

# Student/Parent Handbook



St. Bernard Regional Catholic School  
A Pennsylvania Charitable Trust

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St. Bernard Regional Catholic School  
300 Clairvaux Drive  
Indiana, PA 15701

Dear Parents/Guardians and Students of St. Bernard Regional Catholic School,

St. Bernard School's administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment.

Our goal is to make your child's educational experience both meaningful and productive. To accomplish that goal, every family must be informed of school policies and procedures. This handbook serves as the primary reference source for questions about the operation of St. Bernard Catholic School.

As a parent, you are your child's first and most important teacher for life's most basic lessons. Additionally, your participation in your child's formal education and your encouragement of good study habits are critical to his or her academic achievement and future success. Please continue to monitor your child's progress throughout the school year. Please feel free to contact your child's teacher or me if you need any information regarding your child's education.

It is important that school personnel know that you have received this handbook. We ask that you read the handbook thoroughly and keep it accessible. Please become familiar with its contents and discuss this information with your child. **Throughout this document, policy of the Diocese of Greensburg is referenced and has been adopted by St. Bernard Regional Catholic School.** A great deal of thought and experience has gone into this document. If adhered to and respected by all, these time-tested methods of Catholic Education will provide exceptional preparation for life's challenges and opportunities for your child.

The handbook is an evolving document. If changes are necessary throughout the year, updates will be sent to you. Please sign and date the final page and return it by the end of the first week of school.

I look forward to working with all families and school faculty as we continue to provide the best possible Catholic Education for your child.

God Bless,

Mrs. Tina M. Bucci,  
Principal

## *St. Bernard Regional Catholic School*

**Our History:** St. Bernard Regional Catholic School opened in September of 1930 on Fifth Street in Indiana, Pa offering classes in six grades. By 1932, Grades 7<sup>th</sup> and 8<sup>th</sup> were added, and for two decades school was taught exclusively by Sisters of St. Joseph.

In 1987, Msgr. Robert Shuda, launched a major fundraising campaign to finance a new Learning Center. The new Learning Center with seven classrooms, a library, and adult education room, all purpose room and offices on Clairvaux Drive was dedicated in 1990.

**Our Mission:** To prepare the children in our care to live as Christian leaders today and in the world tomorrow by providing them with a Catholic education emphasizing spiritual development, strong values, and academic excellence.

### **Our Philosophy:**

- A deep commitment to gospel values should affect every area of our lives.
- One should always choose what is just and fair in relationships and decision-making.
- We should strive towards justice for all people locally, nationally, and globally.
- As Christ loves us all unconditionally, we should learn to love one another in the same way.

**Our Students:** The mission of Catholic education is universal and dedicated to improving the lives of all children. St. Bernard Regional School is committed to serving children of all creeds, nationalities and economic circumstances in Indiana County and the surrounding areas.

**Our Faculty:** A highly-qualified teaching staff is an essential component of our mission. We are therefore committed to recruiting and maintaining a staff which is:

- Highly trained, skilled, and knowledgeable in their individual disciplines
- Enthusiastic about their mission and dedicated to its fulfillment
- A model of Catholic values
- Constantly growing professionally and personally
- Attentive to the academic needs of individual students

**Our Administration:** The administrative team provides crucial operational, academic, and professional leadership in service of the mission. We serve students, parents, and employees by:

- Responding to student, teacher, staff and parental concerns in a timely and sensitive manner
- Maintaining a school environment that is safe, peaceful and conducive to learning
- Finding adequate resources to maintain and expand our academic program.

**Our Parents and Guardians:** Supportive families serve as the stewards of our school. Our families contribute by:

- Participating in meaningful ways with the administration and faculty to chart the direction of the school
- Helping one another through development efforts that benefit all of our children
- Welcoming new families and assisting those in need.

**Our Future:** We are proud of our 75-year history and reputation for academic excellence and spiritual growth. By careful governance and continual improvement, St. Bernard Regional Catholic School will continue its traditions, not only for today, but also for tomorrow.

### **Mission & Philosophy Statement of St. Bernard School**

The mission of Catholic schools within the Diocese of Greensburg is to create a Catholic Christian learning environment to prepare students for their life's journey. While parents are the first teachers, the task of our schools is to assist parents in fulfilling their responsibility as primary educators of their children. Schools challenge students to develop the Gospel values, academic mastery, spirit of community service and global perspective that will give their lives passion and purpose.

***Beliefs --***

- Catholic schools have an impact on the moral consciousness of our society.
- All children can learn.
- Gospel values provide opportunities for students to live and proclaim the teachings of Jesus and the Church.
- Each individual has worth and deserves respect and dignity.
- Successful learning builds self-esteem.
- Education is to be shared by the school, the home, the student, the parish, and the community.
- Learning is most effective in a safe, caring environment.
- The teacher/administrator is a professional decision maker who facilitates children's learning while continually learning him/herself.
- Change creates the need for life-long learning.
- High expectations directly affect performance.
- Excellence in education is worth the commitment of time, effort, and money through a shared responsibility of parent and parish.
- An educated citizenry ensures a strong foundation for a democratic society.
- The Catholic school system is an important key to the development of a parish community.

**ACADEMIC VISION STATEMENT FOR ST. BERNARD SCHOOL**

As the faculty of St. Bernard Regional Catholic School, we believe that a quality Catholic education provides students with the intellectual and spiritual foundation needed to become lifelong learners and Christian leaders.

It is by following Christ's example, and striving to provide excellent instruction, that we will provide the best possible education for the students of St. Bernard Regional Catholic School.

We will do this by providing Christ-centered learning opportunities which motivate all students to achieve their greatest possible levels of success. We are committed to providing instruction which:

- Engages students in active learning, allowing them to discover their unique gifts
- Develops higher order thinking on intellectual, moral, and spiritual levels
- Instills confidence and fosters self-esteem
- Promotes enthusiasm and a love of learning
- Empowers students to live morally and ethically
- Inspires creativity and divergent thinking
- Celebrates the diversity of the human community

Recognizing that our Catholic beliefs and philosophy are the keys to our overall success, we will always maintain:

- A positive attitude towards students, acknowledging that each is a gift from God with innate and irrevocable value
- A sense of joy and fulfillment from our teaching vocation
- A high level of energy and enthusiasm for our sacred mission
- Sensitivity towards students' academic and personal challenges

We will accomplish our educational objectives by employing the following strategies:

- Utilizing interesting lesson plan ideas and new teaching methods
- Working as a team to establish the best possible educational practices in both religious and secular subjects
- Regularly consulting the clergy to assess our religious instruction
- Involving parents and community in the education of their children

### ***STAFF CERTIFICATION AND STATE ACCREDITATION***

#### **Certification**

Each teacher at St. Bernard Regional Catholic School holds a Bachelor of Arts/Science or a Master's Degree in Education, and is properly certified by the Commonwealth of Pennsylvania.

#### **NCEA Accreditation**

The National Catholic Education Association (NCEA) evaluative instrument *Verifying the Vision* is designed to help Catholic elementary school educators and their school communities to ask vital questions concerning the special vision of their school. It helps the evaluation participants to focus upon the basic elements that have been universally recognized by the Church and her educators, as well as those factors that are considered essential to any sound educational process. The evaluation was completed in April 1991, and St. Bernard School was officially accredited October 23, 1992.

#### **Middle States Accreditation**

St. Bernard Regional Catholic School is currently accredited through the Middle States Association Colleges and Schools. The Middle States Association is the national organization that accredits most private schools. The process of accreditation ensures that a school is providing a quality educational experience. It is our policy to maintain this accreditation.

#### **Acceptable Use Policy**

The purpose of this policy is to outline the acceptable use of computer equipment and systems at the diocese. These rules are in place to protect the employee and the organization. Inappropriate use exposes all of us to risks including virus attacks, compromise of network systems and services, and legal issues.

The Diocese of Greensburg Office of Catholic Schools has developed General Technology and Internet Policies to guide schools in enforcing appropriate use of available technology. ~~The purposes of these policies are to ensure the equitable and optimal use of all technology-related equipment at the schools and to encourage the use of technology as a valuable learning tool.~~ It is the policy of the Diocese of Greensburg Office of Catholic Schools to maintain an environment that promotes ethical and responsible technology use. It shall be a violation of this policy for any student, employee or guest to engage in any activity that does not conform to the established purpose and general rules set forth in this policy.

## *General Information*

### **School Calendar**

At the beginning of the year, you will receive a copy of the school calendar. The school must adhere to state and diocesan guidelines concerning hours of instruction, number of days in session, and provisions for teacher in-service and staff development. Every family will receive a monthly calendar of activities and events. Family participation in school programs is strongly encouraged.

### **Morning Care and Arrival:**

Morning care is available from 7:30-8:00am for a nominal fee. Students who are not participating in morning care will arrive between 8:00-8:15am. Students will be marked TARDY after 8:20. Students who arrive before 8:00 will be charged for morning care. Breakfast will only be available from 8:00-8:15.

**Note: Parents and students are NOT permitted in the classrooms before school begins unless they have a scheduled appointment with the teacher. If there is a matter of urgency, students and parents must report to the office to speak with the secretary or principal about their concerns.**

### **Daily Dismissal**

Dismissal is at 2:55pm. Parents who are picking up students by car are asked to pull up to the curb when directed by staff. Children are not permitted to walk down the sidewalk to meet their ride. These precautions are in accordance with fire and safety regulations. In addition, parents are asked to stay in one continuous line, not pulling out and around other cars in front of the line. (This creates a safety hazard.) If you are not here by 3:15pm to pick up your child, he/she will be sent to the afternoon Extended Care program, and you will be charged accordingly.

All visitors are required to park in designated parking areas. The front of the building is reserved for fire or medical vehicles, as well as buses. The buses are unable to move through this area when vehicles are parked on either side of the front drive.

If you are changing your child's transportation arrangement for a particular day, **you must provide the office with a signed note in the morning.** St. Bernard School will rely solely upon the last signed note that we have from the parent/guardian specifying transportation arrangements and will carry out those arrangements unless they are altered by a note signed by the parent/guardian. Telephonic and email communications will not be accepted. Siblings, grandparents, aunts, uncles, neighbors, or other non-guardians will not be permitted to make these arrangements or changes. Please do not call the office after 2:00 with transportation changes.

It is important to note that students must remain with their class until school is dismissed, even at the conclusion of special events and assemblies. These precautions are taken solely for the children's safety.

