

2008/2009 St. Bernard School Student and Parent Handbook

MISSION STATEMENT

St. Bernard School, Enfield, Connecticut is a faith community that provides a quality Catholic education for students of Pre-K through Grade Eight in a warm and nurturing spiritual and academic environment.

We reflect, celebrate and share the message of Christ as we strive to prepare young people to live and learn in a Christ-like manner and to be leaders in a technical and contemporary society.

PHILOSOPHY OF ST. BERNARD SCHOOL

WE BELIEVE:

- Education is an active process promoting the development of the whole person -- mind, body and soul.
- Our primary task is to reflect, celebrate and share the message of Christ in our contemporary world.
- In developing the ideas, attitudes and habits of our students in a Christ-centered curriculum through a caring and supportive environment.
- In the great importance of helping all students reach their developmentally appropriate level of physical, spiritual, academic and social potential.
- We are all called to work for peace and justice and to serve the Christian Community and all humankind.

These beliefs are best attained through the active involvement of the entire Saint Bernard School Community.

GOALS AND OBJECTIVES OF ST. BERNARD SCHOOL

GOAL 1 To promote the development of the whole person - mind, body and soul through an active process.

Objectives:

- To utilize various inter-curricular activities to promote and stimulate student learning.
- To enhance the active learning process by taking it beyond the classroom through the interaction of students, teachers and parents.
- To provide an opportunity to learn in a cooperative manner.

GOAL 2 To reflect, celebrate and share the message of Christ in our contemporary world.

Objectives:

- To bring the spirit of the Lord to the school community through liturgical celebrations, prayer services and traditional prayer experiences.
- To proclaim the Good News to our school community and thus enable them to live a Christ-like life in our contemporary world through a strong Religion curriculum and the sharing of the traditions of the Church.
- To outwardly reflect to the contemporary world the message of Christ through daily witness, formal and informal prayer, Christ-like living and the use of religious objects.

GOAL 3 To develop the ideas, attitudes and habits of our students in a Christ-centered curriculum through a caring and supportive environment.

Objectives:

- To provide a variety of learning experiences to foster student growth and understanding with respect for various learning preferences and styles.
- To help students to recognize and use their strengths and abilities and to respect those of others.
- To model situations that foster Christ-like habits, self-discipline and the development of virtue.

GOAL 4 To help all students reach their developmentally appropriate level of physical, spiritual, academic and social potential.

Objectives:

- To provide an age appropriate physical education program with emphasis on sports, fun, safety and exercising for a healthy lifestyle.
- To foster the development of self esteem, drug awareness resistance education and healthy habits.
- To provide an education in the traditions, beliefs and values of the Catholic Church by following the Magisterium of the Church.
- To provide a well-balanced curriculum which includes; the arts, sciences, culture and technology.

GOAL 5 To work for peace and justice and to serve the Christian Community and all humankind.

Objectives:

- To foster the awareness of the needs of our contemporary society; for example, other cultures, those less fortunate, those who are physically and mentally challenged and the elderly.
- To render Christian service to others through outreach and support programs.
- To teach the art of conflict resolution and its proper use in daily life.
- To develop an attitude of Christian Stewardship (sharing time, talent, and treasure) within the parish and school communities.

ADMINISTRATION OF MEDICINES

Connecticut State Law requires a written order of a physician or dentist and the written authorization of a parent or guardian of such a child for a School Nurse or in the absence of such nurse, the Principal or any teacher to administer medication. Medication must be in pharmacy prepared containers and labeled with the name of the child, name of the drug, strength, dosage, frequency, physician's or dentist's name and date of original prescription. Over the counter medications must be in the original sealed container. All medications must be brought in and picked up by a legally responsible adult. **Medication is given directly to the School Nurse.**

Medication is defined as "all medication including over the counter preparations" such as cough drops, cough syrup, lozenges, aspirin, Tylenol, Nuprin, Advil , chapstick, vitamins, etc. If unauthorized medication is found, appropriate action/discipline will follow.

ADMISSION

Admission to St. Bernard School is open to all children regardless of ethnic origin, creed, race, color, sex, or handicapping condition if the school is able to provide reasonable accommodations for the child.

