recourse in all discipline matters and may waive disciplinary rules for just cause at her discretion.

HARASSMENT (ARCHDIOCESE POLICY 2610)

This policy shall state that it prohibits any verbal, physical, visual or electronic conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment. The following behaviors will result in a conference with the parents and student. At the discretion of the administration, further action may be taken which could include suspension, or expulsion. Harassment is a form of violence.

School Safety/Harassment Policy:

It is the policy of the Archdiocese of Denver and St. Bernadette Catholic School to make every effort to provide an educational environment free from all forms of harassment. This policy applies to the words and actions of all students as well as all adults who may be in a working relationship with the school.

Sexual Harassment refers to behavior that is not welcome, that personally is offensive to some people, and fails to respect the rights of others. Harassment can be either conduct or communication.

Examples of Sexual Harassment but not limited to:

- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions, sexually suggestive objects, pictures, cartoons and other materials
- Foul and obscene language, jokes or gestures
- Unwanted and unnecessary physical contact

- Unwelcome comments about appearance

General Forms of Harassment / Bullying

Other forms of illegal harassment refer to any verbal or physical conduct or communication that shows hostility toward another student for any reason including his/her legally protected status based on race, color, religion, gender, or disability when the conduct or communication is intended to or has the effect of interfering with the individual's education or creates an intimidating, hostile, or offensive educational environment.

Examples of behavior intended to harass, bully, or intimidate could include but not be limited to:

Physical: Hitting, shoving, taking or defacing property, inappropriate gestures.

- Verbal: Oral or written threats, taunting, insulting or prejudicial comments.
- Indirect: Spreading rumors or untruths with malicious intent.
- Relational: Spreading rumors, ostracizing or exclusionary behavior.
- Sexual: Inappropriate touching, threatening, or teasing that is sexually harassing.
- Cyber: Bullying behavior expressed through modern conveniences such as internet chat rooms, hand-held devices and cellular phones.

Reporting of Bullying/ Harassment

Report incidents of harassment or bullying immediately, to a teacher or administration. Once an incident has been reported, the teacher and/or administrator will speak to all parties involved, inform the pastor, and if necessary consult with the Archdiocese of Denver, Office of for these incidents will be treated accordingly.

SUSPENSIONS

Severe misbehavior will result in a student being taken to the principal and his/her parents being notified. In-School Suspension, Out of School Suspensions and/or dismissal may result from such actions.

Reasons for in or out of school suspension or dismissals are, but not limited to:

- Habitual profanity, vulgarity
- Actions gravely detrimental to the moral or spiritual welfare of students
- Assault, battery or any threat of force/violence directed toward any member of the community
- Open, persistent defiance of those in a position of authority, continued willful disobedience
- Any form of Harassment (cases will follow the process contained in the Archdiocesan Harassment Policy)
- Use (other than prescription drugs properly dispensed through the school office), sale, or possession of drugs, including tobacco and alcohol, on or near school premises
- Possession of permanent markers, knives, firearms or materials that can be used as weapons or tools for vandalism
- Habitual cheating/copying work
- Truancy (students may not leave the school grounds at any time during the school day without written permission from a parent/guardian and clearance from the school office)
- Stealing and Vandalism
- Continued lack of adherence to school policies
- Any other act or behavior considered serious by the pastor or principal

Any of the reasons listed above are adequate cause for in or out of school suspension or expulsion depending on the circumstances involved. The maximum amount of days for suspension is five days. Both students and parents will be notified of the suspension and a conference must be scheduled. In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the community, the suspension and possible dismissal/expulsion will be immediate.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for principal (after discussion with pastor) to dismiss a student during or at the end of the school year.

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR (ARCHDIOCE POLICY # 2660)

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

- ◆ Refusal to cooperate with school personnel or
- ◆ Refusal to adhere to Archdiocesan or local policies and regulations or
- ◆ Interference in matters of school administration or discipline.

EXPULSION (ARCHDIOCSAN POLICY #2600)

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort.