### **Extended Care**

An after-school program from 3:00p.m.-5:30p.m. that provides homework help, snack, and recreation is available to all students. Families can utilize this service daily or as needed. Families are asked to sign up ahead of time and pre-pay. Parents/Guardians need to be prompt in picking up his/her child when staying until 5:30. Additional fees will be charged if your student is picked up after 5:30p.m. Extended Care sign up forms are located on the school's website or available in the office. **Extended Care is not available on early dismissal days, planned or unplanned.**

### **Morning Care**

Morning care is available from 7:30a.m.-8:00a.m. Families are asked to sign up ahead of time and to pre-pay. Drop off before 7:30 is not permitted as staff is not present. Morning Care/Extended Care forms are available on the school website or in the office. **Morning Care is not available on days school is delayed.**

### **Visitors**

**Anyone entering the building must first report to the office sign-in window.** For security reasons, the school principal must be aware of all visitors **at all times.** All parents/volunteers/visitors who will be in the building for an appointment, as a volunteer, or as a guest speaker, etc. are required to wear an identification badge that will be provided in the office. **This policy is to safeguard the children within the building.** Any person not following this procedure may be asked to leave the building and may be subject to future exclusion from the building.

Students who are to be dismissed early for medical or health reasons will be met by the parent or guardian in the school office.

### **Items Brought to School**

St. Bernard Regional School is not responsible for loss or damage to any items brought to school by a student. This includes but is not limited to all electronic devices.

### **Lost and Found**

Any items that are found and not claimed will be put into the school's lost and found. We encourage parents to label their child's cardigans and gym sweatshirts.

### **Returning to School After Dismissal**

Once dismissal has occurred and students have left the building, re-admittance is not permitted for any reason. The building is open for Extended Care students only.

### **School Hours**

School hours are from 8:00-2:55 on all school days.

### **School Office Hours**

The school office is open on all school days from 8:00 AM – 4:00 PM.

### **Weather Emergencies and School Closings**

**St. Bernard Regional Catholic School follows Indiana Area School District regarding school closing due to weather conditions. Please watch the local television stations KDKA, WTAE, and WJAC.**

**In case of early dismissals due to weather conditions or emergency situations, parents will receive notification through School Messenger.**

## *Attendance*

The responsibility for the attendance of elementary school-aged children rests entirely with their parents. It is their responsibility to make sure their children have legitimate reasons for absences and are transported on time to school every day. St. Bernard Regional Catholic School will enforce all regulations of the Commonwealth of Pennsylvania and the Diocese of Greensburg as they relate to school attendance. Children of compulsory school age, up to age seventeen (17), are required by law to attend an approved educational institution unless legally excused pursuant to Diocesan Policy No. 4110.

### **Legitimate absences**

The school recognizes specific reasons for which a child may be excused from school for all or part of a school day including, but not limited to:

- Observance of religious holidays

- Receipt of religious instruction – This is restricted by law to a maximum of 36 hours per school year

- Attending medical or dental appointments which cannot be arranged after school hours

- Illness or other urgent reasons of an emergency nature

- Educational trips not sponsored by the school (must be approved in advance)

Educational trips will be considered for approval if the school administration determines that such a trip will be of educational significance to the student. For the school administration to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the trip, the reason why the trip could not be taken on days when school is not in session, and an outline of the educational value of the trip.

### Unexcused/unlawful absences

These include, but are not limited to

- Truancy
- Parental neglect
- Illegal employment
- Pupils who run away from home
- Shopping
- Trips not approved in advance.

**“In the flu season, if a student has a temperature of 100 degrees, he/she should stay at home. A child with a temperature of 100 degrees will be sent home from school and must be fever free for a period of 24 hours before returning to school.”**

**Tardiness:** A child who is not in school by 8:20am is considered tardy. To gain admittance to school after 8:20am, a student must first report to the office with a parent or guardian to sign in.

**Tardy Excused (T):** Lateness for a pre-approved activity such as a doctor’s appointment, a medical emergency or other serious event as judged by the principal.

**Tardy Unexcused (TU):** Lateness to school without a legitimate excuse (slept in, missed the bus, etc.)

**Exceptions to the Tardy Rule:** Delayed/late bus arrivals, or pre-approved, regularly occurring educational arrangements (example: special education at another location)

**Accrual of Tardiness:** The office will keep track of all tardiness, excused and unexcused, in order to ensure that students complete the required number of days towards graduation.

**Five tardies will automatically become one absence.** An accumulation of unexcused tardiness will be used, according to our policies, to justify a report of truancy to the appropriate agencies.

Parental and Student Requirements for Absences/Tardiness: In the event of an absence or tardiness, students must bring an excuse from their parent or guardian upon returning to school the first day after an absence. **E x c u s e f o r m s a r e l o c a t e d o n t h e s c h o o l w e b s i t e .** The excuse must contain the following information:

- Date of the note
- Name and grade of the student
- Date of the absence or tardiness
- Cause of the absence or tardiness
- Signature of parent or guardian.

**Parents must call the school office by 8:20am to report any student absence that is not arranged in advance with the permission of the principal.** The school office should be notified if the child has a contagious disease, is hospitalized, or has an extended absence (3 days or more) anticipated.

If a child is absent for five (5) days or longer due to illness, a signed note from a licensed physician must be presented to the office upon their return to school.

The student is responsible for making up all assignments and tests missed during an absence from school. The student will normally be permitted five (5) school days to make up missed work. Exceptions may be made in the case of prolonged illness. It is the student’s responsibility to obtain the assignments and return them to the teacher at the time designated.

It is important for parents to understand that progress in school demands that children attend on a regular basis that provides the consistency needed to reach an optimal level of achievement.

If the parent wishes to excuse the child from school for any reason other than illness, the permission of the principal is necessary.

Parents may request work from a teacher before a planned trip, however, the decision to give work before will be at the discretion of the teacher. The student's work will be due upon return to school. If the teacher decides to give work **after** the student is back in class, then the student will be given five (5) school days to make up missed assignments after the day the student returns to school. Parents are discouraged from removing their children from school for any trip that is not necessary or primarily educational in nature.

**School Functions:** If a student does not attend school during the day in which an after-school function/ activity takes place, the student is not permitted to attend that function/activity. The student must attend school the day after a field trip.



**School Reporting of Unexcused Absences:** St. Bernard Regional Catholic School will report to the appropriate authorities all unexcused absences and accrued unexcused absences. Students who do not meet the minimum attendance requirements for the Commonwealth of Pennsylvania will not be promoted to the next grade level. The following procedure will be used:

1. **First Offense:** The first offense consists of 3 or more days of absence without a lawful excuse. The school's official notice of absence to parents shall be served by certified mail to the parents' home as soon as a pupil has 3 days of unlawful absence.

2. **Second Offense:** The next session during the school year that the student is unlawfully absent becomes a second offense and requires the serving of a warrant on the parent through the office of the magistrate.

### **Absence During the School Day**

In the event it becomes necessary to have a child dismissed from school early, the parent or guardian is to make the request in writing, stating the reason for the early dismissal, and the time. The student must give the note to their homeroom teacher who will then forward it to the office. A student may be dismissed from school early only with the approval of the principal or his/her designee. Students will not be released into the care of any person who is not authorized for such purpose.

**When the parent/guardian comes to pick up the child from school, he/she must come to the office window to sign the child out.** The secretary will then notify the classroom teacher to send the child to the office for early dismissal. If the child returns to school during the same school day, he/she must be signed back into school at the office window.

Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

### ***Academic Information***

***The curriculum of the Diocese of Greensburg is a living document, which is continually updated and reviewed. Our rigorous curriculum is infused with the Catholic faith and aligned with Pennsylvania state and national standards. Parents may receive a copy by contacting the school office.***

### **Academic**

A student whose academic performance indicates serious deficiencies may be placed on an academic improvement plan. The plan will be developed with support of the parent, teacher and administration. The plan will be reviewed periodically during the grading period.

### **Report Cards/Progress Reports**

In all elementary schools, reporting pupil progress to parents shall occur as soon as possible after the 45-day quarter has ended. Each local elementary school shall use the official diocesan report card either by paper or electronically. The official diocesan report card shall be evaluated every six years by a committee established through the School Office.

Parent-teacher conferences shall be used in conjunction with the report card as a means of evaluating progress. Principals of local elementary schools shall establish a policy for scheduling parent-teacher conferences. These conferences shall occur at least once during the school year.

### ***Admission Information***

Registration for all grades is held in the Spring of each year. Children must be 3 years of age on or before September 1st to enter the PK3 program, 4 years of age on or before September 1st to enter the PK4 program and 5 years of age on or before September 1st to enter the Kindergarten program. Children who will be 6 years old on or before September 1<sup>st</sup>, will be admitted to Grade 1.

For children entering St. Bernard Regional Catholic School in any grade level, parents must present a baptismal certificate, birth certificate, Social Security number and the required health and immunization records. State law requires that a child's immunization record be presented before entrance to school. A registration form and Tuition Contract must be completed.

Parents are required to enroll in FACTS even if not applying for financial aid. At registration, a tuition packet with additional information and forms will be presented. A financial aid application will be provided after the enrollment application and application fee are submitted. St. Bernard Regional Catholic School is open to all students regardless of race, color, national origin, creed, or special needs.

**The following documents are needed for admission:**

**Preschool**

- Application
- \$50.00 Administration Fee
- Memorandum of Understanding
- Tuition Payment Agreement
- Copy of Birth Certificate
- Immunization Records
- Residency and Responsibility Papers (if living with a guardian)

**Kindergarten- 8th**

- Application
- \$50.00 Administration Fee
- Home Language Survey
- Memorandum of Understanding
- Parent Permission to Request and/or Release School Records
- Sworn Statement Pertaining to the Prior Conduct of a Pupil Seeking Admission
- Tuition Payment Agreement
- Academic, personal, and health records (category A and B) from previous school
- Immunization and Health Record
- Residency and Responsibility Papers (if living with a guardian)
- Copy of Disciplinary Records from previous school
- Family Survey
- Copy of Birth Certificate

**The following documents are needed every year:**

- Registration or intent to return
- Family Survey
- Memorandum of Understanding
- Tuition Payment Agreement
- FACTS Agreement

**Kindergarten**

Any child who reaches the age of five (5) by September of the current school year, may be admitted to Kindergarten unless there is evidence that the child is not ready to begin.