Preference of admission is based upon the following criteria:

1. Sibling (s) of students already attending St. Bernard School
2. Members of St. Bernard Parish
3. Parishioners of other Catholic parishes
4. Non-Catholics and individuals with no Parish affiliation

Students must be **five years old before January 1st** to enter Kindergarten. An original birth certificate and baptismal certificate must be presented at the time of registration. Specified medical forms, given at the time of acceptance, must be completed and submitted to the school before the student is allowed to begin Kindergarten.

In the case of transfer students, scholastic records from the previous school are reviewed before final acceptance. A pre-admission interview with parents and the prospective student are conducted. Formal and/or informal screening may also be conducted.

ARRIVAL AND DISMISSAL

The first bell rings at **8:15 AM** and students may enter classes at this time. Classes begin at **8:30 AM**. Students arriving after this time are considered tardy. ***Any child arriving before 8:10 AM will automatically be placed in the Before School Program with a fee.***

School is dismissed at **3:00 PM**. Parents are to pick students up at this time or students are to use designated school buses. Students who are not picked up by **3:00 PM** are placed in the school's After School Program which includes a fee. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS BEFORE 8:10 AM AND AFTER 2:50 PM UNLESS THEY ARE IN THE BEFORE OR AFTER SCHOOL PROGRAMS.**

1. A child must have a written note if he/she is going home with another child, on a different bus, or being picked up by someone other than a parent.
2. Parents must wait for their children in the parking lot. They may not come to the front of the building at dismissal for safety reasons.
3. Cars may not pass any bus in the parking lot when the bus stop sign is out and lights are flashing red. Non-compliance will result in a fine from the Enfield Police Department.
4. Cars behind buses must wait until ALL buses leave and proceed to the end of the sidewalk, where their child will be waiting.
5. When a child is tardy, parents must sign the child in at the School Office. A Sign-In, Sign-Out book is in the school office.
6. In the case of family dissension involving a request to prohibit one party in a conflict from taking the child out of school, school authorities will exercise extreme caution. When legal advice is required, the Office of Catholic Schools shall be notified.

ATTENDANCE

A written request from parents is required for a pupil to leave school before the scheduled time for dismissal. The request must state clearly the reason for the early dismissal and be approved by the Principal. Students may be released only to parents or to someone authorized by them.

Frequent absence is extremely detrimental to the student's academic progress. In the event of an absence, parents are requested to:

1. Call the School Office (**745-5275**) no later than 9:30 AM on the first day of absence and give the student's name and the reason for the absence.
2. Send a written note to the teacher when the child returns giving the date(s) of the absence and confirming the reason.
3. Contact the Office if a student is absent due to illness to obtain class assignments from the teacher. The teacher requires 24 hour notice to prepare all assignments. **It is the responsibility of the student to make up any class assignments missed during his/her absence.** Work not completed within five days will result in a zero.
4. It is the responsibility of the parents and students to complete all work missed during vacation taken during regularly scheduled class time. Work must be completed within 5 school days. **No school work will be given to students to work on during vacation. WE ENCOURAGE PARENTS TO SCHEDULE TRIPS DURING SCHOOL VACATION TIME.**
5. If it is necessary for a child to be dismissed early, a parent must send a written note to the office prior to the appointed time. Other than regular dismissal, no student may leave the school directly from the classroom, nor leave without a parent or guardian.
6. All appointments with doctors should be made outside of school time. Emergencies should be the only exception.
7. If a truancy problem cannot be resolved by the Catholic school authorities, the proper legal public school officials shall be notified.
8. All appointments with doctors should be made outside of school time. Emergencies should be the only exception.

BIRTHDAY INVITATIONS

Unless all children in a class or all boys or all girls in a class receive an invitation, no birthday invitations will be distributed at school. The school is not allowed to give out home addresses and telephone numbers.

BULLYING POLICY

Bullying is prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of, "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school

sponsored activity which acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

- **Responsibility of Administrators, Teachers and Staff**

Administrators and staff members who observe or become aware of acts of bullying are to take immediate and appropriate steps to intervene – unless intervention would be a threat to staff members' safety. Staff members shall not intervene directly in a fight or physical altercation.

Teachers and other staff members who witness acts of bullying, or who receive student reports of bullying must report such acts to school administrators.

- **Responsibilities of Students and Parents**

Students and parents who become aware of any act of bullying are to report it to the school administrator for further investigation.