SEARCHES OF STUDENTS AND SCHOOLS (ARCHDIOCESAN PLOCY # 2300)

A student assigned a locker or desk has use of, but not proprietary right to, the locker or desk. Lockers and desks are school property. The principal, pastor, professional staff of the Office of Catholic Schools or the Superintendent for Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Due Process:

The student is told what he/she did was wrong, and is given a chance to be heard. Administration has the responsibility to listen to all sides of the "story".

The guiding principle in any discussion of the discipline and due process is the desire to act in a Christian manner characterized by fairness and compassion.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned,

students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by administration.

UNIFORMS POLICY--2009-2010

Our school uniform must be worn at all times beginning the first day of the school year. Days in which Scout meetings or special events are held, vests may be worn. **Uniforms must be clean, pressed and mended. No stains, rips, tears or fraying will be allowed. All pants, shorts, skirts and skorts must be hemmed and at the appropriate length.**

If there is a reason for a student to be out of uniform, a note should be sent to the office **prior** to that specific day, stating the reason. Permission must be given by Mrs. Roberts.

Used uniforms are available at the school for a designated price.

Uniforms can be purchased at All School Uniforms located at 7391 W. 38th Ave., Wheat Ridge Co., 303-232-2848. All School Uniforms has a complete list of uniforms that comply with the St. Bernadette Catholic School uniform policy.

All items of clothing, including coats and jackets, should be marked with the student's name.

Beginning October 2, 2009 we are implementing a Mass Uniform. This specific uniform will be MANDATORY AT ALL SCHOOL MASSES.

BOYS ---White or light blue oxford button down shirt (long or short sleeve)with a solid navy blue or Dunbar plaid tie. Specific plaid ties are available at All School Uniforms--clip on Velcro or standard tie, along with khaki or navy blue pleated uniform slacks. No shorts.

GIRLS--White Peter Pan collar blouse, or white or light blue oxford type button down blouse (long or short sleeve). Solid navy blue or Dunbar plaid neck tie will be **optional** for girls. Ties are available at All School Uniforms. Dark khaki or navy blue skirt, or skort along with plaid options of the jumper or skort or skirt. No shorts or slacks.

Occasionally students will be allowed a "out of uniform" day. Parents will be notified of these occasions. All clothing must be **appropriate** (no spaghetti straps, tank tops, belly shirts) clean, fit, and in presentable condition. No holes, fraying, stains or dirty clothing. All items with a waistband must sit at the waist--no sagging bottoms. No low rise pants or shorts. All shorts must be of an appropriate length--no short shorts will be allowed. No revealing clothing will be tolerated.

In the event of **any** inappropriate clothing (uniform or regular) being worn, a parent or guardian will be notified to come to the school with appropriate clothing or take the student home. All these clothing items are under the discrepancy of the entire Faculty and Staff of St. Bernadette Catholic School.

GIRLS

PANTS: Dark khaki or classic navy blue uniform pants . **Pleated styles only.** NO JEAN OR CARGO TYPE, OR FLAT FRONT PANTS. NO EXTRA POCKETS, BUTTONS OR ZIPPERS. PANTS CANNOT BE TIGHT AND REVEALING. All pants must be hemmed, and free of holes or tears.

SHORTS: Dark khaki or classic navy blue uniform shorts. **Pleated styles only.** NO JEAN OR CARGO TYPE, OR FLAT FRONT SHORTS. NO EXTRA POCKETS, BUTTONS OR ZIPPERS. SHORTS CANNOT BE TIGHT AND REVEALING. **Shorts must fall no higher on the leg than 2” above mid-knee, and no longer than 2” below mid-knee.** Shorts must be hemmed, and free of holes and tears.

***JUMPER:** Dunbar Plaid (navy-burgundy plaid) or blue-gray plaid (only allowed through 2009-2010 school year).

***SKIRT:** Dunbar Plaid (navy-burgundy plaid) or blue-gray plaid (only allowed through 2009-2010 school year).

***SKORT:** Dark khaki, classic navy blue, or Dunbar Plaid (navy-burgundy plaid).

ALL SKIRTS, SKORTS AND JUMPERS MUST BE LIMITED NO SHORTER THAN 1” ABOVE THE KNEE OR AT THE KNEE.

***Only specific styles of each of these items are within and included in our uniform policy.** All skirts, skorts, and jumpers are available only at All School Uniforms. Please check before purchasing.