**Other Grades**

Pupils who have attended another school and wish to transfer to a school in the diocese of Greensburg will be accepted and placed according to their previous school records. The final placement decision rests with the school principal.

**Transfers**

Transfers to or from St. Bernard Regional Catholic School are normally to take place at the beginning of the school term. In the event of a transfer from St. Bernard Regional Catholic School to another private or public school, parents must submit written verification withdrawing the child from school. A request from the receiving school confirming enrollment and requesting the student's records must be received. Records are mailed directly to that school and may not be hand carried by their parents.

***Financial Obligations***

**Tuition**

The Office for Catholic Schools coordinates a tuition policy to be utilized by the Catholic schools within the Diocese of Greensburg. This policy is established to ensure that the tuition procedures and guidelines are consistent and fair among families with children attending Catholic schools within the Diocese. This policy is implemented through the

Office for Catholic Schools, under the approval of the Superintendent for Catholic Schools. The Office for Catholic Schools reserves the right to adjust this policy, and coinciding procedures as deemed necessary.

### **Establishing Tuition**

The applicable school administration works with the Office for Catholic Schools to establish a tuition rate that is representative of the school budget needs. The tuition rate is also a product of the communities and families that are served.

### **Tuition Planning and Payment Schedule**

Tuition bills must be paid in full by the end of the school year. Parents who run into difficulty meeting this obligation may contact the administration for assistance. We are committed to finding solutions to such problems.

All schools follow the following process:

End of January – beginning of February – Catholic schools open their application process for the upcoming school year and FACTS Grant and Aid application forms are available for parents/guardians to submit for financial aid. If families have applied to FACTS Grant and Aid by March 15, and the student attends the school during the upcoming school year, the FACTS application fee will be deducted from the student's tuition.

End of May – Once parents/guardians have completed the FACTS Grant and Aid financial aid application process and this information has been verified, financial aid award letters are distributed by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.

Options for payment:

- One lump sum payment
- Two equal payments – Set up on FACTS Payment Plans
- Monthly payment plan set up on FACTS Payment Plans that will bring the balance to zero by May 31st of the current school year. This plan allows flexibility of 10 or 11 months of payments depending on when you begin your plan.
- No cash will be accepted as payment

The chosen method for payment must be indicated on the Tuition Payment Agreement and signed and returned by the parents/guardians.

### **Tuition Payment in Default**

Tuition bills must be paid in full by the end of the fiscal year. Parents who run into difficulty meeting this obligation may contact the administration for assistance. We are committed to finding solutions to such problems. Failure to pay or ask for financial assistance, however, will result in the student's removal from enrollment status on July 1<sup>st</sup>. After this date, the student will not be readmitted until all overdue tuition is paid in full. Also, report cards are held until tuition is brought current.

If a payment is not made, for whatever reason, the following process will be followed:

- The parents/guardians will be notified in writing of the payment not being received.
- The parents/guardians will be given 20 calendar days to bring the account to a current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- If the account is not brought to a current status, or an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease at the end of the current quarter.

The parents/guardians must agree to the following:

- To pay all amounts due under the tuition payment agreement/policy. If another person is responsible to pay any part of the amount due for the child(ren), and she/he fails to pay when due, the parents/guardians must agree to pay all amounts due immediately upon notification by the school;
- To pay for the entire semester if the child(ren) leave before that semester is completed
- To abide by the student-parent handbook and know that if the child(ren) violates any portion of the student-parent handbook and/or is removed or expelled from school for any reason consistent with the student-parent handbook or Office for Catholic Schools policy, then the parents/guardians are not entitled to a proportionate refund of tuition. In addition, the parents/guardians are legally responsible for paying any tuition owed at the time the child(ren) stopped attending the school.
- To be legally responsible for paying the tuition described above according to the tuition payment agreement and within the applicable timeframes. The school may take any action available and consistent with

applicable law in order to collect unpaid tuition owed by the parents/guardians including but not limited to withholding academic transcripts and diplomas.

- To understand that their child(ren) may be subject to restriction of school activities or events while tuition is in default.

### **Transfer of Students with Past Balance**

No students will be accepted at any Catholic school within the Diocese of Greensburg if they are carrying a past due balance from any other Catholic school within the Diocese of Greensburg. When transferring to another school, all records, except for health, will be held until balance is paid.

### **Buckley Amendment [FERPA]**

St. Bernard Regional School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

*A non-custodial parent is that parent who does not have primary custody as determined by a court of law.*

## ***Bullying and Cyberbullying***

### **Prohibiting Harassment, Intimidation, Hazing, or Bullying**

The Office for Catholic Schools of the Diocese of Greensburg is committed to providing a caring, friendly, safe, and respectful environment for all students, employees, volunteers, and visitors of our schools. A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. Acts of harassment, hazing, intimidation, and bullying (including cyberbullying) are unacceptable behaviors and are prohibited in our schools.

The purpose of this policy is to assist the schools of the Diocese of Greensburg in our goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying. If incidents do occur, students should be able to report and know that inappropriate behavior will be dealt with promptly and effectively.

### **General Statement of Policy**

- An act of harassment, intimidation, hazing or bullying (which collectively shall be referred to in this document as "bullying") by either an individual student or group of students is expressly prohibited on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; or off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school (including cyberbullying). This policy applies not only to students who directly engage in such an act but also to students who, by their indirect behavior, condone or support another student's unacceptable behavior.
- No teacher, administrator, volunteer, contractor, or other employee of the schools of the Diocese of Greensburg shall permit, condone, or tolerate such acts.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- The principal (or designee) will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.

## **Definitions**

- Bullying involves conduct by a person, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being.
- Harassment, hazing, intimidation, and bullying are any acts, words or other behaviors, by an individual or group against another individual or group, characterized by:
  - Intent to harm
  - Intensity and duration over a period of time
  - An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim
  - Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships; and
  - A level so severe, persistent, or pervasive that an intimidating or threatening educational environment is created or the orderly operation of the school is substantially disrupted.
- Bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendo, demeaning comments, cartoon drawing, graffiti, pranks, gestures, staring/leering, physical attacks, flashing a weapon, physical restraining, threats, taunting/ridiculing, stalking, malicious teasing, name calling, relationship undermining, social isolation or exclusion, other written, verbal and/or published items including cyberbullying, destroying/damaging property, or other physical actions.

## **Responsibilities of Administrators, Supervisors, Teachers and Others**

To the extent that a person has supervision of other persons, activities and environments, each administrator, principal, teacher, aide, or volunteer shall:

- Have the responsibility for maintaining a workplace, work area, learning area and/or activity area free of harassment, intimidation, hazing, and bullying. Teachers should establish a positive, friendly, and trusting relationship with the class and each individual student. The best results are obtained through a combination of generous verbal praise or other social reinforcements for positive activities and consistent negative consequences for aggressive, rule-violating behavior.
- Have the responsibility to ensure that all information concerning the policy prohibiting harassment, intimidation, hazing, or bullying is disseminated to all subordinates, to all families, and to all students. This information may be in the form of rules, regulations, orders, procedures, policies, or other written or oral directives. All parties are to be instructed as to the full meaning and application of all such directives.
- Have the responsibility to be particularly alert to possible situations, circumstances, or events that may lead to or constitute bullying and immediately report to his or her immediate supervisor: any actions viewed by him or her which, in his or her opinion, may be construed as falling within the definition of bullying as contained within the policy; and/or any instances, reports or allegations of bullying which come to his or her attention.
- Have the responsibility, upon receiving an allegation of bullying, to complete the Bullying, Harassment, or Intimidation school investigating form.
- Document incidents in the Diocesan PowerSchool student management system for the purpose of program evaluation and planning, as directed by the Superintendent and the Office for Catholic Schools.

## **Responsibilities of Students**

To the extent that students have influence with other persons, their own words and actions, and school activities and environments, each student shall:

- Respect and obey all teachers, staff, and volunteers
- Speak and act appropriately
- Respect other students in word and action
- Respect school property and the property of others
- Not harass, intimidate, haze, or bully others
- Recognize peer conflict, report problems, and work to resolve conflict
- Be responsible for protecting the rights of others

- Accept responsibility for her/his own actions as well as the actions of a group when participating in such behavior
- Be truthful and candid if observing behaviors that could be a form of bullying
- Be courageous to report behaviors to a teacher or administrator
- Make it a point to include all students who are easily left out.

### **Reporting Procedures**

Any student, employee, staff member, aide or volunteer who believes he or she has been the victim of bullying or any such person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to the building principal (or designee). A student may report bullying anonymously. The Office for Catholic Schools encourages the reporting party or complainant to use the reporting form available from the building principal. An oral report shall be considered an official report and must be documented.

- The building principal (or designee) is the person responsible for receiving oral or written reports of bullying at the building level. If the report is given verbally, the principal (or designee) shall reduce it into written form using the Bullying, Harassment, or Intimidation school investigation form.
- All other members of the school community, including parents/guardians, students, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to a school employee. While submission of the report form is not required, it is encouraged. The Bullying, Harassment, or Intimidation reporting form is used for reporting and is found on the diocesan school website.
- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's: grades, educational environment, future employment, work assignments or work environment.
- The school and the Office for Catholic Schools respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness(es) as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data and will not be disclosed except as required by law.
- Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report, but only when validated.
- If the complaint concerns alleged conduct by the principal, the report form shall be delivered to the Superintendent.

### **Investigation Procedures**

- Upon receipt of a report or complaint that alleges harassment, intimidation, hazing or bullying, the building principal (or designee) shall undertake a prompt, thorough and complete investigation of the alleged incident in as confidential a manner as possible. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall be documented using the Bullying, Harassment, or Intimidation school investigation form and may include other methods and documents deemed pertinent by the investigator.
- The building principal (or designee) may take immediate steps, at her/his discretion, to protect the complainant, student(s), or others, pending completion of an investigation of bullying, consistent with applicable law.
- Whether a particular action(s) or incident(s) constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.
- The building principal (or designee) is not obligated to disclose to a victim any educational or personnel data, including any disciplinary action taken against an alleged perpetrator. To the extent permitted by law, the principal will notify the parent(s) or guardian(s) of the student(s) involved in a bullying incident and the remedial action taken, based on a substantiated report.
- A full written report shall be completed by the principal or the principal's designee upon completion of the investigation. Such report may include, but shall not be limited to:
  - Written and/or transcribed verbal statement(s) of the reporting or aggrieved party.
  - Written and/or transcribed verbal statement(s) of the accused party.