Any school that receives an anonymous report from a student or a written report by a parent or guardian shall investigate such report. Any student who retaliates against another for reporting bullying may be subject to consequences.

- **Investigation and Procedures**

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Bullying incidents that demand in school/out of school suspension shall be reported to the Assistant Superintendent for Elementary Schools, Office of Catholic Schools.

- **Consequences/Intervention**

If it is concluded that an act of bullying has occurred, the parents or guardians of student who commit such acts, and the parents or guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

- **Discipline**

Each school shall develop standards of conduct that will foster the student's growth in virtue and Christian attitudes, and assure an atmosphere in which growth can take place, and mutual respect is shown.

- **Disciplinary Measures For Serious Offenses**

Suspension and expulsion are serious matters to be used in accordance with established school procedures and arch diocesan policies.

In ordering a suspension or expulsion, the principal shall take into account the seriousness of the student's actions, its impact on the school community, the student's prior record, and shall obtain the concurrence of the pastor.

BUS TRANSPORTATION FOR ENFIELD RESIDENTS

Students riding the school bus are expected to conduct themselves in the proper manner. Students must remain in their seats while the bus is in motion, respect the bus driver at all times and observe the usual rules of good conduct.

A student will be suspended or excluded from bus transportation for a period of time when warranted. The regulations for the conduct of students riding on school buses are as follows:

- **Bus Conduct**

Students shall at all times be courteous to the bus driver, and follow his/her instructions. The bus driver is in charge of the bus and all of the students riding on it.

Changes of bus for any reason must be accompanied by a note, signed by the parent/principal.

Students must not stand on the traveled portion of the highway while awaiting the bus. Students should get on and off the bus only when the bus is fully stopped. They must take a seat when they enter and remain seated while the bus is in motion.

Students shall enter or leave the bus only at the front door except in cases of emergency. When entering or leaving the bus, students should avoid crowding or in any way disturbing others. If a student MUST cross the street to get on or off he/she MUST cross in front of the bus. The bus will not proceed until the student is safely off the traveled portion of the street.

Students must not at any time extend their arms or head out of the bus windows.

Students shall assist in keeping the bus clean and orderly. Papers or other objects may not be thrown on the bus or out of the windows. Students are to refrain from causing a disturbance which may distract the bus driver from proper and safe operation of the school bus.

Students who have violated any of the above regulations, shall, when so instructed by the driver, report to the School Administration.

- **Penalties for Violation**

Any student who shall commit any violation of the above regulations shall be reported to the School Administration by the bus driver.

Violations of the above rules will be handled in the following manner:

<u>First Offense</u>	Warning to student and notification of parents. If the violation is of a serious nature, the student may be suspended for not more than 5 school days.
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<u>Second Offense</u>	The student may be denied the privilege of using the public school transportation system for a period of not to exceed 10 school days.
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<u>Third Offense</u>	The student may be denied school bus privileges for the balance of the school year or any part thereof.
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If a student loses his/her privilege to ride the school bus, either temporarily or permanently, parents/guardians will assume responsibility for providing transportation to and from school.

CARE OF SCHOOL PROPERTY

Each student is responsible for the proper care and maintenance of school property. This includes school grounds, buildings, equipment, and materials. Students are expected to make restitution for

excessive damage to school property including the loss of textbooks and library books. **Textbooks must be covered at all times with clean covers which the students themselves must provide.** Books are to be taken to and from school in book bags.

CHANGE OF ADDRESS

If you change your address, telephone number or place of employment, please notify the school office **in writing immediately.** **In the event of an emergency, it is important that we be able to reach parents immediately.**

CURRICULUM

The Catholic School is distinguished by its unique curriculum which strives to integrate religious truths with life. The curriculum provides instruction, not only in human knowledge and skills, but also, in religious truths and values. This well-balanced curriculum includes academic and religious orientation and stresses the importance of service. St. Bernard School follows the requirements of the Office of Catholic Schools of the Archdiocese of Hartford.

DETENTION, SUSPENSION AND EXPULSION

Discipline is an essential ingredient in every person's life. **The purpose of rules and regulations is to help the child develop self-discipline.** It is essential for the school and parents to be mutually supportive in this all important area of character development. Good manners, courtesy and respect for every individual should be part of everyone's daily life.