POLO SHIRTS: Knit Polo shirts in white, classic navy blue, or burgundy. **LIGHT/POWDER BLUE POLO SHIRTS ARE NO LONGER ALLOWED.** Polo shirts should be somewhat loose--No tight or revealing clothing will be allowed. No pockets, lace, scalloping on sleeves or collar. No logos are allowed except St. Bernadette logo. These shirts are only available for purchase through Tee-Riffic Promotions.

Purchases through Tee-Riffic Promotions will only take place 2-3 times during the school year. Notification of these sales will go out via Fast-Direct.

PETER PAN COLLAR BLOUSE: White or light blue only.

OXFORD- BUTTON DOWN BLOUSE: White or light blue only. Long or short sleeve. No logos.

NECK TIE -- OPTIONAL FOR GIRLS--Solid navy blue or Dunbar (navy burgundy) plaid only.

BELTS: Belts are required for grades 2-8. Smooth or braided leather -- black or brown only. Navy or khaki belts available at uniform stores are also acceptable. **NO PRINTS, SPARKLES OR COLORS OTHER THAN THOSE SPECIFIED WILL BE ALLOWED.**

SOCKS: Solid navy or white socks and tights only. **NO PRINTS OR COLORS.**

SHOES: Tennis shoes or flats only. **GYM SHOES MUST BE WORN ON DAYS WITH P.E. NO SANDALS, FLIP FLOPS, HEELS OR PLATFORM TYPES ARE ALLOWED.**

BOOTS: NO BOOTS. This includes snow, hiking, Ugg type, cowboy etc. If snow boots are worn to school on inclement weather days, please bring another pair of appropriate shoes to change in to.

SWEATSHIRTS: ONLY Classic navy blue with the St. Bernadette logo are allowed. **HOODY OR ZIPPERED SWEATSHIRTS OR FLEECE JACKETS WILL NOT BE ALLOWED TO BE WORN IN THE CLASSROOM. ONLY CREWNECK LOGO SWEATSHIRTS WILL BE ALLOWED.** Royal blue sweatshirts are no longer allowed.

ALL LOGO SWEATSHIRTS MUST BE PURCHASED THROUGH TEE- RIFFIC PROMOTION

HATS: Caps or hats are not to be worn in the Church or School Building.

HAIR: Hair must be clean and combed. Bangs must be trimmed, no hair hanging in or covering the face. Hair accessories are to be limited. **Highlighted or dyed hair is not allowed. No extreme hairstyles will be allowed.**

***JEWELRY:** Earrings (limited to one (1) per ear) may be worn. **HOOPS, OR DANGLING EARRINGS ARE NOT ALLOWED FOR SAFETY REASONS.** A **small** Crucifix or a religious medal on a small chain may be worn. Watches may be worn. **NO LARGE JEWELRY IS ALLOWED.** One (1) small bracelet or wristband may be worn. No body piercing or tattoos are allowed.

***MAKE-UP:** Grades Pre-k through 7 ---**NO make-up is allowed. This includes lip-gloss. Chap-stick will be allowed. Grade 8--girls will be allowed to wear light make-up, (i.e.-- mascara, light blush, light lip color--clear, light pink or light coral only) No lip color or gloss in dark colors. No eyeliner.**

***FINGER NAILS / NAIL POLISH:** Nails must be clean and trimmed. No French-tip, sculptured nails, extensions, or nail art will be allowed. **Only clear, light pink or light coral nail polish is acceptable. No dark colors of polish will be allowed.**

***Any make-up, nail polish, jewelry etc. not within these guide lines will be removed.**

BOYS

PANTS: Dark khaki or classic navy blue uniform pants . **Pleated styles only.** NO JEAN OR CARGO TYPE, OR FLAT FRONT PANTS. NO EXTRA POCKETS, BUTTONS OR ZIPPERS. PANTS CANNOT BE TIGHT AND REVEALING. All pants must be hemmed, and free of holes or tears.

SHORTS: Dark khaki or classic navy blue uniform shorts. **Pleated styles only.** NO JEAN OR CARGO TYPE, OR FLAT FRONT SHORTS. NO EXTRA POCKETS, BUTTONS OR ZIPPERS. SHORTS CANNOT BE TIGHT AND REVEALING. Shorts must fall no higher on the leg than 2" above mid-knee, and no longer than 2" below mid-knee. Shorts must be hemmed, and free of holes and tears.