- Written and/or transcribed verbal statement(s) of all witnesses.
- Diocese of Greensburg Schools Harassment, Intimidation, Hazing, and Bullying Investigation Form (600 A).
- Factual findings and recommendations.
- All written and/or transcribed verbal statement(s) shall be signed by the person offering such statements.

### **Discipline and Remedial Action**

The response to students who commit one or more acts of bullying should be determined based on the totality of the circumstances. In all cases, the school should attempt to actively involve parents/guardians in the remediation of the behavior(s) concerned.

- Initiate immediate talks with the bully or bullies to include:
  - Documenting involvement of participation
  - Sending a clear, strong message that the behavior is not acceptable
  - Warning that future behavior will be closely monitored
  - Warning that additional negative consequences will be administered if the behavior does not stop
  - Immediate consequences may be warranted for inappropriate actions in their first occurrence
- Talk with the victim and his/her parents/guardians to include:
  - Documenting specifics of the incident
  - Providing information about the plan of action to be taken by school personnel and parents/guardians to deal with the behavior
  - Encouraging the immediate reporting of any new episodes or attempts to school personnel
- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider the following factors:
  - The development, maturity levels, and/or special learning needs of the parties involved
  - The levels of harm
  - The surrounding circumstances
  - The nature of the behaviors
  - Past incidences or past or continuing patterns of behavior
  - The relationship between the parties involved
  - The context in which the alleged incidents occurred

It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the diocesan policies and school procedures.

- Upon completion of the investigation, the building principal (or designee) will take appropriate action. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Consequences and appropriate remedial action for students who commit acts of bullying may range from positive behavioral interventions, referral to school and outside resources, detentions, up to and including suspension or expulsion. In summary, action taken for violation of this policy will be consistent with the applicable statutory authority, and the school and diocesan policies and regulations.
- The parents/guardians concerned should be contacted. Depending on the situation, meetings can be held together with parents/guardians of both sides, or to minimize tensions, meetings can be held with each family separately. To support the teacher convening this meeting, the school psychologist, guidance counselor, principal or assistant principal may be invited to attend.

### **Protection for those Reporting Incidents**

The Diocese of Greensburg, Office for Catholic Schools prohibits intimidation, harassment, or intentional disparate treatment against any person who makes a good faith report of alleged bullying, any person who testifies, assists, or participates in an investigation; or any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the perpetrator and remediate the impact on the person who reported the incident. Disciplinary action will be in accordance with diocesan policies, procedures, and agreements, and may range from positive behavior intervention up to and including suspension, expulsion and/or reports to appropriate law enforcement officials.

### **False Accusations**

Students, school employees, visitors or volunteers who are found to have falsely accused another of bullying shall receive consequences in accordance with diocesan policies, procedures, and agreements. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the perpetrator and remediate the impact on the person who was falsely accused. Consequences shall be determined by the school administrator after consideration of the nature and circumstances of the act and may range from positive behavior intervention up to and including suspension, expulsion and/or reports to appropriate law enforcement officials.

### **Cyberbullying**

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by a peer using information and communication technologies.

The policies and procedures herein related to other forms of bullying, and in the Diocese of Greensburg Schools Technology Resource Acceptable Use Policy, also apply to cyberbullying. However, because the motives, methods, profile, and demographics of cyberbullies are varied and sometimes different from the traditional bully, the solutions and prevention messages must address their special issues.

The schools have a valid concern and legal obligation to maintain discipline and protect their students while in their care in the classroom, on school grounds, and at school-sponsored activities. However, if cyberbullying originates or occurs off school grounds and outside of school hours and does not directly impact the school itself, schools have limited authority to react to cyberbullying. Each school's Technology Resource Acceptable Use Policy, signed by the student and parent, must include a provision reserving the school's right to discipline the student for actions taken off school grounds if these actions are intended to and/or do adversely affect the safety and well-being of students while in school. Documentation on how the incidents affect the school should be kept.

Children should be counseled to immediately tell a responsible adult. Depending on what they are doing, how they are doing it, and if repeated, cyberbullies' actions might escalate from annoyance, to bullying, or to the school's disciplinary code, to criminal acts.

If cyberbullying is repeated and threatening, the victim and the parents/guardians should contact the school so the situation can be monitored in school for the safety of all. School authorities must respond to allegations of cyberbullying:

- By gathering information using the Bullying, Harassment, or Intimidation school investigation form and procedures detailed in this policy, including the telecommunication method used and the effect of the threat at school. Collecting and preserving electronic evidence is important to facilitate the investigation and any eventual prosecution. Do not: 1) install or allow to be installed any programs; 2) remove or allow to be removed any programs; or 3) take or allow other remedial action on the involved computer or communication device during this process. These actions may adversely affect the investigation and any eventual prosecution.
- In one or more of the following ways:
  - Contact law enforcement if the victim is in danger of physical harm
  - Contact both sets of parents/guardians and try to mediate the situation and reiterate applicable policy
  - Institute an educational and awareness program to help stop further cyberbullying by students, and to help educate parents/guardians about the problem

### **Policy Dissemination, Prevention Programs, and Curriculum**

Information regarding the policy against bullying shall be incorporated into the school's employee in-service program and policies.

It is the responsibility of the administration and staff to ensure that each child is made aware and understands definitions, conditions, and examples of bullying. The schools will provide annual education and information to students and parents/guardians regarding bullying, including information regarding the Office for Catholic Schools' policy prohibiting bullying.

Intervention programs may also be delivered by Intervention Specialists, Guidance Counselors, SAP Liaisons, and/or professional school personnel.

### **Child Abuse and Immunity Laws**

It is important to remember that "child abuse" is not limited to sexual abuse alone. It includes inflicting or creating an imminent risk of physical injury, mental injury, sexual abuse, or harmful physical neglect. A "child" is any individual who is under the age of 18.



Child abuse can be one of several different things:

- Non-accidental *physical injury* that causes severe pain, or that significantly impairs the child's physical functioning, even temporarily.
- Non-accidental clinically diagnosable *mental injury* that renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, unable to perform age-appropriate developmental and social tasks, or in reasonable fear that his or her life or safety is threatened;
- Any type of *sexual abuse* or *sexual exploitation* (such as inducing a child to engage in sexual acts or to be photographed in simulating sexual acts, even if the child "consents" to the acts); or
- Serious *physical neglect* which endangers a child's life or development or impairs the child's functioning, but which does not arise solely from the financial inability of the parents to provide adequate housing, clothing and medical care. Child abuse also occurs when an individual places a child in imminent risk of serious physical injury or sexual abuse or exploitation.

### **Perpetrators**

A perpetrator of child abuse can be a:

- child's parent;
- spouse or former spouse of the parent;
- paramour or former paramour of the parent;
- person 14 years of age or older responsible for the welfare of a child or having direct contact with children as an employee of child care services, a school, or through a program, activity or service, such as a baby sitter or day care staff person;
- individual residing in the same home as the child who is at least 14 years of age;
- relative who is 18 years of age or older who does not reside in the same home as the child, but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or
- an individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

A perpetrator of child abuse for failure to act can be a:

- child's parent;
- spouse or former spouse of the parent;
- paramour or former paramour of the parent;
- person 18 years of age or older who is responsible for the child's welfare or who resides in the same home as the child.

### **Mandated Reporters**

Mandated reporters do not have to determine whether or not the person meets the definition of perpetrator in order to make a report.

Mandated reporters are those people who are required by law to report suspected child abuse. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse.

All employees and volunteers who have identified, suspected, or self-reported child abuse by any person should immediately report the incident to ChildLine at **1-800-932-0313** and then complete the Commonwealth of Pennsylvania CY 47 form.

After the report is made to ChildLine, the staff person or volunteer may discuss the ChildLine call with his or her supervisor, but the reporting individual must then notify the Bishop Delegate's Office of the mandated report in writing, via a copy of the CY 47 form.

*The Managing Director of Catholic Charities serves as the Bishop's delegate for matters of clergy and church personnel sexual misconduct. The Director of Human Resources serves as the safe environment coordinator.*

Among the occupations specifically listed in Child Protective Services Law (CPSL) as mandated reporters are many associated with Catholic institutions:

- Clergy, teachers, day-care personnel, social service workers, school administrators, school nurses, foster-care workers, health care personnel and mental health workers.
- Other types of Church personnel who should be considered mandated reporters are parish and school administrative personnel, music ministers, child-care personnel, youth ministers, athletic coaches, food service personnel, classroom aides and playground monitors.
- Non-paid and voluntary personnel who perform services for the Church should also consider themselves to be mandated reporters if they come into contact with children during the course of their volunteer Church work.

A mandated reporter need not make a first-hand observation of the suspected child abuse victim. Second-hand reports of abuse must be reported to the proper authorities if the mandated reporter has "reasonable cause to suspect" that child abuse has occurred.

### **Permissive Reporter**

Permissive Reporters are individuals who are encouraged to report suspected child abuse, although not required by law.

### **Reporting**

Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They encounter the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program activity or service.
- They are directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church, or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the mandated reporter to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse. Reporting is made to ChildLine either electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) or by calling 1-800-932-0313. If an oral report was made to ChildLine, a report of suspected child abuse (CY 47) must also be completed and forwarded to the county children and youth agency within 48 hours after making the report.

## ***Crisis Plan***

### **Multi-Hazard Plan**

The Diocese of Greensburg, in cooperation with the schools in the diocese, have developed a diocesan multi-hazard plan that follows the PEMA (Pennsylvania Emergency Management Agency) format. Each school has a copy of this plan, which has been individually tailored to meet each school's individual needs and circumstances.

School safety and security are important issues of concern for every school principal. All diocesan schools shall have a Safety Committee consisting of the building principal, pastor, custodian and representatives from the faculty, fire department and police. This committee shall review the building for safety issues and develop a plan for evacuation and lock-down situation.

All schools in the diocese must review their plan each year to update information and ensure teachers and staff are familiar with their roles and responsibilities.

The Crisis Management Plan designed by the diocese shall be available and accessible for all school employees.

The principal will conduct monthly fire drills and one of which is an evacuation drill annually to a secure site. Lock-down mode is to be conducted once per semester.

All buildings must have an operational security system within the building limiting the access of unauthorized persons. All visitors must report to the office and sign-in and sign-out.

### **Fire Drills**

Fire Drills shall be conducted at least once each month. Teachers and students shall become thoroughly familiar with the use of fire escapes, appliances, routes, and exits. When students have reached the designated safety area, the teacher shall call the roll from the class record book. The date of the drill shall be recorded on the diocesan fire drill form. At least one lock-down drill should be conducted each year.