Conduct Slips are given for failure to wear the proper uniform, inappropriate behavior, inappropriate language, disrespect, rough play at recess, or any violent action or threat. Conduct slips are sent home to be signed by a parent and then returned to the Principal's Office. A detention is given for 5 conduct slips.

Detention is given for serious offenses or repeated infractions. Pupils are given twenty-four hours notice for a detention period. A slip explaining the reason for detention goes home to be signed by the parent/guardian and is returned to the teacher the following day. The length of detention varies depending upon the offense and age of the child. **Bus students are not exempt from detention.** It is the responsibility of the parents to provide transportation for pupils detained because of detention.

Detention may be given for disrespect, disruption of a learning environment, failure to observe school policies, lack of cooperation, violent action or threats.

Suspension the temporary prohibition of a student's attendance shall be within the jurisdiction of the Principal. Suspension will be invoked only when all other means of discipline have failed, provided that the student's parent/guardian is officially notified in advance in writing. In ordering a suspension or expulsion, the principal shall take into account the seriousness of the student's action, its impact on the school community, and the student's prior record. Suspension will always be an in-school suspension. The student is removed from the classroom and has no contact with other students. The principal or assistant principal will supervise the suspension.

Expulsion the permanent termination of a student's enrollment, is a most serious matter and is invoked rarely and only as a last resort. Expulsion is determined by the Principal after consultation with the Superintendent and Pastor. Prior to expulsion, the student and his/her parents must be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parent/guardian of the reasons in writing and shall file a copy of the notice with the Diocesan School Office.

All instances of violations of the State of Connecticut Penal Code will be referred to the Enfield Police Department by the Principal.

Weapons A student may be expelled whenever there is reason to believe that such student on school grounds or at a school sponsored activity was in possession of a bomb, knife, gun, other deadly weapon, dangerous instrument, martial arts weapon or any other potentially dangerous or threatening device, or that such student illegally possessed a bomb, knife, gun, other deadly weapon, dangerous instrument, martial arts weapon or any other potentially dangerous or threatening device off school grounds.

During school or at a school-related function, when a principal and/or her representative has evidence that a student or students have used, possessed, sold or purchased a bomb, knife, gun, other deadly weapon, dangerous instrument, martial arts weapon or any other potentially dangerous or threatening device, or has possessed, used sold or distributed alcohol, illegal drugs or controlled substances, the police and the parents shall be contacted immediately.

Drugs A student may be expelled whenever there is reason to believe that such student possessed on school grounds or at a school related activity alcohol, an illegal drug or controlled substance, or who on or off school grounds offered for sale or distribution alcohol, illegal drugs and/or controlled substances.

DISCIPLINE

The development of virtue (good habits) is a vital part of the educational process and an essential ingredient in every person's life. The following school rules are established to foster the development of virtue:

Classroom

1. Respect for all members of the school community
2. Cooperation to ensure a safe environment
3. Responsibility for actions and words
4. Self-discipline by listening and following classroom rules

Hallways

In order to ensure the safe and orderly movement of students through the halls, teachers have developed procedures which enforce the following general rules:

1. No running
2. No pushing or shoving
3. No loud noises or talking
4. No destruction of school property

Lunch Time

The following lunch time rules will be observed:

1. Students may talk to students sitting next to them but only in a reasonable tone of voice. Choking is a concern.
2. Paper or trash must not be thrown on the floors.
3. Each student must exhibit proper dining etiquette and leave places clean.
4. Students must be quiet in the lunch line and recess line.
5. Students must obey the teacher and monitors on duty.

Playground/Recess

The following playground rules should be observed:

1. No rough-housing (tackling, hitting, kicking, pushing)
2. Students should not enter the building without the teacher's permission

3. No throwing of rocks, sticks, snow or snowballs
4. No taking of other students' clothing (gloves, hats, etc.)
5. All students must be dressed appropriately when leaving the building for outdoor recess
6. Personal audio equipment and games such as game boys, cell phones, i-pods and other electronic devices and all types of trading cards, are not allowed in school

If recess is inside, students must be engaged in a seated activity.