POLO SHIRTS: Knit Polo shirts in white, classic navy blue, or burgundy. **LIGHT/POWDER BLUE POLO SHIRTS ARE NO LONGER ALLOWED.** Polo shirts should be somewhat loose--No tight or revealing clothing will be allowed. No pockets. No logos allowed except St. Bernadette logo available for purchase through Tee-Riffic Promotions.

Purchases through Tee-Riffic Promotions will only take place 2-3 times during the school year. Notification of these sales will go out via Fast-Direct.

OXFORD BUTTON DOWN SHIRTS: White or light blue. Long or short sleeve. No logos.

NECK TIE: Mandatory for Mass Uniform. Solid navy blue or navy-burgundy plaid (available at All School Uniforms). Clip, Velcro, or standard neck tie--all are allowed.

BELTS: Belts are required for grades 2-8. Smooth or braided leather -- black or brown only. Navy or khaki belts available at uniform stores are also acceptable. **NO PRINTS, OR COLORS OTHER THAN THOSE SPECIFIED WILL BE ALLOWED.**

SOCKS: Solid navy or white socks only. **NO PRINTS OR COLORS.**

SHOES: Tennis shoes . **GYM SHOES MUST BE WORN ON DAYS WITH P.E.**

BOOTS: NO BOOTS. This includes snow, hiking, cowboy etc. If snow boots are worn to school on inclement weather days, please bring another pair of appropriate shoes to change in to.

SWEATSHIRTS: ONLY Classic navy blue with the St. Bernadette logo are allowed. **HOODY OR ZIPPERED SWEATSHIRTS OR FLEECE JACKETS WILL NOT BE ALLOWED TO BE WORN IN THE CLASSROOM. ONLY CREWNECK LOGO SWEATSHIRTS WILL BE ALLOWED.**

***ALL LOGO SWEATSHIRTS MUST BE PURCHASED THROUGH**

TEE-RIFFIC PROMOTION*

HATS: No caps or hats are to be worn in the Church or School Building.

HAIR: Hair must be clean and combed. Shorter length preferred. **Hair must be above the shirt collar.** Bangs must be trimmed, no hair hanging in or covering the face. **Highlighted or dyed hair is not allowed. No extreme hairstyles will be allowed.**

***JEWELRY:** No earrings. A **small** Crucifix or a religious medal on a small chain may be worn. Watches may be worn. **NO LARGE JEWELRY IS ALLOWED.** One (1) small bracelet or wristband may be worn. No body piercing or tattoos are allowed.

FACIAL HAIR/MAKE-UP: None allowed. Chap-stick will be allowed. No nail polish will be allowed.

It will be expected that all Parents/ Guardians and Students follow the uniform policy.

V: GENERAL INFORMATION

COMMUNICATION

The level of communication between the staff and the school families has a significant impact on the overall effectiveness of the home/school partnership. Efforts will be made to provide ongoing written communication to parents by means of newsletters, e-mails, and other types of printed material.

Parents who have complaints or issues of concern are asked to address those issues promptly and directly with the person involved. Discussions and gossip with persons who cannot resolve the issue are destructive to the Catholic school community, and are in direct conflict with the values being taught and modeled for the students.

Notes from Parents

We require a signed note from a parent when:

- **Your child for a good reason can not be in complete uniform**
- **Your child has been absent for any reason**
- **Your child must leave the school for an appointment, etc;**
- **Your child cannot participate in a specific activity, or**
- **Your child cannot go out of doors during recess or lunch break**

FastDirect

FastDirect will be the primary medium for information to parents in regards to grades, missing assignments, teacher newsletters and the LINK. Each family will be issued a password for Fast Direct. It is the responsibility of the family to obtain the password and access the material. Please inform the front office and classroom teacher if you do not have access to the internet so alternate plans can be made.

The School's responsibility is to keep the system current. A reasonable amount of time must be given for teachers to grade student work and to post it the grade book. This will be the primary communication system between parent and teacher.