The date of the monthly fire drill/disaster drill should be recorded by the building principal.

### **Severe Weather Drill**

Severe weather drills are conducted annually when announced by the Pennsylvania Emergency Management System through the county offices. The purpose of this exercise is to test procedures in the event of such an emergency. When announced, schools will respond to the scenario presented. The principal reports the results of the drill to the Office for Catholic Schools, and the drill is marked on the fire drill sheet.

### **Bus Drills**

All schools using or contracting school buses for the transportation of school children shall conduct, on school grounds, two emergency evacuation drills on buses during each school year. The first is to be conducted during the first week of the first school term, and the second during the month of March, and at such other times as the chief school administrator may require. Each such drill shall include practice and instruction concerning the location, use, and operation of emergency doors and fire extinguishers, and the proper evacuation of buses in the event of fire or accident.

## ***Discipline***

Student disciplinary offenses are generally classified into two categories: Level I and Level II Offenses: Unacceptable behaviors, a singular incident of which does not rise to the level of serious misconduct. These are generally handled by the teacher but may require the attention of the principal if they are persistent or severe.

### **Examples of Level I Offenses:**

- Disrupting class
- Dress code infraction
- Gum chewing
- Being rude or impolite
- Failure to complete assignments
- Classroom tardiness

### **Examples of Level I Consequences:**

- After school detention
- Withdrawal of school privileges
- Phone call home
- Parent/teacher conference
- Change in seating
- Writing assignment

**Level II Offenses:** Serious or persistent misconduct that creates harm, or the potential for harm, to the student, others, or the school. Level II offenses may include any behavior that is contrary to Catholic morality. All Level II offenses will be reported to the principal who will determine the appropriate sanction.

**Examples of Level II Offenses:**

Fighting  
Truancy  
Teacher defiance  
Teacher disrespect  
Bullying  
Possession of drugs, alcohol or tobacco  
Possession of weapons of any kind  
Persistent Level I offenses  
Obscene language  
Possession of obscene or dangerous materials  
Stealing  
Lying  
Cheating  
Destruction of school or individual property

**Examples of Level II Consequences:**

Short or long-term suspension  
Expulsion  
Referral to law enforcement  
Restitution for damages to property  
Requirement of counseling services as condition of continued enrollment  
Suspension or removal of bus privileges  
In-school suspension  
Payment of costs or fines incurred by the school as a result of the offense

**The administration reserves the right to determine the appropriateness of an action if any doubt arises.**

**Elastic Clause**

Because it is impossible, to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy. The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

**Detention and/or In-School Suspension (ISS)**

Detentions/ISS may be issued for grades K and up. Grades K-3 will receive a warning and a phone call or note to parent regarding behavior for the first offense with the second offense resulting in detention. Grades 4 and up may receive a detention/ISS on first offense.

Detentions and In-School Suspensions will be coordinated with parents.

**Suspension**

For a serious infraction of school regulations or the Code of Conduct, the principal may temporarily suspend a student out-of-school. The time of the suspension will become effective after the principal has notified the parents/guardians.

### **Expulsion**

Expulsion is a severe punishment which is used as a last resort and after serious deliberations or when circumstances otherwise warrant.

Reasons for which a student may be subject to detention, suspension, or expulsion from school include, but are not limited to:

- 1) Infractions of school regulations, or disciplinary codes applicable to each school;
- 2) Continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students;
- 3) Continued malicious disobedience or disrespect for authority;
- 4) Possession, use, or transporting any weapon or look-a-like weapon;
- 5) Possession, use, sale, and/or conveyance of any controlled substance, drug, look-a-like drug, alcohol, or anabolic steroid;
- 6) Assault or battery of a fellow student, teacher, administrator, or an employee of the school;
- 7) Bomb threats;
- 8) False alarms;
- 9) Use of vulgar or obscene language;
- 10) Excessive absence or tardiness;
- 11) Fighting;
- 12) Disrespect toward the school in word or action.

In the event of an expulsion, the following procedure shall be used:

A time of suspension will first be imposed during which there will be private consultations of parents with pastor, principal, guidance counselors, and teachers.

The final decision concerning expulsion will rest with the principal. Before any such administrative decision, the principal must consult with the pastor, appropriate local authorities, and the Office of Catholic Schools of the Diocese of Greensburg.

A written report of the expulsion will be submitted to the Office of Catholic Schools.

The parent/guardian may, within five (5) school days of the decision of the principal to expel the student, appeal to the Superintendent of Catholic Schools whose decision will be final.

### ***Possession of Weapons***

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 Pa. C.S. §912. Weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, nun-chuck, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or intended for such use.

### ***Drug and Alcohol Policy and Administrative Guidelines-Students***

A student on school grounds, during a school session, or anywhere at a school-sponsored activity who is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or any substance purported to be a restricted substance

or over the counter drug shall be subjected to discipline. **The school reserves the right to search anything brought on school property.**

The policy including its rules, regulations, and guidelines is a coordinated effort by the Office for Catholic Schools to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances by the entire student population.

Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Office for Catholic Schools will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances, and alcohol related situations.

### **Definition of Terms**

Drug/Mood Altering Substance/Alcohol: Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972), 35 P.S. 780-101 et. seq., as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood, and/or any anabolic steroid.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the Office for Catholic Schools policy for the administration of medication to students in school.

Student Support System: is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. This team has been trained to understand and work on the issue of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Distributing: deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substances, as defined by this policy, from one person to another or to aid therein.

Possession: possess or hold, without any attempt to distribute, any alcohol, drug or mood-altering substances determined to be illegal or as defined by this policy.

Cooperative Behavior: shall be defined as the willingness of a student to work with staff and school personnel in a reasonable manner, complying with requests and recommendations of the members of the Student Support System.

Uncooperative Behavior: is the resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the Student Support System.

Drug Paraphernalia: includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to roach clips, pipes, and bowls.

### **Guidelines**

As an integral part of the Office for Catholic Schools' Drug and Alcohol Prevention Program, these guidelines represent one component in an effort to respond effectively to drug, mood altering substances and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol related incidents. The Superintendent for Catholic Schools reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

### **Discipline Procedures-Sale, Use, Possession, or Procurement of Intoxicating Beverages, Narcotics, or Other Restricted Drugs Such as Anabolic Steroids**

A student who on school grounds during a school session, or anywhere at a school-sponsored activity, does sell, use, possess, or aid in the procurement of alcohol, narcotics, or restricted drugs, including marijuana or anabolic steroids or other material purported to be such, shall be subject to exclusion from school.

**The school reserves the right to search anything brought on school property.**

Parents of the students involved are to be contacted immediately by the appropriate school administrator with a recommendation that the student be taken to a physician for a complete examination and request that the parents notify the school of the results of the examination. The principal shall also give immediate notice to the police of the incident and efforts shall be exerted to obtain positive identification of the substance whether it be a narcotic, a restricted drug, alcohol, or marijuana. The school will make every effort to protect a student by assisting the police in the apprehension of the person or persons who made such substances available.

- **Anabolic Steroids-** The use of anabolic steroids, except for a valid medical purpose, by any student involved in school-related athletics is prohibited. Body-building muscle enhancements, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes.

Anabolic steroids include any material, compound, mixture, or preparation that includes any of the following or any isomer, ester, salt or derivative of any of the following that acts in the same manner on the human body:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| 1. Chorionic gonadotropin         | 11. Nadrolone decanoate       |
| 2. Clostebol                      | 12. Nandrolone phenpropionate |
| 3. Dehydrochlormethyltestosterone | 13. Norethandrolone           |
| 4. Ethylestrenol                  | 14. Oxandrolone               |
| 5. Fluoxymesterone                | 15. Oxymesterone              |
| 6. Mesterolone                    | 16. Oxymetholone              |
| 7. Metenolone                     | 17. Stanozolol                |
| 8. Methandienone                  | 18. Testosterone propionate   |
| 9. Methandrostenolone             | 19. Testosterone-like         |
| 10. Methyltestosterone            | related compounds             |

Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

The following minimum penalties are prescribed for any student found in violation of this regulation:

- For a first violation, suspension from school athletics for the remainder of the season.
- For a second violation, suspension from school athletics for the remainder of the season and for the following season.

No student shall be permitted to resume participation in school athletics unless the principal has received a medical report indicating that no residual evidence of steroids exists. As a further condition of reinstatement into the school athletic program, the student shall be required to participate in a drug counseling and/or treatment program satisfactory to the principal.

The Superintendent for Catholic Schools must be advised immediately of any student(s) who violate this policy.

LEGAL REFERENCES:	Act 93 of 1989
	Public School Code of 1949
	24 P.S. 407, Rules and Regulations

### **Field Trip Policy**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classrooms. To ensure the desired outcomes of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip.

The written consent of parents must be obtained for every child participating in a field trip. A Field Trip Participation Form must inform parents of the following:

- Name, location and date(s) of the event.
- Cost to the student.
- Mode of transportation to be used.
- Name of the supervisor overseeing the activity.
- Parent's responsibility.

No student may participate unless a signed Field Trip Participation for the specific event is on file with the principal. The permission form is to be submitted to the teacher at least one (1) school day before the scheduled trip. Parents may be asked to provide part, or all of the costs involved. The students must attend school the day after a field trip.

Whenever possible, bus transportation should be provided. The use of private vehicles is strongly discouraged. If a private passenger vehicle must be used, the parent/guardian of the student driver of the vehicle and the parent/guardian of the student passenger(s) must sign the proper form indicating their approval of the field trip circumstances. If a private vehicle is being used, two adults must be in the car with the students. These types of field trip arrangements should be used only on special rare occasions. The special driving form must be complete and submitted to the principal prior to departure.

The driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) students is recommended for elementary school and one (1) adult per fifteen (15) students in the secondary school.

Parents may not act as drivers on school field trips unless through discussion with and designation by the school principal.

Participation in field trips is a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements of the school. Students who do not participate in field trips will be provided alternative assignments during the period of the field trip.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for parties should be sent to the homes of students unless an invitation is given to *every student in the entire grade*. If choosing to send Valentines, they are to be distributed to every child in the class. A class list will be supplied.

## ***Communication***

Clear and open communication is a key to success and satisfaction, accomplishing desired goals, and for maintaining a positive environment. Our goal is to keep both the parents, and the school involved in an open dialogue with regards to their child's spiritual, academic, and emotional growth.

Teachers and staff members will communicate with parents in a manner that is courteous, helpful, and in a spirit of Christian service to pupils and their parents. Parents are asked to follow these same principles when communicating with teachers, staff members, or other parents.

### **Parent to School Communication**

In order to assist parents in having their questions and concerns addressed appropriately, the following procedure is given:

- 1) If there is a question or matter of concern that can be best addressed by the classroom, subject area teacher, or Act 89 personnel (school psychologist, guidance counselor, math and reading specialists) please be sure to initially direct the question or concern to that staff member.
- 1) A note seeking a return phone call is a suggested starting point.
- 2) If an initial discussion with a classroom, subject area teacher, or Act 89 personnel requires further clarification or cannot be resolved, the parent will inform the teacher that the principal will be contacted.
- 3) The school principal will work with the parent(s) and staff in addressing the matter of concern. The request for the inclusion of the principal in a given instance may come from the staff member or the parent or both.
- 4) If the problem remains unsolved, the parent has recourse to the Superintendent of Catholic Schools.

Many occasions occur which require parent communication with the school. Depending on the situation, the most effective method is to contact the teacher in writing. These situations may include: notes for going home a different way than usual, individual health concerns, family situations that might affect the child, or extended illnesses. The child's teacher will forward the communication to the office after noting the parent's concern.



### **School to Parent Communication**

Communication between the School and Home is vital as it informs parents of all school events, policies, procedures, and other matters that may involve the entire school community. Information that needs to be received mainly happens through email, text (School Messenger), family mail, hard copy memos and the school website. We strive to make the main form of communication through email so please check your email daily.

### ***Homework***

Homework is essential for the full scholastic development of the child. The objectives of home study are to develop habits and techniques of independent and useful study, student responsibility, and organizational skills.

Homework

- Provides practice and reinforcement of skills already presented in the classroom.
- Broadens areas of interest through enrichment.
- Provides an opportunity for parents to know what their child is studying.
- Encourages parent and child interaction.
- Provides teachers a way to monitor progress in learning.
- Allows students to prepare for follow-up lessons.

Children are expected to do a reasonable amount of home study. It is the responsibility of the parent to supervise this work, being careful, however, not to promote dishonesty or forestall learning, which results from actually doing the homework for the child. Homework may consist of written work, reading, study for review, memorization, or work on special projects. It is the responsibility of parents to provide time and a quiet place for homework to be done.

In the case of student absence, the student is expected to make up work that he/she has missed. If a parent would like to request that the teacher prepare these assignments to be picked up, please do so by 8:30am when you report your child absent. Homework is to be picked up after 3:00pm on that day. Otherwise, the work will be assigned to the child upon returning to class.

### **Homework for Primary Grades**

**Kindergarten:** Kindergarten students will complete 1-2 days per week of homework assignments starting in January of the school year in order to prepare them for first grade.

**First Grade:** First grade students will complete homework in 1-2 subjects four times per week.

**Second Grade:** Second grade students will complete homework in 1-2 subjects four times per week.

**Primary** grade students are expected to complete all of their homework. If they forget their assignments, they will be required to bring them to school on the next day. Parents will be contacted and asked to assist the teacher in this goal if students consistently miss assignments.

### **Homework for Intermediate Grades**

**Third Grade:** Third grade students will bring assignment notes home every day. Parents must sign these notes to verify that the student has completed the homework assignment. Parents must also sign assignment books over the weekend and return them on Monday.

**Fourth Grade:** Parents must sign assignment books over the weekend and return them on Monday. Teacher will check assignments daily.

**Fifth Grade:** Parents must sign assignment books over the weekend and return them on Monday. Teacher will check assignments daily.

**Sixth Grade:** Parents must sign assignment books over the weekend and return them on Monday. Teacher will check assignments daily.

**For the intermediate grades,** missed homework will result in a homework reminder. Students will receive an after-school detention upon receiving their fifth reminder within any marking period.

### **Homework for Special Subjects**

Special classes are legitimate subjects and students are expected to treat them as such. Students are expected to complete all homework assignments given to them in any of the special classes (art, music, Spanish, library, or gym). If a student receives four homework reminders within a given marking period, he/she will be issued an after-school detention to be served with that special teacher or his/her homeroom teacher.

All students (K & up) are required to attend and participate in the Christmas Concert held in December and the Spring Concert held in May. If a student does not attend and participate, they will be given a homework assignment to be completed within five (5) days.

### **Assessment program**

#### ***Standardized Tests***

Standardized testing is currently in effect for the students at St. Bernard Regional Catholic School. The results of the testing are made available to parents upon request and become a part of the student school record. All students participate in standardized testing appropriate for their grade level.

#### ***Textbook Tests***

The textbook series used in the St. Bernard Regional Catholic School curriculum offer a comprehensive evaluation program using a variety of informal and formal assessment options. The tests measure student performance on specific objectives taught in units, and teachers are given options for pre-testing, post-testing, and retesting.

#### ***Teacher Developed Tests***

Although all types of evaluation, both formal and informal, are used to measure and evaluate behavior and learning, there are circumstances in which teacher-designed assessments are especially useful.

### **Gifted Education**

Students who demonstrate gifted potential may be referred to the school psychologist for psychological evaluation to determine eligibility for gifted programming in accordance with Pennsylvania Special Education Standards and Regulations. Parents should discuss with the classroom teacher or guidance counselor opportunities for determining gifted characteristics.

### **Auxiliary services**

The classroom teacher is encouraged to effectively utilize the auxiliary services available to our children as another way of providing appropriate levels and modes of instruction. The teacher is responsible for identifying students in need of special assistance in conjunction with the principal and parents and arranging for them to be enrolled in either remedial or enrichment classes.

Remedial services provided through federal money takes place in an available classroom/office.

### ***Math and Reading***

Auxiliary Math & Reading services are funded through Pennsylvania Act 89 and allocated by the ARIN Intermediate Unit. The I.U. contracts with Catapult Learning, Inc. to provide certified teachers to the school for auxiliary instruction time. Services may include (but are not limited to) reinforcement, skill practice, problem solving, enrichment, etc. These services are coordinated with the classroom teacher based on students' classroom performance. The program is flexible and allows every student this opportunity. Written parental consent will be obtained for those students who are recommended by the classroom teacher or principal to be seen on a weekly basis throughout the school year. An initial assessment will be done to determine students' skill levels. Progress Assessment Reports will be distributed along with school report cards.

The Catapult Learning Teachers are available for conferences with parents and school faculty.

### ***Guidance Services***

Guidance services are funded through Pennsylvania Act 89 and allocated by the ARIN Intermediate Unit. The I.U. contracts with Catapult Learning, Inc. to provide a certified Guidance Counselor to the school. Guidance services may include (but are not limited to) whole class participation for help in study skills, career interests, social concerns, school problems, etc. Classroom teachers are involved in deciding appropriate topics according to Diocesan curriculum guidelines.

Counseling services for individual students or small groups are provided for specific needs based upon teacher and/or parent referrals.

Our School Counselors are employees of the Diocese of Greensburg through Catholic Charities.

The Catapult Learning Counselor is available to the students, parents, and school faculty.

### ***Psychological Evaluation***

Classroom observation, team consultation, and possible full battery academic testing by a school psychologist assists the school in identifying special needs students. This service is provided through Act 89 funding. Children are identified primarily through teacher referral.

### ***Speech Services***

Speech and language support services are provided through Act 89 funding. Children are identified through a screening process by a speech clinician, a teacher and/or parent referral.

### **Elementary Student Assistance Program**

All Diocesan schools are required to have a student assistance team. The team is comprised of teachers and administrators who have received special training to help them identify students who are having serious mental, emotional or other problems that endanger their well-being or success in school.

The ESAP team does not diagnose or treat students, but identifies those students who may be at risk, and relates this information to the parents. The team will meet with parents and help direct them to the resources that will assist them in helping their child.

Referrals to the ESAP team may come from teachers, students, parents, or any staff member. All ESAP records are confidential and are destroyed one day after a student graduates or leaves St. Bernard School.

### **Grading Scale:**

***A = 93 – 100***  
***B = 85 - 92***  
***C = 75 - 84***  
***D = 65 – 74***  
***F = 64 or below***

### **Library Book Policy**

The maintenance of a library with a broad selection of age-appropriate reading materials is important to the intellectual development of our students. Therefore, it is important that books taken out by students are returned in a timely manner. In order to facilitate this, the following steps will be implemented for failure to return library materials:

**First and Second Reminders:** Students will not be able to take out another library book.

**Third Reminder:** Librarian will call home and request that the book be returned.

**Fourth Reminder:** A bill will be sent home with the replacement amount to be paid to St. Bernard School.

### **Lunch Program**

St. Bernard School offers a school lunch program. Our school lunches are prepared fresh daily, in-house. Students have a choice of an entrée, fruit, vegetable, and milk. Monthly menus are sent home, and lunches must be chosen. In accordance with government guidelines, students may apply for the free or reduced lunch program.

Students may bring a bag lunch from home if they choose. Milk is available for purchase at the school or students may bring their own drink. Please do not send soda or other drinks containing high levels of sugar or caffeine to school with your child.

**It is recommended that students with special dietary needs/food allergies pack a lunch from home** as St. Bernard Regional School offers specific food items that might not meet the student's dietary needs. Additionally, St. Bernard Regional School is **not responsible** for food-label interpretation or food cross-contamination of any food prepared in the cafeteria kitchen. A "peanut-free" area is provided in the cafeteria for students who need a safe space to eat. Students with food allergies need to provide a physician's note.

### **Cafeteria Rules and Procedures**

Teachers will monitor the cafeteria while the children are eating. Each class is assigned a designated seating area in the cafeteria.

- 1) Students will be respectful of other students and teachers in the lunchroom.
- 2) Students will stop and listen when the bell rings for instructions.
- 3) Students will raise their hand to ask for help if needed.
- 4) Students will keep hands and feet to self at all times.
- 5) Students will use inside voices in the lunchroom.
- 6) Students will keep their area neat and will not throw food.
- 7) Students will clean up after themselves after lunch.
- 8) The teacher will direct the students to dispose of their trash and then dismiss the students.
- 9) All students are expected to cooperate with lunch volunteers and teachers.

Should these rules not be followed, the following consequences will occur in the order that they appear:

- 1) Student will be given verbal warning first.
- 2) Student will be assigned to another seat at their table.
- 3) Student will be assigned to another seat at an empty table.
- 4) Student will eat lunch in the office and will lose recess privileges.
- 5) Family will be notified by Principal.

### **Nutrition and Wellness Policy**

Schools within the Commonwealth of Pennsylvania that participate in the state's free and reduced lunch programs are required to implement a student wellness policy. The primary aim of the policy is to help students develop into healthy adults. Research demonstrates that a balanced nutrition during the school day has a direct and significant impact on student achievement. A detailed wellness policy is available on the school's website.

St. Bernard Regional Catholic School will continue to take steps to improve its cafeteria selections in order to offer the healthiest possible diets and encourage good eating habits.

The nutritional value and frequency of student snacks and treats will also be regulated. Students may bring a treat for their class on their birthday, but the snacks must be chosen from a list of healthy snacks that will be provided to the parents. Summer birthdays will be celebrated in June.

The emphasis of all celebrations that involve food will be on the importance of the event itself. On special holidays that traditionally involve candy or other sugar-based foods (Halloween, Christmas and Easter), a single day will be designated during which students will be permitted to share these types of snacks. Food will never be used as a reward.

### **Administration of Medications Policy**

The Office for Catholic Schools, Diocese of Greensburg, recognizes that parents have the primary responsibility for the health of their children. It also recognizes that many children can attend school because of the effective use of medication in the treatment of chronic disabilities or illnesses. The Office for Catholic Schools believes that every effort should be made to administer medications at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These are necessary for the protection of both the student and the school personnel.

This policy shall be implemented in collaboration with public school districts who provide health services to Catholic schools.

\*Only essential medications will be given at school, with parent/guardian taking full responsibility for any medication sent into the school.

The following regulations are in effect:

#### **Administration of Medication During School Hours**

Medications cannot be administered unless a **Medication Permission Form** is completed **along with a Private physician's written request** for administration of specific dosage of medication. Such request should include:

- Date;
- Student's name;
- Diagnosis;
- Medication, dosage, how administered, time schedule and length of time to be administered in school;
- Possible side effects or contraindications;
- Any curtailment of specific school activity (lab, sports, shop, driver's training, etc.);
- Listing any other medications which have been prescribed by the physician;
- Physician's signature and telephone number;
- Parent's signature.
- Medication Permission Forms can be obtained from the office.

#### **School Nurse Responsibilities**

The nurse is responsible for orientation of the person(s) authorized to administer medication. Orientation should include:

- Principles of medication administration;
- Review of specific medications which are to be administered, including side effects;
- For students on long-term medication, the nurse should have conferences with the parents regarding responses to medication and a written report should be given as needed for the family to give the physician.

Parental or guardian written request and authorization to give each specific medication accompanies the physician's written approval/request. Information should include:

- Date;
- Student's name;
- Prescribing doctor's name;
- Statement requesting and authorizing the administration of the medication, name of medication, dosage and time interval;
- List of all current medication taken by the student (home or school).

The school nurse or a person designated by the school administrator will administer the medication.

### **Delivery of Medication**

Medication is to be delivered to the school by the parent, guardian or responsible adult or student to the school nurse if such student is of high school age.

- If the school nurse is not available, the principal will need to designate someone.
- The medication will be recorded in the log with the date, name and amount of medication delivered and signed by the parent.
- The physician's written request and parental authorization (Medication Permission Form) are brought with the medication and delivered to the school nurse or designated person.
- When possible, the parent should notify the school nurse in advance that the child will need medication.
- When someone other than the parent brings the medication to the school, the medication should be placed in a sealed envelope by the parent. It should be marked with the name of the child, the name and the amount of medication sent, or be in a pharmacy labeled bottle.

### **Medication Restrictions**

Supply of medication to be kept at school:

- Single day supply for short-term illness.
- One or two weeks for long-term chronic illness. This would afford the nurse the opportunity to meet the parents and discuss the child's response to medication, etc. The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.

### **Labeling and Storage of Medication in School**

- Medication brought to school must be in a properly labeled container. (The container should be labeled by the pharmacist or doctor.)
- Label must include:
  - Student's name;
  - Name of physician;
  - Date of prescription;
  - Name and telephone number of pharmacy;
  - Name of medication, dosage and frequency of administration.

Medications are stored in a locked container in a secured area, which is convenient to the person responsible for administering medication. Medications requiring refrigeration are stored in the refrigerator. Unused medication will be given to parents for disposition. Record date, time, amount, and signature of parent/guardian or adult receiving medication.

### **Personnel Responsible for Administration of Medication**

The school nurse, when available, is the primary person to administer medication.

Functions of the school nurse:

- Confers with parents at the time the medication is delivered.
- Responsible for the administration and recording of medication.
  - Medications to be given by injection will be given only by the school nurse.
  - Injectable medications must comply with the same regulations required for oral medications.
  - Supervises appropriate self-administration of medication.

- Medications should be taken in the presence of the person administering the medication.
- Alerts appropriate school staff to possible side effects of medication which need to be reported. Alerts appropriate teacher(s) if pupil should refrain from any school activity (eg., lab, shop, sports, etc.)
- Confers with physicians and pharmacists as needed.
- Consults by phone or in person with physician or parent at any time.

Responsibilities of the Principal:

- Designates in writing the person(s) authorized to administer medications (if other than the school nurse).
- Reviews school policy regarding administration of medication by designee.
- Contacts the school nurse on receipt of medication request.
- Reviews specific medications with the school nurse. Review to include pupil response and emergency procedures.
  - The school will administer only essential medicines prescribed by a physician and accompanied by written instructions signed by a physician. Essential medication includes only medicine prescribed by a physician, and without which the student could not attend school. No over-the-counter medicine such as: Aspirin, Tylenol, Midol, cough syrup will be dispensed. No cough drops.
  - Fully inform parents that if the school nurse is not available and the parents cannot administer the medication, someone designated by the administrator will give the medication.
- When someone other than the nurse administers medication, school policies should include guidelines which will direct and protect the school personnel.

It is required that:

- School personnel supervise the student's self-administration of medication when a student is old enough or capable to do so.
- An area be designated for administration of medication which will afford the student privacy.
- In-service for emergency procedures (e.g., what to do if a pill becomes lodged in the throat) be made available by the school nurse.
- School personnel responsible for observing and reporting to nurse or school administration report any side effects or other problems concerning administration of medication.

**Documentation of Medication Administration**

- Physician and parental medication request becomes part of student's health record.
- Log or written record indicating the administration of medication should be established.
- Teachers are responsible for observing and reporting to nurse or school administration any side effects.
- School nurses are responsible for reporting side effects to the prescribing physician

**Allergies**

St. Bernard Regional School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Bernard Regional School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

## Off-Campus Conduct

The administration of St. Bernard Regional School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to *cyber-bullying*.

**Pennsylvania Act 26** (effective September 28, 2015)

**Act 26 makes it a criminal offense for a person to:**

- Intend to harass, annoy, or alarm a child
- Use electronic means to directly address a child or indirectly through social media; and
- Engage in a continuing course or conduct which either **makes a seriously disparaging statement or opinion about a child's** physical characteristics, sexuality, sexual activity, or mental/physical health.
- **Threatens to inflict harm on the child**

**PUNISHMENT: A third degree misdemeanor**, punishable by a maximum \$2500 fine and/ or one year in prison.

**\*\*Juveniles charged with the crime may be referred to a diversionary program, which**

**might include an education program on cyber harassment. Once completed, the juvenile's record may be expunged.**

The crime may be deemed to have been committed where the victim child resides. Cyberbullying complaints should be directed to law enforcement in the area in which the child lives.

The law does not place any duty, mandatory reporting or otherwise, upon schools; however, schools should:

- Educate students and families that cyberbullying is now a criminal offense ("cyberharassment");
- Refer families complaining of out-of- school cyberbullying incidents to law enforcement in their hometown; and
- Contact police and advise of any cyber harassment occurring on school grounds and refer the victim's family to do the same.

### Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

### After School Activities

Students are required to follow school rules when in the school or on school property during after school hours/events. Respectful, appropriate behavior is always expected.

### Parents As Partners

As partners in the educational process at St. Bernard Regional School, we ask parents:

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

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



- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

### **Parent's Role in Education**

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

**A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

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

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

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

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

### **Promotion Policy and Retention Policy**

After third grade, students should not be retained. Research shows that retention does not improve achievement, but promotion plus remediation does.

Parents should be notified early in the school year when there is question of retention of a child.

Remediation alternatives must be considered before retention of a student, such as providing extra instructional help within the context of normal grade promotion; providing remediation through government programs during the school day or tutoring before and after school hours; providing remediation through summer school; using instructional aides to work with the child in the regular classroom; encouraging peer tutoring, as well as other identified recommended strategies.

### **Report Cards/Progress Reports**

In all elementary schools, reporting pupil progress to parents shall occur as soon as possible after the 45-day quarter has ended. Each local elementary school shall use the official diocesan report card either by paper or electronically. The official diocesan report card shall be evaluated every six years by a committee established through the Office

Parent-teacher conferences shall be used in conjunction with the report card as a means of evaluating progress. Principals of local elementary schools shall establish a policy for scheduling parent-teacher conferences. These conferences shall occur at least once during the school year.

### **School Property**

It will be the financial obligation of the parent to compensate the school for the replacement of any furniture, equipment, buildings, or anyone's personal property damaged by their child. Textbooks loaned to the student must have a proper book cover. Unless the textbook is consumable, no writing in textbooks is permitted. The parent will pay a fine for replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Search**

The school reserves the right to search *anything* brought on school property.

### **Student Records**

St. Bernard Regional School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Bernard School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**ONLY health records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Telephone**

It is important that the school telephone be available for office calls. Children may use the school telephone only with permission of the principal, the secretary, or their teacher and only for school related business.

Teachers and children will not be called from the classroom to receive a telephone call. A message for the child or teacher may be given to the secretary. Arrangements concerning transportation and after-school activities are to be made *before* the child leaves home in the morning.

## Uniform Dress Code

**General Principles:** The wearing of a school uniform emphasizes to students that we are all equal in the eyes of God. It has a direct and positive bearing on student behavior. This also allows the children to focus on their schoolwork rather than on incidental distractions. Therefore, all students are required to comply with the St. Bernard Regional Catholic School uniform policy. **Uniforms must be purchased through the700shop.** Students should attend school in a clean and properly fitted uniform.

**Girls' Shirts:** white Oxford, light-blue Ribbed Polo (K-3), or the light-blue Jersey Polo (4-8). The Ribbed Polo is designed to go over the waistband, whereas the Jersey Polo is to be tucked in. Both shirts come in short and long sleeve.

**Girls' Slacks:** navy blue dress pants. Elastic waist pants are for Grades K-3. Belted pants are for Grades 4-8.

**Girls' Skirt (4-8):** Only one style is available. Tights may be worn with skirts.

**Girls' Shorts:** Navy. Elastic waist pants are for Grades K-3. Belted Shorts are for Grades 4-8. Walking shorts season is from May 1<sup>st</sup> to October 1<sup>st</sup>.

**Girls' Jumpers:** Grades K-3 in navy/blue polyester paid. Tights may be worn with jumpers. Jumpers must be knee length.

**Girls Socks/Tights:** Navy. The socks must cover the ankle and may be knee socks.

**Boys' Shirts:** Light-blue Ribbed Polo (K-3), Jersey Polo (4-8), or white Oxford. The Ribbed Polo is designed to go over the waistband, whereas the Jersey Polo is to be tucked in. Both shirts come in short and long sleeve. The Oxford is available only in white.

**Boys' Pants:** navy blue dress pants. Elastic waist pants are available for students in Grades K-3 while plain and pleated front pants (with a belt) are available for grades 4-8.

**Boys' Shorts:** navy. Elastic (K-3) and Belted (4-8). Shorts season is from May 1<sup>st</sup> to October 1<sup>st</sup>.

**Boys Socks:** navy blue and they must cover the ankle.

**Cardigans:** come in navy and allow the collar of the shirt/blouse to be seen. (V-neck)

**Belts:** required for both boys and girls when tucking a shirt in pants or shorts. (Grades 4-8)

**Tie: Required for Mass days. Ties are available at the700shop.**

**School Shoes** options: **Black** dress shoes that are not sandals, clogs, or any shoe/boot that extends above the ankle. The heel of the shoes must not be higher than 1 inch. No high tops or light-up shoes are permitted. Sneakers are permitted on gym days only.

**Gym Uniforms** – To ensure that all student gym uniforms remain consistent, parents must purchase gym uniforms through the700shop. No other apparel will be permissible. **Sweatshirts are permitted on gym days only. Hoodies and sweatshirts will not be permitted to be worn in the building at any time.**

**Accessories, Hair, Etc.** - Parents are encouraged to use good judgment in regard to jewelry and other accessories that may be a distraction to the learning process. The administration has the right to judge the propriety of any piece of jewelry and how or when it may be worn. Students are not permitted to have tattoos, fake finger nails or wear makeup at school. Boys are to have a traditional haircut, keeping hair short so that it is not in their eyes. No student is permitted to have their hair dyed or bleached or wear feather hair extensions.

**Dress-Down Days-** Students are permitted to wear jeans, T-shirts, sweatpants, sweatshirts, shorts (in season and fingertip length), socks and tennis shoes. Students are not permitted to wear clothing that displays advertisements, logos, sayings, or pictures that are not in keeping with Catholic morality. Students are not permitted to wear sandals, flip-flops, crocs, or other inappropriate footwear. Dress-down clothes should be clean and appropriate for school with no rips or tears. No leggings are permitted.

If a student is “out of uniform,” a Uniform Notice will come home with the infraction and will need to be signed by the parent and returned to school. Continued violation of the dress code will be considered parental non-compliance with school policies and appropriate action will be taken. Parents may be called to bring in appropriate uniform pieces for their child.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL. Uniform pieces must be purchased through the700shop.**

## *Volunteers*

### **Safe Schools Policy**

Nothing is more important than the safety and well-being of your child. St. Bernard Regional Catholic School will therefore follow the policies of the Diocese of Greensburg and the Commonwealth of Pennsylvania in the maintenance of a safe school environment.

### **Requirements for Volunteering with Children**

Volunteers play an important role in the success of St. Bernard Regional Catholic School. Their efforts enrich the educational experience of students and help to keep our tuition affordable. When parents or other individuals wish to volunteer in the school, they must complete the St. Bernard Regional Catholic School *Safe Schools* requirements.

### **Requirements are as stated below:**

- Diocesan Code of Conduct
- PA Mandated Reporter Training
- VIRTUS Training
- PA Criminal History Check Form - Every Five Years
- PA Child Abuse Form - Every Five Years
- FBI Fingerprint Check - Every Five Years **OR** Affidavit - Every Five Years
- Act 24 signed

### **Requirements for Sports and other School-Based Activities**

Each head coach or activity sponsor must provide the administration with a complete list of all coaches and volunteers with their activity before the activity commences. All volunteers must be approved through the school before beginning their service. No volunteer may work alone with a child or small group of children. Two adults must be present at any school-based or sponsored activity. Any inappropriate conduct towards a child, witnessed or suspected, must be reported immediately to the principal and/or law enforcement.

For Schools, including coaches, applying for the FBI Fingerprint Clearance, please use one of the following two service codes:

**School Volunteer** (PDE-Volunteer)

**School Employee** (PDE-Non-Public Schools)

### **Parent Teacher Organization (P.T.G.)**

All parents of St. Bernard School students are members of the St. Bernard Regional Catholic School Parent-Teacher Guild (PTG). The mission of the St. Bernard Regional Catholic School PTG is one of service to St. Bernard Regional Catholic School. All children benefit from the service efforts of the PTG, and therefore, all parents are expected to support PTG fundraising events and attend the PTG general membership meetings.

### **Homeroom Activities**

There are a variety of activities, for example, holiday parties, that take place during the year that are carried out through efforts of a group of homeroom parents at each grade level; primary contact is made through the designated coordinator of homeroom parents in each grade.

### **Right to Amend**

***St. Bernard Regional School reserves the right to amend this Handbook.***



**St. Bernard Regional  
School**

*A Pennsylvania Charitable Trust*  
300 Clairvaux Drive  
Indiana, PA 15701  
(724)-465-7139

## Public Notification and Civil Rights Complaint Procedure

In the administration of school nutrition programs that receive federal financial assistance from the U.S. Department of Agriculture (USDA), the following procedure is intended to guide school staff in the process of providing public notice of nondiscrimination in the school nutrition programs and the process for handling civil rights complaints.

In the operation of the food service program, discrimination is prohibited against individuals based on the following protected classes: race, color, national origin, age, sex, or disability.

### Public Notification

The Superintendent or designee will ensure the “And Justice for All” poster is prominently displayed in each school where meals and snacks are served.

The Superintendent or designee will ensure the following nondiscrimination statement is on all publications, webpages, posters and informational materials that mention or indicate involvement with the USDA and child nutrition programs.

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form. (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA by:

- Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

- fax: (202)690-7442;
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### Federal Civil Rights Complaint Procedure

If a complainant has a civil rights complaint in regard to their participation in the school nutrition program, the school entity must provide the complainant with the USDA Program Discrimination Complaint form and advise them to send the complaint to: USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Stop 9410, Washington, D.C. 20250-9410, (202) 690-7442 (fax), or [program.intake@usda.gov](mailto:program.intake@usda.gov) (email).

In lieu of the USDA Program Discrimination Complaint Form, a complainant may also file a program discrimination complaint by writing a letter to the Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. The complaint letter must contain the following information:

- Your name, address, and telephone number.
- The name, address, and telephone number of your attorney or authorized representative, if you are represented.
- The basis of your complaint. The basis is what you believe was the motivating factor for the discrimination. For example, you may believe you were treated differently because of your race, color, national origin, age, sex, or disability.
- The date(s) that the incident(s) you are reporting as discrimination occurred. Please note that we cannot accept a complaint about an incident that took place more than 180 days prior to the filing of the complaint. If the discrimination occurred more than 180 days prior to filing your complaint, you may request a waiver of the filing requirement.
- The name of the individual(s) or school entity you believe discriminated against you and the agency or recipient that employs that/those individual(s).
- The issue(s) of your complaint. The issue is a description of what happened, or the action that was taken by the individual(s) or agency that discriminated against you, resulting in some harm. Explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Please include how other persons were treated differently from you, if applicable. If you were denied a benefit or service, please provide a copy of the denial letter. If you have documents to support the events you are reporting, provide a copy of the supporting documents.

Individuals who are hearing impaired or have speech disabilities may contact the USDA through Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

If the school entity is unsure if the complaint falls under a protected class, the school entity will provide the complainant the federal civil rights complaint information.

A program discrimination complainant must be filed not later than 180 days of the date the complainant knew or should have known of the alleged discrimination, unless the time for filing is extended by the USDA.

The USDA will determine if it has jurisdiction under the law to process the complaint on the bases identified and in the programs involved. Reprisal that is based on prior civil rights activity is prohibited.

USDA Program Discrimination Complaint forms:

- USDA Program Discrimination Complaint form (English)

- USDA Program Discrimination Complaint form (Spanish)

### State Civil Rights Complaint Procedure

After providing the complainant with the information on how to file a civil rights complaint directly at the federal level, the school entity may attempt to resolve the complaint informally. (This is not an investigation. This is simply trying to resolve the situation if it was potentially caused by a miscommunication.)

If the complainant refuses to discuss the matter any further, if the matter cannot be resolved, or if the satisfactory resolution is achieved, then the school entity should:

- Reiterate the federal civil rights complaint procedure;
- Document the complaint and actions taken in the Civil Rights Complaint Log; and
- Notify the Pennsylvania Department of Education (PDE) of the steps taken to attempt to resolve the complaint and if a final resolution was achieved.

### Civil Rights Complaint Log

The school entity will keep a Civil Rights Complaint Log, which will document the complaint and actions taken. The Complaint Log will include the following information:

- Date complaint received.
- Complainant's name.
- Complainant's address.
- Complainant's telephone number.
- Complainant's email address.
- Allegations of discrimination/issue.
- Date of alleged discriminatory action.

The Civil Rights Complaint Log will be maintained separately from any other complaint log.

### Notification to the Pennsylvania Department of Education (PDE)

Within five (5) days of the receipt of a Civil Rights complaint, the school entity will forward information related to the complaint to PDE at the address below:

Pennsylvania Department of Education  
Division of Food and Nutrition  
333 Market Street  
Harrisburg, PA 17126-0333  
Telephone: 1-800-331-0129  
FAX: 717-783-6566

***Parent /student Signature Page***

I have read the 2024-25 Parent/Student Handbook and agree to be governed by the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

***Please Return to School***