EMERGENCY INFORMATION

Emergency Information Cards and Elementary Medical Update forms are sent home at the beginning of the school year. Please complete these forms and send them into the school office as soon as possible. It is very important that this information be kept up to date. **Please inform the school in writing of any changes in your employment, emergency numbers, or medical information about your child throughout the school year.**

If a child becomes sick in school, the parent/guardian will be contacted first. If they cannot be reached, the emergency number will be used. A parent or designated person must come to the School Office for the child and sign the designated Sign out Book. Personal identification is required. A student will not be dismissed directly from the classroom or sent home alone.

EXTENDED DAY PROGRAM

St. Bernard School provides a Before and After School Program on days the school is in session. *Any student accompanying a sibling on Band Days must report to the Before School Program.* The program includes supervised play and homework time. The Before School Program begins at 7:00 AM and the After School Program ends at 6:00 PM. Parents must complete a registration form before the child begins the program. Parents must sign the Sign-In-Book for the Before School program and for the After School program they must use the time clock each time a child uses the Program. An hourly fee is determined at the beginning of each school year. A late fee is charged for supervision after 6:00 PM. (See After School Program Handbook.) Any child arriving at school before 8:10 AM must report to the Before School Program.

The Before School Program begins at 8:30 AM if there is a school delay due to inclement weather. The After School Program is canceled if there is an early release due to inclement weather. The After School Program will be closed the Wednesday before Thanksgiving, the last day before Christmas Break and the last day of school.

FIELD TRIPS

Each teacher in consultation with the principal arranges a class trip for the year. Since these trips are a means of enhancing the curriculum, and are taken during the school day, they are of an educational nature.

The students who do not attend the class trips are to report to school; otherwise, they are considered absent. Information concerning the place to be visited, time of departure and return, and the cost of the trip will be sent to parents along with the permission slip. This slip must be signed by a parent or guardian and returned to school together with the fee. A student who does not bring in a permission slip, signed by a parent or guardian, may not attend the field trip.

Inappropriate behavior in school or on a field trip may result in a detention and/or loss of privilege of future field trips.

Children on medication will receive proper medication under the direction of the teacher who will have the medical forms and medication for administration.

FIRE DRILLS

Fire drills and other emergency drills are held at designated intervals throughout the school year. Students are made aware of exit routes and must follow the established procedure. A written report of all drills is kept in the Principal's Office. No one may reenter the school building until notified by the Principal or Assistant Principal.

FUND RAISING

Every family is expected to participate in the fundraising efforts of St. Bernard School either through buyout or through the selling of fundraising items.

HEALTH INFORMATION

Any child who has a temperature of **100°F** or above, has vomited during the night or early morning, or has an undiagnosed rash or sore **must not** be sent to school. The child must be without fever, vomiting, or diarrhea for 24 hours before returning to school. If a child becomes ill or is injured in school, a parent will be contacted to make arrangements for the child to leave school. The child will only be released to the parent/guardian or any individual authorized by the parent/guardian.

Students are always sent home from school under the following conditions:

- Temperatures greater than 100°F
- Active vomiting and diarrhea
- Suspected contagious diseases such as conjunctivitis (pink eye), chicken pox, strep throat, Scarlet fever, lice, impetigo, scabies and ring worm.

Students with contagious diseases **must** observe the following criteria before re-admittance to school:

- Conjunctivitis: On medication for 24 hours and show proof of treatment
- Chicken Pox: Out of school a minimum of 7 days with all pox scabbed over
- Strep Throat/Scarlet Fever: On medication for a minimum of 24 hours
- Lice: Students must have all lice nits removed from their hair and show proof of treatment
- Impetigo: Lesion must be dry
- Scabies: May return with proof of treatment after 8 hours
- Ringworm: Area must be covered
- Fifth's Disease: 24 hours after fever has subsided

IMMUNIZATION AND HEALTH RECORDS

Parents are expected to cooperate with the School Nurse in matters of immunization, mandated physicals, administration of medication and other State Education and Health Laws.

Communicable diseases are reported to the Health Department weekly. Please notify the school of any contagious diseases, such as hepatitis, pneumonia, any of the above-mentioned contagious diseases.

Basic first-aid treatment given by the nurse may include the use of peroxide, alcohol, bacitracin ointment, vaseline, caladryl, meat tenderizer, orasol, zephiran, camphophenique, and saline rewetting drops for contacts.

If you should travel abroad while your child is attending school (during the school year or in the summer), please know that a PPD (mantoux) test is recommended within 12 weeks of your return. Please consult with your family physician as to the need for TB testing should you have foreign visitors in your home.