Telephone

The office telephone is a business phone and use for personal matters must be limited. The school phone will only be used by students in emergencies or with permission from teacher or administration. Messages from incoming calls will be relayed to the students. Should you wish to contact the principal, teacher, or other staff member a message may need to be taken. Interruption of class except in the most extreme emergency impedes learning. This interruption will be kept to a minimum. Calls will be returned as soon as possible, usually within 24 hours.

Website:

The school website provides families with lots of information about the school and the activities. We post the handbook and other information pertinent to the running of the school. www.stb-school.com

MEDICAL INFORMATION AND PROCEDURES

Illness

A child who feels ill in the morning should remain home. If a child becomes ill while at school, he/she will be asked to lie down for a while in the "sick room" or the parent will be called and asked to come for the child.

ACCIDENTS AND ILLNESS AT (ARCHDIOCESE POLICY # 2220

Principals, directors, teachers and other school personnel are responsible for the handling of accidents and sudden illness occurring at school and during school-sponsored activities.

Please note if the school feels that this is true emergency 911 will be contacted immediately! Parents will be responsible for any expenses incurred on behalf of the child.

It is very important that families keep the school informed of any changes to any of the numbers or names on the emergency card.

Parent Notification in Case of Emergency

When an emergency occurs with an individual student, faculty member or visitor, the school will attempt to contact the closest relative or emergency contact, and will call for emergency assistance. It is critical importance that the school office has current phone numbers and names on the emergency card. In the event that parents are out of town, the school office must be notified about their location and contact information.

MEDICATIONS GIVEN AT SCHOOL (ARCHDIOCESE POLICY # 2240)

No medication, including aspirin, cough-and-cold medication, decongestants, or other over-the-counter or prescription medications shall be administered by any school personnel, including a nurse, except under the following conditions:

Parents responsibilities: Written orders from an authorized prescriber *shall* be on file at the school, stating:

- 1) Child's name
- 2) Name of medication
- 3) Proper dosage of medication
- 4) Purpose of medication
- 5) Time of day/circumstances in which medication is to be administered
- 6) Anticipated number of days the medication must be administered
- 7) Possible side effects
- 8) Storage instructions
- 9) The medication must be brought in a container appropriately labeled by a pharmacy or authorized prescriber.
- 10) If a student has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the student's family shall provide all necessary information and training or instruction to the trained
- 11) Any student who requires an inhaler may keep such inhaler on his/her person, provided the proper physician's orders and documentation are kept on file in the school office.

St. Bernadette Catholic School responsibilities:

- 1) Medications shall be safeguarded at school to avoid ingestion by the wrong child.
- 2) Medications must be kept in a secure place to which students do not have access.
- 3) The person trained and delegated to administer medication is to keep a daily log of medicine administered
- 4) Individual records of such medications administered by school personnel shall be kept indefinitely.
- 5) Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. Rubber gloves must be included and worn when there is a possibility of exposure to blood or body fluids while administering first aid.

Students are responsible for coming to the office to get their medication.

Emergency First Aid may only take care of minor injuries. Ice and Band-aids are the only first aid allowed by school personnel. In the unlikely event that major First Aid is needed, the school will contact, the following to seek additional emergency care:

- Students parents or legal guardian
- Secondary person listed on emergency contact card

Communicable Disease

Any student, teacher or other staff member having a communicable disease will be dealt with on case-by case basis. The superintendent must be consulted prior to any action on the part of the pastor or principal.

Contagious Common Childhood Diseases

Some of the common yet very contagious illnesses that we see yearly are:

- Pink eye
- Chicken Pox
- Head Lice
- Strep Throat
- Influenza

If your child has been in contact with any of these highly communicable diseases or you suspect that they may already have it please keep your child at home and notify the school immediately. If the school is notified of any of these communicable diseases they will send a note home to parents to notify them of the possible outbreak.

It is extremely important to remember that the students who have been exposed to these common yet contagious diseases be treated with dignity. We ask that if you hear your child speaking unkindly of another child and or family, please put a stop to it immediately. This is not in accordance with our mission as a Christ Centered community.

Certificate of Immunization (Archdiocesan Policy No. 2080)

Each student must have current immunization per Colorado State Law or parents must have signed off the Immunization Exempt Form to attend school.

All Archdiocesan schools shall comply with Colorado law which states that no child may attend school unless such child presents a valid Certificate of Immunization against communicable diseases or a plan for immunization as specified with Colorado law. Forms provided by the Colorado Department of Health shall be kept on file and available for review.

Insurance

Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese.

Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

Liability Insurance

The school carries complete liability coverage as required by the Archdiocese of Denver. The carrier: Catholic Mutual Group. A copy of the General Liability Coverage is available from the parish business office.

Fire Drills

We value the safety of our children and staff. During the course of the school year, safety rules will be reviewed regularly. Fire drills will be held regularly to develop safety practices what will help children move quickly and orderly to assigned areas should an emergency occur.

USE OF NAME ARCHDIOCESE POLICY # 1050

Attaching the school's name, logo or other insignia to an event, activity or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or even as "school" sponsored.

PARKING LOT AND DROP-OFF LANE

- The drop-off lane is for use in the morning only. Please have children exit only from the passenger side of the vehicle and be considerate of others waiting in line. If it will take more than just a few seconds for your children to exit the vehicle, please use the parking lot.
- In the afternoon when picking up children, please park in the designated spots in the parking lot. The students will cross the street and make their way to your vehicle.

WEATHER-RELATED ISSUES

School Closing

Emergency school closings will be announced on television channels 2, 4, 7, 9, and 31, and on radio station 850 KOA. Parents are urged to use their own judgment in deciding whether to send their children to school in inclement weather. School will not be dismissed early because of weather. This precaution is taken to insure the safety of students whose parents might not be aware of an early closing. Of course, parents may decide to pick up their child(ren) early in severe weather.

CSAL (CATHOLIC SCHOOL ATHELETIC LEAGUE)

The Catholic School Athletic League is designed "to contribute to the mission of the Catholic Schools, and to the health, well-being, citizenship, and character development of the youth of the League. Each participant is expected to display the Christian principles of fair play, courtesy, self-control, and sportsmanship-like feelings for the opposing team or school. The principles shall not be sacrificed in the desire to win. Basics to this duty of the host school at any athletic contest to take every possible measure to assure courteous, friendly, and fair treatment to visiting players, school officials, spectators and game officials" (CSAL Bylaws, Article I).

Athletic Program

Sports at St. Bernadette Catholic School are an extracurricular program for students who wish to participate in team sports. Although the practices and games take place after school hours or on the weekends, it is St. Bernadette Catholic School's responsibility to make certain that the sports program supports the philosophy of our school and of the Catholic Schools Athletic League (CSAL).

Sports Offered:

- Boys: Volleyball (fall), Basketball (winter), Baseball (spring).
- Girls: Softball (fall), Basketball (winter), Volleyball (spring).

Coaches are instructed in the policies of the CSAL and are expected to be role models of the Christian attitudes and behaviors expected of the students. The coaches and Athletic Director are volunteers in

the Sports Program. A copy of the CSAL handbook is kept in the principal's office. St. Bernadette Athletic Directors are: Jim Hart and Frank Stack is the Athletic Director of our Widget Program (3rd and 4th grade instructional softball, baseball and basketball).

At the start of each season, coaches will ask the parents to complete a parental permission and health authorization form. Students are ineligible to play or practice until these forms are filled out and turned back into the school office.

LIBRARY

The library provides valuable resources for the entire school community. To insure the availability of materials and to provide for the efficient operation of the library, the following procedures have been established:

- All students visit the library weekly.
- Materials may be checked out for a period of one week. Students may renew an item for an additional week by bringing it to the library to be re-checked. Reference materials may not be checked out.
- Overdue notices are sent home. Parents are notified by phone after the second notice has been sent.
- Additional material may not be checked out if a student has an outstanding overdue notice.
- Replacement costs will be expected for damaged or lost materials. Students are responsible for inspecting materials prior to check out. In the event a replacement fee is paid to the library for a lost book, and that book is later found, the book then becomes the property of the student who paid for it.

MISCELLANEOUS

Classroom Celebrations

Special events are marked though out the year by school wide or classroom celebrations. (i.e. holy days, certain saint days, and seasonal holidays) These are special sharing times that foster a spirit of Christian celebration. Families may be asked to assist in planning and implanting these festivities by the St. Bernadette Catholic School and or classroom teacher.