HOME AND SCHOOL ASSOCIATION

All parents sending children to St. Bernard School are members of the Association and are expected to participate in the meetings and activities of this organization.

HOMEWORK

Homework is the natural outcome of the student's experience or activities which aid in the developing of independent study habits. Assignments aim chiefly at reviewing, enriching and developing greater understanding of matter already treated in class. A notebook for homework assignments must be kept by every student in grades 3 through 8. Parents are urged to check the notebook every day and study the child's progress. The approximate homework time for each grade is planned to require not more than the following:

Grades 1, 2, 3	30 minutes
Grades 4, 5, 6	60 minutes
Grades 7, 8	120 minutes

Homework assignments always remain written on a reserved section of the chalkboard. Students must understand that not all assignments are written but that study of essential materials is as important as written assignments.

Formal homework assignments, other than enrichment reading and long term assignments, shall not be given before holidays and vacations.

LIBRARY

The school strives to make the Library an interesting place for children to use, enjoy and gain learning experiences. Over the years our Library has lost many fine books. We all try to instill a sense of responsibility into the lives of our students. When they borrow a book, they are expected to return it on time. We want children to develop their reading skills and their love for reading. If a child chooses a book that is too difficult for him/her to read on their own, we ask parents to read the book aloud to him/her. By reading aloud to children we help them learn.

Books may be used but must be kept clean. Damaged books, book covers or lost books require a fee. Every class has a scheduled Library period once a week.

LITURGY

Worshipping God on Sunday, expressing gratitude to God for the life He has given us, is not just a school regulation but a Divine Commandment. Ideally, the family should participate in the Sunday Liturgy together on a regular basis. Students are encouraged to take an active part in the planning of monthly liturgies, Holy Day and Holiday Prayer Services.

LOST AND FOUND

Articles found on school property are placed in the Lost and Found Box. Parents are requested to **clearly mark** easily lost articles such as boots, mittens, hats, sweaters and jackets. Parents and students are asked to check the lost and found box periodically.

MILK AND LUNCH PROGRAMS

St. Bernard School works in conjunction with the Town of Enfield to provide a daily hot lunch under the Satellite Program through the High School. Milk is included in the lunch. Milk is also available to those who bring their own lunch. The exact amount of money for lunch and/or milk should be **put into an envelope** and marked with **Name** and **Grade**. No long-range orders are taken; therefore, the money

should be brought in on **a daily basis**. The Total Lunch Count is called in to the High School by 9:15 AM so any student who comes in after that time is not included in the count.

Under the Federal Free and Reduced Lunch Program, students are eligible to receive free and reduced-cost lunches upon application made by parents at the beginning of each school year. Parents must use the criteria provided by the State of Connecticut in determining eligibility for free and/or reduced lunches. In case of change of status, the school must be notified as soon as possible.

NO SCHOOL - DELAYED OPENING - EARLY DISMISSAL ANNOUNCEMENTS

During the school year, there may be days when school is delayed, canceled or dismissed early due to inclement weather or for other reasons. St. Bernard School follows the ENFIELD PUBLIC SCHOOL CLOSING PLAN. **In case of early dismissal, St. Bernard School dismisses at 1:00 PM.** School closings are announced on local radio stations including WTIC 1080, WKSS 95.7, WDRC 102.9, WSPR 1270, WHYN 93.1, TIC96.5, WMAS 94.7. Closings are also on television channels including Channel 3, 22, 30 and 40. Please listen for announcements. The town of Enfield also has a **Snow Line at 253-5170.** **PLEASE DO NOT CALL THE SCHOOL.**

Each child should know where to go in case school is dismissed early. Parents should have a pre-determined course of action in the event of early dismissal or delayed opening/cancellation.

In case of a school delayed opening, the Before School Program opens 1 ½ hours later at (8:30 AM). **The After School Program is canceled when school is closed because of inclement weather.**

NOTICES

Important information and notices are sent home with each student. Usually all notices go home in the Wednesday Envelope.

PHYSICAL EDUCATION

Behavior and participation in gym class are as important as in other classes. Students are to be obedient, courteous and respectful at all times. Directions are to be followed. The physical education teacher uses the discipline system used by all classroom teachers.

Children will not be excused from physical education classes without a written note from a physician explaining the reason. A physician's note is required for gym restrictions and also one to resume full participation in gym. Students wear sneakers and the designated Physical Education uniform. Only approved gym uniforms are permitted.

PLAYGROUND REGULATIONS

Students play in assigned areas during outside recess. Snowballs and the kicking of snow are forbidden on the school grounds and on the way to school. The use of inappropriate language, fighting, and lack of respect for others are not considered appropriate behavior.

Supervision of the playground is provided by teachers and volunteer parents at recess time. If for some reason the parent volunteer cannot come on the assigned day, he/she must arrange for a substitute. In case of inclement weather the volunteers will assist with supervision in the classrooms.

REPORTING TO PARENTS

One way of maintaining close contact between home and school is the report card. It is the teacher's way of evaluating and the parent's way of keeping abreast of the child's progress. Written reports are issued four times a year and include information on the student's academic achievement, attitude,

behavior and attendance. The school also issues interim reports halfway through the marking period. Parents are asked to monitor student progress on a regular basis.

Parent-Teacher conferences may be set up at any time at the request of either the parent or teacher. Conferences are encouraged as a means of greater understanding and cooperation between school and home.

Should a parent have some misunderstanding and/or difficulty regarding school, he/she should **first contact the teacher involved**. If after this procedure, the principal can be of assistance, she will be happy to arrange a conference. Please call the school office for an appointment.

REQUIRED NOTES

Written notes are required for the following reasons:

- Explanation of absence: on the day of return
- Explanation of not observing the uniform code: on the same day
- Explanation for doctor's appointment and early dismissal
- Explanation for change in dismissal time or destination
- Explanation of change in vacation time

For pick-up by someone other than parent (name and verification will be required)
Explanation of change of bus signed by parent

RESPECT FOR TEACHERS

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

RETENTION

The School is authorized to retain a student in a grade for a second year when it is judged that repetition will be beneficial to the student.

After consultation with the teacher(s) and parents/guardians, the principal shall be responsible for the final decision.

A student may not be retained more than twice during the elementary grades (K-8).

STAFF

The Priest Director of St. Bernard School is the Pastor of St. Bernard Parish. The Principal is a member of the Felician Sisters Community. The Felician Sisters and the Lay Teachers who staff the school are qualified and certified teachers. The faculty is assisted by a full time secretary, a physical education teacher, art teacher, Media Coordinator, computer teacher, foreign language teacher, music teacher, custodians and volunteers.

The Town of Enfield and/or the State of Connecticut provide the following services:

School Psychologist is available when there is a need for educational testing and evaluation.

Speech Therapist provides services to students experiencing speech and/or language problems.

Remedial Reading and/or Math Teacher (Title I) provides services to students if they meet the state and/or town criteria for eligibility.

Special Education Services are provided by an itinerant teacher who works with students who have been identified as needing special academic help. According to the agreed upon program the student works with the special teacher for a specified time, but is mainstreamed into the regular classroom.

Nurse is available in the school a few days a week. The nurse is on call for any emergency during the school day.

STANDARDIZED TESTS

In keeping with the directives of the Archdiocesan School Office standardized tests are administered each year. Careful study of the test results shows individual strengths and weaknesses as well as the potential and actual accomplishments of each student. Parents receive results of the testing.

STUDENT INTERVIEWS WITH POLICE AND GOVERNMENT OFFICIALS

Police and other government officials are required to deal directly with the principal or assistant principal in requesting an interview with a student. The principal or assistant principal will inform the parents/guardians of the child, and the pastor, before permitting such an interview. The parent or the principal or assistant principal shall be present during any interview on parish premises.

TELEPHONE CALLS

Students are allowed to use the phone to call parents only in an emergency with the permission of the Principal or secretary. Students are not to receive calls during school hours, but if necessary, the office will deliver an important message.

When forgotten items are found at home and brought to school, they are to be left in the office. Classrooms are not to be disturbed during class time or at dismissal.

TRANSFERS

The School Office should be notified as early as possible when a student is transferring from St. Bernard School to another school. At the time of transfer, a Release of Records Form is signed and records are forwarded directly to the student's new school. School records cannot be hand carried by the parent.

TUITION

The tuition rates for St. Bernard School are established and reviewed on a yearly basis in accordance with archdiocesan guidelines.

Parents may pay tuition in three different ways:

1. Pay the entire tuition in one payment before July 1.
2. Enroll in the SMART program and make monthly payments without interest charges through the use of automatic deductions from a bank account.
3. Pay by credit card with a 2% fee.

Tuition assistance is available to families in an effort to make Catholic School education available for all. Parents needing financial assistance are asked to contact the Pastor and/or Principal.

UNIFORM REQUIREMENTS

Boys in All Grades (K-8)

- White polo shirt with school logo (purchased from Blake's)--long or short sleeve
- Uniform navy **dress pants** – twill or corduroy **NO CARGO PANTS, JEANS, ETC.**
- Navy walking shorts (purchased from Blake's) (first day of school through November and April to the last day of school) with white polo shirt with the school logo
- Navy sweater vest, V-neck pullover or cardigan
- Navy, white or black socks
- School shoes (**no sneakers unless they are all black**)
- All shirts need to be tucked in at all times
- Black blue or brown belts for pants and shorts. (grade 1-8)

Girls in Grades K-4

- Plaid jumper
- White blouse with **rounded collar**—long or short sleeved
- Red uniform tie
- Navy white or black knee socks or tights (no nylons) or plain white ankle socks after May 1st.
- **OPTIONAL** Navy uniform pants (purchased from Blake's) blouse, tie, navy sweater from **November through March**
- School shoes must be closed and have a back. **Flip flops, clogs, crocs, heelys or platform shoes are not allowed. No sneakers unless they are all black.**
- **OPTIONAL** Navy walking shorts (purchased from Blake's) with white polo shirt with the school logo from the **first day of school through November and from April until the last day of school. Long sleeve polo's are worn with the long pants.**

Girls in Grades 5-8

- Plaid skirt
- White blouse with **pointed collar**—long or short sleeve
- Short style navy vest
- Navy, white or black knee socks or tights (no nylons) or plain white ankle socks after May 1st
- **OPTIONAL** Navy uniform pants (purchased from Blake's) blouse, tie, navy sweater or vest from **November through March**
- School shoes must be closed and have a back. **Flip flops, clogs, crocs, Heelys or platform shoes are not allowed. OPTIONAL** Navy walking short (purchased from Blake's) with white polo shirt with the school logo from the **first day of school through November and from April until the last day of school**

Gym Uniforms

Warm Weather

Kelly green T shirt with Logo
Solid Gray gym shorts
Sneakers

Cold Weather

Gray sweatshirt with green Logo
Solid Gray sweat pants
Sneakers

Earrings

The wearing of earrings is discouraged for safety reasons. Tight neck chains and fashion jewelry are not permitted. Dangling earrings are not allowed. Boys are not to wear earrings to school.

Hats

No Hats - this includes scarfs worn as headbands.

Make-up

Make-up and colored nail polish are not allowed.

No student attending St. Bernard School will be allowed to have any unusual haircuts or hair color that is not a natural color.

Dress Down

Dress down days are a privilege. Students are expected to dress in a modest and appropriate manner.

1. No inappropriate pictures, logos or writings maybe worn on shirts.
2. No spaghetti straps.
3. Shoes must have backs-no crocs or Heelys.
4. No make-up or colored nail polish may be worn.
5. No dangling earrings.

UNIFORM EXCHANGE

St. Bernard Home and School Association has a Uniform Exchange of used items. School Uniforms and Gym Uniforms are available for a small fee.

VISITORS

All parents and visitors to the school are expected to report to the school office FIRST. No one entering the School is to go directly to any classroom. Please DO NOT go to a classroom during dismissal to get homework or to talk to the teacher; wait until the dismissal period is over.

VOLUNTEERS

Throughout the school year many opportunities arise for parents to volunteer their services to the school in some form. This is one of the most effective ways in which parents can become more familiar with St. Bernard School as well as play a supportive role in the education process. St. Bernard School depends on the love, patience and generosity of its many volunteers. Please help in any way possible.

WITHHOLDING SCHOOL RECORDS

School records and report cards are not withheld from students as a disciplinary measure or for nonpayment of tuition, if all academic requirements have been completed.

Students whose tuition is not current by the end of the first semester will be denied admission for the second semester unless other tuition arrangements have been made with the pastor.

St. Bernard School reserves the right to amend this handbook at any time for just cause. Parents will be given prompt notification if changes are made.