Birthdays are an important celebration in the life of our school and students. Students are welcome to bring in a birthday snack to share with classmates. The snack should be simple and nutritious in nature. Please coordinate in advance with the teacher if you plan to bring a birthday snack. Be sure to check with your child's teacher about any student who might have a food allergy. A birthday celebration is not a "birthday party." No special decorations or party favors will be permitted in school for birthday celebration.

If your family is planning a birthday celebration or any party for your child outside of school and you are not inviting all children in the classroom DO NOT hand out invitations or follow-up "thank you notes" at school. Presents for missed parties must be given directly to the family, not through the school. You may use the school directory for mailing party invitations to school friends. Children are very sensitive, and we do not want the children hurt because they were not invited.

Equipment, Toys, and Electronic Devices

Playground equipment is provided for the students. The only items students are allowed to bring to school are soft (nerf type) balls. No hardballs or footballs are to be brought to school. The school is not liable for any equipment a student brings on the campus and reserves the right to take away such

items, if deemed necessary by the adult in charge. Students may not have trading cards, portable listening devices, I-pods, cell phones, pagers, etc., at school.

Selling on School Grounds

No candy, pens, pencils, or items of any kind are to be sold on the school grounds without prior approval of Administration.

Lost And Found

Lost and found items are placed in a box by the front door. Items left at the end of the year will be donated to the Jeffco Action Center.

Lunch Program

Students bring a lunch box/sack lunch each day. On most Fridays, a hot lunch will be served by volunteer parents. There is a cost for this lunch of \$3.00.

Milk may be purchased for the entire year. A School Milk form is distributed with complete details of this plan. Students may also choose to purchase milk later in the year and the cost will be prorated. Milk may not be purchased on a daily basis, but must be purchased for the entire year or a portion of the year. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, and 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 1-800-795-3272 (voice) or 1-202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

School Supplies

The list of school supplies is sent home prior to the beginning of the school year. Students should have the supplies available the first day of school.

Visitors

Visits to the school are encouraged with prior notification to the teacher or administration. All visitors, including parents and volunteers, **are required** to check in at the office upon entering the building and receive the appropriate identification badge. Visitors are asked to enter through the north entrance only. Please do not go directly to any class, including physical education, for any reason.

Out of courtesy to the teacher, or in case of special events or schedule changes, please call the office to schedule a classroom visit. The teacher will return your call and arrange for a convenient time. Please do not bring preschoolers along when you observe a class.

Because instructional time belongs to your children, please do not attempt to conference with the teacher without an appointment. Teachers are not free for unplanned conferences or conversations during the school day, and they are usually occupied before and after school with class preparations and meetings. To insure quality time with the teacher, it is always best to make an appointment.

SAFE ENVIRONMENT TRAINING

In the spring of 2004, Archbishop Chaput mandated that all schools in the Archdiocese of Denver participate in a Safe Environment Training Class. All employees of the Archdiocese, including teachers and staff, have attended this class. In addition, all parents who volunteer in the school in any capacity are **required** to attend this training. Once the training is complete, and you have registered online, you will be eligible to participate in school functions including classroom aides, party planners, field trip chaperones, etc

Parent in Action (PIA)

The St. Bernadette Parent School Association (PIA) is a support organization for the children, faculty, and staff of St. Bernadette Catholic School. All school families, students and faculty and staff are included in PIA. The main purpose of PIA is to build community (plan and prepare social events, to participate in fundraising projects, and other activities that benefit the students). We encourage everyone to become active in the PIA.

Officers:

President	Carrie Copley
Vice President	Tim West
Secretary	Augustina Castaneda
Volunteer Coordinator	Danielle Tuttle

School Advisory Council

The St. Bernadette Catholic School Advisory Council (SAC) is an advisory group to the administration of the school. The group addresses school-related issues, as these issues are brought up for discussion by any member of the school community, and suggests possible plans of action. Parents are urged to contact any Committee member with questions, concerns, or comments. According to Archdiocesan policies, anyone wishing to personally address the Advisory Committee in session must contact the President in advance of the meeting to request being included on the agenda. There is no discussion or debate among the visitors and council members at the time of the presentation.

Members

Father James Goggins	Debra Roberts
Bill Gilbert	Dean Jensen
Bob Bush	Loretta Hart
Mike Miller	Carrie Copley
Laurie Kelly	Suzy Buglewicz

Volunteers

Parents, parishioners, and persons in the community are encouraged to support the school through a variety of volunteer efforts. Volunteers help in the school office, clinic, library, classrooms, cafeteria, and on the playground. In addition, many volunteers support the art, music, physical education, and technology programs, the fund raising efforts, teacher appreciation, and the many efforts to promote community and spiritual development. All volunteers must have completed the Safe Environment Training. Volunteers are required to sign in and out at the front desk so that we can acknowledge the many hours they have contributed to the school and to receive an identification badge.

Fundraising

Fund raising at St. Bernadette Catholic School is done to supplement school programs and to contribute to capital improvements of the school facility. All fund raising is done under the supervision of the pastor and school principal.

At the beginning of the school year, the school principal will specify what types of school fund raising events will be planned each year.

The school principal and the pastor will decide, after consultation with the School Advisory Council and Parent in Action, how monies raised will be used and will announce to the school community before the drive or event.

All fund raising within the school must follow these guidelines. No committee or groups may raise funds independently or specify how funds are to be distributed.

Any person or outside group (i.e. scouts) must have specific permission from the school principal to sell anything to school families and personnel.

The school principal must approve the information in any request to parents for collection of any kind. The school principal's signature and date of approval of the information must be on the information sent to parents for sales, collections, and fund raising requests.

MEDIA POLICY (ARCHDIOCES POLICY # 2350)

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the time the student is at the school.

VI: LEGAL ISSUES

Access to Student Records

The student's parents or legal guardians have the right to view all the student's records in the presence of the principal or his/her delegate. In the case of parental separation or divorce, the non-custodial parent shall have the same access rights to student records as the custodial parent, unless restricted by order of the court.

Child Abuse

Colorado Law (CRS Section 19-110-1102 to 115) requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. The procedure to be followed in such reporting is as follows:

- Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect, including sexual assault or sexual molestation by any person, including parish or school personnel, shall immediately make an oral report of this to the principal who will notify the appropriate county department or local law enforcement agency.
- The principal shall then immediately notify the pastor and the Superintendent of Catholic Schools or his/her designee. All information pertaining to the matter should be treated as confidential.

Court-Ordered Visitation Rights

If there are court-ordered special visitation and access to a child, a copy of the original order must be on file in the school office, signed and dated by a school official. The copy will be placed in the

student's permanent file. The school shall be notified immediately regarding any changes to custodial provisions.

Drug and Search Policies

A school staff member who has reasonable cause to believe that a student has an illicit drug (including alcohol) or paraphernalia on his/her person or in his/her possession can detain the student in the school office. The student will be asked to relinquish those items. Inspection of personal property (i.e., pockets, handbags, book bags, etc.) should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. (Archdiocese Policy No. 2300) Students who refuse the search will be detained in the school office while the parents and the police are contacted.

Students who are found to be in possession or under the influence of an illicit drug (including alcohol) will be subject to immediate disciplinary action, which may include expulsion. As in other serious discipline matters, these situations will be handled by the administration.

All desks, lockers, and other storage areas provided for student use on school premises remain the property of the school. The principal or pastor may search any of these places when there is reasonable cause for such a search.

In any case, parents are to be contacted as soon as possible. Police will be contacted as deemed appropriate by administration.

Law Enforcement

The school administration will cooperate fully with the local law enforcement agencies.

Asbestos

Our Parish/School has conducted an extensive asbestos survey of all of our school buildings. Based on the findings of this inspection, a comprehensive Asbestos Management Plan was compiled in 1988. This Plan details the response action that the school took regarding asbestos-containing materials that may have been found in our buildings.

The Plan is available for inspection at our offices during normal business hours. If you desire to have a personal copy, please notify the school office and it will be supplied to you at a cost of ten cents per page.

POLITICAL ISSUES (ARCHDIOCESE OF DENVER POLICY # 4310)

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and students in the building, in the name of the school or during school-sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited