This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.
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August 28, 2017

Dear St. Bernadette School Families,

Welcome to the 2017-2018 School Year! I am honored to welcome you to the school year, and pray that your children will find our school to be a nurturing place to learn and grow.

We have been preparing for the students’ return all summer. You will find some changes to our policies and procedures. All changes are intended to strengthen our academics, teach the faith more clearly and purposefully, and build our community of faith. We will follow the strong traditions of our school and together we will provide an environment where our children thrive!

This Handbook will give you important information to assist you throughout the school year. Please read and become familiar with the policies of the Arlington Diocese and St. Bernadette Catholic School.

Thank you for trusting us with your children’s education. I look forward to working with you.

Blessings,

Barbara Dalmut
Barbara Dalmut, Principal
St. Bernadette Catholic School
**PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

**DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION**

*Go, therefore, and make disciples of all nations  
Teaching them to carry out everything I have commanded you.

Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

1 Declaration on Christian Education #3

**DIOCESAN MISSION STATEMENT**

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service and integrity.

**SCHOOL MISSION STATEMENT/PHILOSOPHY**

The mission of St. Bernadette Catholic School is to provide an excellent education for our students in a faith-based environment. The Parish and school community strive to advance the spiritual, academic, social, emotional and physical development of our students. Our goal is to prepare each child to maintain a close relationship with God, to continually grow in personal holiness and to live out Christian values in his or her lifetime.

**SCHOOL VISION STATEMENT**

The vision of Saint Bernadette Catholic School is to ensure that every graduate:

- Develops a well-formed conscience through a life of virtue.
- Fosters a well-trained mind through rigorous academic formation.
- Maintains a well-cultivated intellect through a life-long love of learning.
- Witnesses the love of Christ through practical application of the faith.
- Capably answers the call to make God known, loved, and served.
STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Schools policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-1). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Office of Catholic Schools, the Office of Catholic Schools policies guidelines or regulations shall be of controlling force and effect.

PARENTAL ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Catholic schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school’s Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent’s support of the school’s philosophy,
policies and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child’s teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent’s access to school or parish property; dismissal of the parent’s child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent’s conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school’s celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's Parent-Teacher Organization.

**NON-DISCRIMINATION CLAUSE**

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

**NON-CATHOLIC STUDENTS**

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious
formation as an integral component of the educational program in the school. As such:

a. Non-Catholic students are expected to participate in the religious formation and education programs of the school. (except for reception of the Eucharist)
b. Non-Catholic students must participate in liturgies, retreats, other religious functions and religion classes for credit.
c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

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**ACADEMICS**

**CURRICULUM**

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student’s spiritual, moral, intellectual, social and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Library and World Languages.

The following path is outline for those students capable of completing High School Geometry in the eighth grade.
FIVE TO SIX

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
b. Class grade in 5th grade math: 93 or above
c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year)
d. Favorable teacher and principal recommendation

SIX TO SEVEN

Prior to entering Algebra I as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
b. Class grade in Pre-Algebra: 93 or above
c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year)
d. Favorable teacher and principal recommendation

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher’s recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

SEVEN TO EIGHT

Prior to entering Geometry as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through Algebra I.

For Placement in Geometry in the eighth grade:
Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Algebra I: 93 or above
- c. Scoring 77% on the Diocesan Algebra I exemption exam
- d. Favorable teacher and principal recommendation

This path would be followed by those student identified as capable of completing High School Algebra in the 8th grade.

**SIX TO SEVEN**

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year)
- d. Favorable teacher and principal recommendation

**SEVEN TO EIGHT**

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 7th grade math: 93 or above
- c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year)
- d. Favorable teacher and principal recommendation

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher’s recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.
Eighth grade students must satisfy the following criteria to receive credit for Algebra I instruction and placement in the next level of high school math instruction:

a. Passing the Algebra I course  
b. Scoring 77% on the Diocesan Algebra I exam  
c. Receiving teacher recommendation for placement in the next level of high school math instruction

If a student does not score 77% on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form can be forwarded to the high school. The decision of the high school will be final.

Due to additional costs placed on the school by Fairfax County that are incurred by students taking online courses from Fairfax County Public School or the Virginia Department of Education online modules (example: Algebra I and/or Geometry), the students and school will share the burden of the course at the rate: The student will cover 2/3 of the cost of the online course, the school will incur 1/3 of the cost of the online course. The student is responsible for paying the fee. Saint Bernadette School will offer a rebate of 1/3 the cost after confirmation is received that FCPS has received the payment.

**ADVANCED ACADEMICS PROGRAM**

To be considered for the Advanced Academics Program in grades 4 and 5 students must meet the following requirements:

1) Obtain a Scantron Assessment Total Scaled Score in the top 10% for Math, Reading or Language Arts.  
2) Earn Honors in the prior school year.  
3) Teacher Recommendation for the Advanced Academics program.

**IMPLEMENTATION OF FAMILY LIFE PROGRAM**

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, “As they (children and young people) advance in years, they should be given positive and prudent sexual education.” Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood and religious life.

Saint Bernadette School uses the “Gift of Human Sexuality series” that is approved by the Diocese of Arlington for 6th-8th grade students. Parents must complete a permission slip for their child to participate as an “opt-in”. There will be a parent information meeting held before the sessions begin.
**TEXTBOOKS/SUPPLEMENTAL MATERIALS**

Textbooks must be covered. Contact paper may not be used to cover textbooks. All students must use book bags. Because we have stairs in the building wheels on bookbags are highly discouraged. If a child has a medical need for a bookbag with wheels, please provide a note to the classroom teacher. A replacement fee will be charged for lost textbooks, workbooks, library books, and trade books.

**TECHNOLOGY – ACCEPTABLE USE**

There is no expectation or right to privacy or right to freedom of speech when using the school’s computer resources, which are the school’s property. Any use of the School’s computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

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

a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.

b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.

c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
e. Any attempt to log onto the Internet or the school’s network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school’s computers, networks and/or systems.

f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:

   i. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.

   ii. Use technology in sexting or cyber bulling: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

   iii. Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.

   iv. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual’s parent, and the principal.

   v. Create any site, post any photo, image, or video of another except with express permission of that individual, individual’s parent, and the principal.

   vi. Attempt to circumvent system security.

   vii. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

   viii. Violate license agreements, copy disks, CD-ROMs or other protected media.

   ix. Users identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school’s computers, networks and/or systems.
viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

ix. Breach confidentiality obligations of school or school employees.

x. Harm the good will and reputation of the school or school employees.

xi. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

i. Users must immediately report damage or change to the school’s hardware and/or software.

j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:

   i. Loss of use of the school network, computers, and software including Internet access.

   ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school’s image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.
TESTING

The school’s testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students’ strengths and weaknesses and to aid in revision of the curriculum and planning of instruction. In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

Kindergarten Readiness Test: This screening is administered to all incoming Kindergarten students during the spring prior to their entrance to St. Bernadette. Through their observance of each student completing a series of tasks, the screening team is able to determine the developmental readiness of each child. The goal of the program is to ensure that each student enrolled in Kindergarten or first grade has the developmental skills necessary to achieve success during his/her first year in school.

Phonological Awareness Literacy Screening (PALS) This test is administered to all Kindergarten and First grade students in October. Kindergartners will then retake the test in the Spring of their Kindergarten year. The results are shared with the first grade teachers to ensure the students are prepared to begin the formal reading program.

Developmental Reading Assessment (DRA) The DRA assessment is administered to First grade and Second grade students the Fall and the Spring of the grade year to set a reading benchmark and establish growth and readiness for the next year.

QUIC Test: Students transferring in to the school in 2nd-8th grade may need to take the QUIC test to measure their grade level equivalency based on national standards. This is a placement test designed to help inform administrators, teachers, and parents in which grade level a transfer student will be placed.

SCANTRON: This diocesan-wide achievement test is administered electronically in the fall, winter, and spring to all students in third through seventh grades. The test results are used by teachers as a diagnostic tool in planning instruction for the current and upcoming year.

Assessment of Catholic Religious Education (ACRE): This assessment tool, designed by the National Catholic Education Association, is administered to students in grades five and eight each year. Through review of class and grade level scores, school and diocesan personnel can determine student understanding of basic doctrine as well as attitudes towards living the Catholic faith.
**HOMEWORK**

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

**SUGGESTED TIME ALLOTMENTS**

Minimum Office of Catholic Schools’ guidelines for daily homework (note: the Diocese supports requirements beyond the Office of Catholic Schools’ minimum):

- Grades 1-3: 10 to 30 minutes daily
- Grades 4-6: 30 to 60 minutes daily
- Grades 7-8: 60 minutes to 2 hours daily (Algebra is a high school course and may require additional time.)

**PROCEDURE FOR HOMEWORK ASSIGNMENTS**

The purpose of homework is review, practice, reinforcement and occasionally, completion of class assignments. It is the student’s responsibility to turn in completed assignments and to accept the consequences for his/her work.

1. Homework assignments are given Monday through Thursday. Math homework may be assigned on Fridays in grades 3-8 – maximum of 30 minutes – so that students can review the day’s lesson. Homework will not be assigned on Thanksgiving, Christmas, or Easter breaks. Tests may be administered Monday through Friday.

2. Long range projects and special conditions for Middle School students (e.g., Algebra, Science Fair, incomplete work) will necessitate an assignment over the weekend.

3. The practice of keeping a daily planner book is required in grades 3-8. Parents should check the daily planners regularly.

4. Teachers update their homework pages on the school website weekly.

5. Saint Bernadette School offers use of an online Parent Portal to help parents and students keep track of their grades in a more timely fashion. The parent portal has replaced the quarterly interim report that has been distributed in the past.
6. At the Back-to-School Night in September, each teacher will explain his/her procedure in regard to corrected work. **Signing and returning of papers is left to the discretion of the teacher.** Parents may access the school website after 4:15 p.m. for daily/weekly homework updates.

7. When a student is sick, please check the school homework site for missed homework assignments. If a student is absent for more than two days, parents may request to pick up class work and books from the School Office after 3:10 p.m.

**Homework Policy for Middle School**

- All class work must be completed neatly in black or blue ink. No other color is acceptable.
- Math work should be written in pencil.
- Students write in cursive unless otherwise stated.

**Homework**

- Homework counts as a percentage of each student’s grade.
- Homework must be completed neatly and submitted on time.
- Completed homework is due on the assigned due date.
- Late Homework will be accepted up to 2 days after the due date, with a deduction of 10 percent per day. After 2 days late, the student’s grade will be zero.
- For an excused absence, there will be 2 days allowed for every day absent up to one calendar week for an assignment to be considered submitted on time.

**Projects**

- Projects will have a scheduled due date.
- If a project is submitted one day late, the student’s grade will drop 10 percent.
- If a project is submitted two days late, the students’ grade will drop 20 percent, and will continue to drop by 10 percent each day, up to five (5) days. After 5 days late, the project will be zero.
- In the event the student is absent due to illness on the day a project is due, the work must be submitted to the teacher on the day the student returns to receive full credit. For an extended illness, teachers will conference to ensure that the student is given an opportunity to turn in necessary work.

**PARENT-TEACHER COMMUNICATION**

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher
with any concerns about a student or class concerns before seeking intervention by the school administration.

**SCHEDULING AND OTHER CONFERENCE INFORMATION**

If you wish to contact a teacher, kindly do so by writing a note, calling the School Office, or sending an e-mail to the teacher. **Teachers cannot be disturbed during school hours, but have 48 hours to respond to your communication, unless it is a weekend or break.** If you do not hear from a teacher within 48 hours, please contact the principal.

**GRADING/REPORT CARDS**

Overall evaluation of the student must be based on teacher judgment and observation of the student’s daily work, class participation, effort and performance on teacher prepared tests (to include but not be limited to projects, portfolios and other tools of assessment). The purpose of report cards is to alert the parents and present to them an assessment of their child’s achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

**GRADING SYSTEM**

**Grades 1-2**

- **M** Meets Grade Level Standards – Child consistently meets skills
- **P** Progressing Towards Grade Level Standards - Child is in process of developing skill
- **NI** Needs Improvement – Child is not demonstrating skill

**ACADEMIC PROGRESS SCALE**

The letter M, P or NI is indicated in the appropriate box for each subject area.

* (asterisk) indicates modified curriculum

**Grades 3-8** use numeric (percentage) grades. Below 70 is designated by an F.

**INDICATORS FOR EFFORT, SPECIALS AND PERSONAL DEVELOPMENT:**

- 3 Very Good
- 2 Satisfactory/Good
- 1 Needs Improvement
- X Unsatisfactory
REPORT CARD PERIODS

1. Distribution of report cards will take place in November, January, April, and June.

2. A parent signature is required on the report card before being returned to the teacher.

3. The final report card will be distributed on the last day of school as soon as tuition and other fees (lost or damaged textbooks or library books) are paid. Report cards and summer packets will not be distributed on the last day of school.

METHOD OF REPORTING

Teachers will explain the criteria for grading during Back-to-School night in September.

KINDERGARTEN STUDENT REPORTS

Kindergarten students are given a written report card in January and June only. Conferences are mandatory in November and scheduled, as needed, in the spring. Report cards and summer packets will not be distributed prior to the last day of school.

AWARDS

The following awards are given to students who qualify at the end of each grading period:

First Honors – Grades 4-8
Criteria: 93 to 100 in all subject areas; All 3 (Very good) or 2 (Satisfactory/Good) in all areas of Personal Development, Effort grades and Specials.

Second Honors – Grades 4-8
Criteria: 85 to 100 in all subject areas; All 3 (Very Good) or 2 (Satisfactory/Good) in all areas of Personal Development, Effort grades and Specials.

Academic Improvement Honor Award – Grades 4-8
Criteria: 10 point improvement in any subject during the 2nd, 3rd, and 4th quarters.

Cardinal Citizenship Award
The Cardinal Award is a quarterly award given to any student in grades 1 and 2. Students in grades 1 and 2 must receive no more than two 1’s (Needs Improvement) under Conduct in the area of Personal Development.

Christian Witness Award
The Christian Witness Award is presented to students who live their faith through service to others and exemplary behavior.
ANNUAL AWARDS: In addition to First and Second Honors, the following awards are presented at the close of the year:

Christian Leadership Award – Grades K-8
This award is presented to two students in each class who have shown leadership in their classroom by sharing their faith and living a Christian life of service to other.

Principal’s Award – Grades 4-8
Criteria: 93-100 in all subject areas for all four quarters (i.e., the student never received lower than a 93 in every subject) All 3 (Very good) or 2 (Satisfactory/Good) in all areas of Personal Development, Effort grades and Specials.

Sr. Marie Sopr, D.W. Service Award
Criteria: This award is presented to one graduating eighth grader in recognition of outstanding service to the Parish, school, and community. The faculty and staff nominate candidates.

The Vision Scholarship presented by the Knights of Columbus
This scholarship is presented to one graduating 8th grader who will attend a Catholic High School who best exemplifies the tenets of the school’s vision statement. The Knights of Columbus sponsors the scholarship and will award a monetary amount to the student’s Catholic High School of choice to help offset part of the student’s tuition. The principal, in consultation with teachers and staff, determines selection for the scholarship. The vision statement is listed at the beginning of the handbook.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

a. The final decision to promote or retain a student is based on the student’s academic performance and best interest as determined by the principal.
b. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be “placed” in the next grade level; however the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.
SCHOOL COUNSELORS

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

Saint Bernadette has a full-time counselor on staff. Please consult Mr. Andy Raab with questions and referrals. He may be reached at ARaab@stbernschool.org.

Counseling services are for students enrolled in the school. Whole family or individual family counseling is not provided.

PHYSICAL EDUCATION PROGRAM

The Physical Education (P.E.) program is based on the following evaluation of the students:

Grades K-3

1. Using one’s full potential
2. Coming prepared to class with proper P.E. uniform and tennis shoes.
3. Listening carefully when instructions and directions are given
4. Exhibiting sportsmanship and respect for others and self
5. Demonstrating the ability to get along with others in a group

Grades 6-8

Along with the above criteria, grades 6 through 8 will keep a quarterly Physical Fitness Contract as per the Diocese of Arlington Curriculum requirement.
ADMINISTRATIVE PROCEDURES

ADMISSIONS

 Dioecesan Initial Admission Requirements

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

a. Children from the parish
b. Children from parishes without schools
c. Children from parishes with schools (for sufficient reason)
d. Children from non-Catholic families

If approved by the pastor, and where practicable, the siblings may receive special consideration.

Age for Admission to Kindergarten

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

Requirements for School Admission: Pre-school – Grade 5

a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
b. Baptismal certificate for Catholic students
c. Proof of custody where applicable
d. Current report card and previous academic years’ report card as applicable
e. Current standardized test scores and previous years, if applicable
f. Completed Diocesan Application Form (Appendix J)
g. A non-refundable application fee
h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or
equivalent, which stipulates the following must be submitted prior to the student beginning school:

i. Proof of exact dates of immunization as required by the Code of Virginia

ii. Current Certification of Immunization

iii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

**Requirements for Admission to Grades 6 – 12**

a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)

b. Baptismal certificate for Catholic students

c. Proof of exact dates of immunization

d. Records from previous school, including standardized test scores

e. Proof of custody where applicable

f. Completed Diocesan Elementary or High School Application Form (Appendix J)

g. A non-refundable application fee

h. If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

**General Conditions of Admission**

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student’s disabilities provided that information does not discriminate (automatically prohibit a student from applying).

**International Students**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
a. Meets Diocesan admission requirements as stated in Policy 601.2;
b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
c. Resides at the same U.S. address as the guardian;
   i. Guardian cannot house more than two international students;
d. Pays tuition in full upon school admission;
   i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (Nonimmigrants Who Can Study); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant1 or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student’s prior academic records and any admission testing. If there are concerns about a student’s social or learning needs, please contact the classroom teacher, counselor, or principal as appropriate.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

1 Appendix AJ for a listing of lawful non-immigrants who may attend school.
The school (K-8) is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

a. Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

b. Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

**ABSENCE/TARDINESS/LEAVING SCHOOL**

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student’s return to school.

b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

**TARDINESS**

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. Students who arrive after 8:05 should report to the office for a Tardy Slip for admission to class.

A student who arrives late with an excused reason (i.e. doctor’s note) is counted tardy.

The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.
ABSENCES FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is under no obligation to provide a tutor, make-up work or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

Teachers do not provide classwork or homework in advance for planned absences from school. Parents/students should access the Homework Pages for each class to receive homework assignments while they are not in attendance.

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Teachers report all absences to the school office on a daily basis. The school Administrative Assistant keeps a computerized record of these absences.

Parents must call the office before 8:30 AM or send an email to attendance@stbernschool.org

TARDINESS

The tardy bell rings at 8:05am. Students are expected to be in their homerooms and ready to begin class when the 8:05 bell rings. Students arriving after 8:05am are considered tardy and must obtain a tardy slip from the office in order to be admitted to class. To ensure the safe arrival of all students, parents/guardians are required to sign in their children at the school office when arriving late.

MEDICAL EXCUSES

Children who are ill cannot function properly in school and should remain at home. Students with a fever, diarrhea, and/or vomiting MAY NOT return to school until they are symptom free for 24 hours without medication. It is important that we prevent contagious illnesses from spreading to other students and staff.

During periods of brief illness, the health and recovery of the student is of primary importance. For this reason, all assignments will be provided once the student reports back to school. The manner in which the missed assignments are conveyed to the student is left to the discretion of each teacher.

ANTICIPATED ABSENCE

When parents wish to take their student out of school for several days for personal and/or medical reasons, the school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. Please notify your child’s teacher of any anticipated absences.
A student who must be absent for a period of time is responsible for completing all assignments upon their return. The student will have three days to complete all assignments for credit. Tests and quizzes must be taken within a week.

Parents should seek to schedule doctor and dental appointments around the school day. Although students can complete missed assignments independently, there is no substitute for the learning that occurs within the classroom under the guidance and direction of the teacher.

**RELEASE OF STUDENTS**

A. Early dismissal is an exception to the norm. Please keep appointments during school hours to a minimum.

B. Requests for early dismissal must be submitted in writing and sent to the school office with the student.

C. Early dismissals are not intended to facilitate routine weekly departures for non-medical appointments, sports, music, other lessons or competitions or the convenience of parents. Early dismissals disrupt the school day. They break the rhythm of learning for the departing student as well as the remainder of the class.

D. Each student departing early must remain in the classroom until called.

E. Parents must report to the office. No parent will be allowed to go to a classroom unless authorized by the Principal.

F. In each case, parents must sign out the student in the office register. The child will only be released from the School Office to persons whose names appear on the emergency listing provided by the parent/guardian. Parents who need to sign out their child prior to the close of the school day are asked to do so by 3:00 PM, the time at which students and teachers begin to prepare for the dismissal of school. Parents are discouraged from signing out their children after 3:00 PM, except in the event of an emergency.

**TRANSFERRING TO ANOTHER SCHOOL**

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. All fees and tuition MUST BE PAID prior to the release of the student’s records.
**LUNCH/MILK PROGRAM**

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Lunch prices are as follows:
- Full Entrée = $4.00
- Extra portion = $2.00
- Milk may be purchased for $30 per school year at the beginning of the year.
- Ice Cream = $1.00
- Water = $.50

**ARRIVAL AND DISMISSAL**

**Schedules**
The School Office is open 7:45 – 3:30. It is closed during Mass or school activities that take place in the Church.

Saint Bernadette School opens its doors to Extended Day students at 6:45am and to the rest of the students at 7:45 AM. **The tardy bell rings at 8:05 AM**

**Arrival**
Teacher supervision begins at 7:45 AM. In the morning, parents are asked to drop off children between 7:45 AM and 8:05 AM. Students report directly to their classrooms. Prayers and announcements will begin at 8:05 AM, and the first period class starts immediately after prayers.

**CARPOOL REGULATIONS**

**Morning Arrival Procedure**

**Please do not use the adjacent townhouse community as a place to drop off or pick up students or to turn around.**

1. Cars enter by EAST entrance (double entrance) by Parish Center and proceed in front of the Church, to the side of the Rectory, and line up along the sidewalk to the tree in the back parking lot. **Please drive slowly.**

2. Teachers will be present to help discharge students. Students will be allowed to exit their cars at 7:40. Students exit their cars from the Passenger side and walk down the sidewalk to the Front Office entrance. **Parents, please stay in your cars.** If you have bookbags or
band instruments in the trunk of your vehicle, you **must** pull to the back of the playground to unload.

3. Please follow the directions of the staff on duty and proceed to the end of the sidewalk to drop off your children. It is important to fit in as many cars as possible, so please do not leave large gaps between vehicles.

4. There are four rows of parking – Row 1 (At the top, right next to the Church), Row 2, Row 3, and Row 4 (right next to Old Keene Mill Road) When EXITING the parking lot, you have several choices:
   a. When turning right to go west on Old Keene Mill, you may turn right at the single exit straight ahead.
   b. If you want to go west on Old Keene Mill or turn left into Daventry, go to Row 3 and proceed to the right turn lane at the main exit of the parking lot.
   c. If you want to go left/east on Old Keene Mill Road, go to Row 2 and proceed to the left turn lane at the main exit of the parking lot.

5. Please be courteous and cautious of other drivers or walkers. If you want to walk your child to the office, please park in the large parking lot on the left and walk your child across the lane of traffic when cars are already stopped. If you arrive after 8:05am, please park in the lower lot and walk your children to the office. Parents must sign children into school once the Tardy Bell has rung at 8:05.

**DISMISSAL**

All parents are expected to follow all dismissal and carpool procedures to ensure the safety of all children.

**Early Dismissal:**
Dismissal begins at 12:15 PM. The school office closes at 3:30 PM.

**Regular Dismissal:**
1. Dismissal begins at 3:10PM.
2. Cars enter by EAST entrance (double entrance) by Parish Center and proceed in front of the Church, to the side of the Rectory, and line up along the sidewalk to the tree in the back parking lot. **Please drive slowly.**
3. Each carpool has been assigned a unique number and a card bearing that number. Please display it prominently on your dashboard.
4. Once PE classes are dismissed, the cars will be invited to move to the back circle to queue up for pickup. A staff member will transmit the carpool numbers to the classrooms so that students report directly after afternoon prayers.
5. Carpool Flag: Parents who have purchased the privilege of being first in line will move to the front of the carpool line.
6. Once all students have been safely placed in their cars, a faculty member will signal to begin the orderly exit of the back circle. Please be aware of the speed bumps and drive slowly for everyone’s safety.
7. Parents may park in the larger church parking lot below, enter their carpool number on the electronic device at the office, and wait outside the Gym doors to pick up their children after school. Students will be called to “the canopy” at 3:10.

No student will be dismissed prior to the regular dismissal time without the signed permission of a parent/guardian, nor will a student be released to anyone other than a parent without parental authorization.

In the interest of good order that will ensure the safety of the children at dismissal, parents’ cooperation is needed when there are special activities that occur either in the Church or school that concludes right before dismissal. All students must return to their classrooms for the routine dismissal.

**Walkers**
A student who walks home must have a letter from a parent/guardian that describes the route taken home. The school cannot be held responsible for any mishaps that may occur. Under no circumstances may a parent park in the adjacent townhouse development and have children walk to their car.

Please refrain from using your cell phones during carpool arrival and dismissal!

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**GENERAL SCHOOL POLICIES**

**ADMINISTRATIVE**

**STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

a. Custodial parents should identify in writing other adults who may have access to information regarding their child.

b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

**ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely
inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal and those to whom they extend access within a given year.)

The School administration may elect to provide at cost photocopies of a student’s educational records to parents, but documentation is to be stamped "unofficial."

**TRANSFER OF RECORDS**

Schools may disclose a student’s cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student’s confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students’ cumulative files.

**RETENTION OF RECORDS**

The following student records are to be retained indefinitely:
Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

a. IEP/ISP or 504 Plan  
b. Student Assistance Plan  
c. Eligibility Minutes  
d. Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

a. Application  
b. Counselor notes  
c. Discipline notes  
d. Court Documents  
e. Psychological reports

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in and wear an identification tag when visiting the school.

SCHOOL COMMUNICATIONS

Teachers are happy to speak to parents about their children by phone, note, e-mail or conference. Please make an appointment so that the teacher can give full attention to the class throughout the course of the day.

Other than medication or eyeglasses, the office will not deliver items a child has forgotten on a regular basis. To help students to develop a sense of responsibility, in most cases, they need to experience the natural consequences of their forgetfulness. However, if a child forgets lunch, parents may drop it off at the school office for their child to pick up in the cafeteria at lunchtime.

PRINCIPAL’S COMMUNICATION

The Principal will communicate with the parent community in a variety of ways.

- the weekly Cardinal Connection  
- Sending time-sensitive information home with the students  
- E-mail  
- School website  
- Reporting at Parent-Teacher Organization meetings  
- For emergencies via SchoolMessenger

TAKE-HOME COMMUNICATION

All materials prepared by parents for release to the parish or school community must be approved
by the Principal or his/her designee.

The weekly Cardinal Connection will include flyers and forms that are needed to keep parents informed of school activities. Please read it carefully!

**TELEPHONE USE/MESSAGES FOR STUDENTS**

_During school hours, or at school-related functions, including field trips and after school activities and clubs, no student is permitted to have or use cell phones._ Students may use the office telephone, with permission, in cases of transportation issues. (Forgetting lunches, PE uniforms, permission slips, band instruments, etc. does not constitute an emergency.) Parents are asked to refrain from calling the school office with messages to be relayed to children except in cases of an emergency. Emergency messages from parents to their children are delivered either through their homeroom teacher or directly to the student.

_Unauthorized use of the telephone system or possessing a cell phone while in school will result in disciplinary action, including but not limited to suspension from Saint Bernadette School._

**INCLEMENT WEATHER/SCHOOL CLOSINGS**

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather-related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1038 hours of instructional time (as defined by the Commonwealth of Virginia).

If during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

Saint Bernadette School follows the Fairfax County School system regarding the opening or closing of school due to inclement weather. Look for news of Fairfax County closing or delay decisions on major local media outlets. As a courtesy, the school will send an email to its distribution list announcing the delay or closing, but FCPS will have final say in what the school day looks like in inclement weather situations. If there is no school, a delayed opening, or an early dismissal due to weather conditions, it will be announced over almost all the local radio and TV stations, including Cable Channel 21, the Fairfax County Public School information channel.

_If Fairfax County Public Schools announce a two-hour delay on a day when Saint Bernadette School has scheduled a 12:15pm dismissal, the 12:15 dismissal will be cancelled._
In that case, classes will begin at 10:05am and will dismiss at the normal time. Lunch will be served.

PHOTOS AND OTHER MEDIA

Parents may opt out their children from participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the Waiver/Right to Object form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

LIBRARY

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective. Field trips are considered an extension of the school day and the code of conduct will apply.

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (Appendix R).

In the event private automobiles/vehicles of students, parents or other authorized adults of at least 20 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip.

Youth weighing less than 100 pounds may not be seated near the front seat air bag.

Cell calls and texting are not permitted while driving.

Parents/guardians are to be furnished with detailed written information about the field trip, and
must be given the opportunity to “opt out” their children from the field trip.

Teachers and other school employees should not drive students in their personal vehicles.

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

School-sponsored ski trips are not permitted.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as: a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

**OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

**MARCH FOR LIFE POLICY**

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration’s decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students with written parental permission may accompany their parents on the March for Life, and will not be marked absent for that day.

**GRADUATION REQUIREMENTS/CEREMONIES**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school’s code of conduct).

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities. A celebration of the Eucharist should be held for the graduates close to the date of graduation.
**PARENT ORGANIZATIONS**

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval.

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the head of school/principal regarding advancement of the school’s mission and legislative issues concerning the school as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

**Purchases and Reimbursements for the School**

Parents who purchase supplies for the school must use the green Purchase Requisition Forms. Purchases that have been approved by school administration must be made within 30 days of the authorized signature, otherwise a new form will need to be submitted and the process will begin anew.

Purchases that are submitted for reimbursement must have receipts and be submitted within 30 days after the purchase was made.

Reimbursements made near the end of the school year must be submitted within one week of the final day of student classes before summer vacation. Otherwise no reimbursement will be granted.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;

7. to unify parents in an effort to raise funds each year for the school.

**Parental Involvement at Saint Bernadette School**

**Parent-Teacher Organization (PTO)**

Parents become members of the Parent-Teacher Organization (PTO) when their child is accepted at Saint Bernadette. This organization, which acts as a vehicle of communication between school and parents, is essential to continue to support the educational policies that further the successful progress of each child. Parents are urged to become actively involved in the various activities sponsored by the group.

**Volunteers**

Saint Bernadette welcomes any and all types of service. If parents are qualified in a particular field of specialization, the sharing of that knowledge would be greatly appreciated. Parents are needed to assist in various programs as needed throughout the school year. We appreciate your time and involvement. However, it is not a time for personal conversations with faculty while they are with students.

Volunteers are not allowed to bring siblings when volunteering for classroom activities - parties, art classes, etc. Siblings are not allowed in the kitchen. Siblings are NOT allowed on playground equipment.

We do welcome siblings to our cultural arts programs, band concerts, Christmas programs, etc. Volunteers must be compliant with the Safe Environment policy of the Diocese of Arlington.

**Educational Seminar on the Diocese of Arlington Policy on Prevention of Sexual Misconduct and/or Child Abuse**

As part of the Diocese’s efforts to ensure the safety of all children and to carry out the mandates of the U.S. Conference of Catholic Bishops’ charter on the protection of children, all volunteers are required to attend a seminar entitled “Protecting God’s Children.” This seminar is offered frequently at locations throughout the Diocese. New volunteers must attend the first available meeting.

**Fundraising**

Any program that generates additional revenue must have the approval of school leadership (pastor and principal). These activities should be organized and executed so that the school program is not interrupted.
Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor and principal).

TRANSPORTATION/PARKING

Please make note of and obey the County approved No Parking or Standing Fire Lane signs on the Church and School property. According to the directives of the Fairfax county Fire Marshall, you can expect to be ticketed when parking in these fire lanes. For this reason, please be familiar with the traffic flow for afternoon carpool.

During the school day, parents are asked to park in the lower Church parking lot. The parking spaces opposite the gym are for teachers and staff only. The only time that cars are permitted beyond the lower parking lot will be when the patrols indicate that carpool is ready to begin.
FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.

To be eligible for receiving funds from this program, students must satisfy all the criteria described below:

a. A baptized Catholic or convert officially received into the Church
b. Family resides within the boundaries of the Diocese of Arlington
c. Family is registered and an active member of the parish
d. Student attends or is accepted by a Catholic school in the Diocese of Arlington

The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

NO REPORT CARDS OR TRANSCRIPTS WILL BE DISTRIBUTED IN JUNE UNLESS ALL FEES HAVE BEEN PAID.
TUITION AND OTHER FEE SCHEDULES

PAYMENT

a. Payment in full, quarterly, or ten monthly installments, DUE THE 10th OF EACH MONTH. First tuition payment is due July 10; final (tenth) payment due April 10.

b. A Diocesan Tuition Assistance Program is available. A local tuition assistance program is available only to families who have applied first through the Diocesan Tuition Assistance Program. Please go to the School Office for further information.

b. Tuition payments will be managed by the SMART Tuition Program. Families must enroll and pay a $45.00 fee. Families paying tuition in full are exempt from this program and should send tuition payment to the School Office.

c. All fees other than tuition are due July 1. Payment should be made to St. Bernadette School and mailed to the Parish Office.

e. St. Bernadette School cannot guarantee space for the following school year unless all tuition and fees are paid by May 1. Failure to make final payment or to contact the pastor for other arrangements due to special circumstances will forfeit your child's space for the upcoming school year.

SUBMITTING EMPLOYER REIMBURSEMENT FORMS
Families submitting Employer Forms for reimbursement of school expenses which require the Principal’s signature and/or Church Seal should do so between May 1 and the last day of school. Please complete all forms and include a stamped, self-addressed envelope when submitting them to the Rectory. There is a charge of $20.00 for an incomplete form. Forms will be returned by mail.

TUITION AND OTHER FEE SCHEDULES

TUITION SCHEDULE

Registered and Active Parishioner:

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 child</td>
<td>$ 6,230</td>
</tr>
<tr>
<td>2 children</td>
<td>$10,980</td>
</tr>
<tr>
<td>3 children</td>
<td>$14,250</td>
</tr>
<tr>
<td>4 children</td>
<td>$14,980</td>
</tr>
<tr>
<td>5 children</td>
<td>$15,730</td>
</tr>
</tbody>
</table>
**Out of Parish:**

1 child  $ 7,130  
2 children  $13,230  
3 children  $16,930  
4 children  $17,800  
5 children  $18,670  

**Families of Other Faiths:**

Each child  $8,140  

**FEES (ALL FEES ARE NON-REFUNDABLE):**

New student registration  $125 per child  
Re-registration fee  $100 per child  
\[\text{registering 3 or more children}\]  
$300 per family (registering 3 or more children)  

REGISTRATION FEES ARE DUE AT TIME OF REGISTRATION  

**ADDITIONAL FEES :**

Grade 8 Graduation and Sacramental Preparation Fee: $110 (Due with first Tuition payment)  

**PRESCHOOL FEES**

Tuition  
Full Day - $6,000  
Half Day - $4,900  

Registration/supply fee  $185  

**EXTENDED DAY FEES**

**Morning session (weekly only):**  
1 child  $45.00  
2 children  $69.00  
3 children  $94.00  
4 children  $117.00  

**Full time session (weekly AM and PM):**  
1 child  $129.00  
2 children  $190.00  
3 children  $233.00  
4 children  $270.00  

OFFICE OF CATHOLIC SCHOOLS  
Elementary Parent/Student Handbook  
*Revised 2016*
Drop-In (AM only): $15.00 per child

Drop-In (PM only):
1 child $40.00
2 children $57.00
3 children $79.00
4 children $93.00

Early Dismissal (Drop-In and Part Time):
1 child $57.00
2 children $105.00
3 children $157.00
4 children $209.00

Late pick-up from Carpool: $10.00 per every 5 minutes after closing

If Extended Day bills are not paid by the end of the month, a child will not be invited back to the program until all fees are paid.

TUITION DELIQUENCIES
Parents falling behind in tuition payments will be asked to meet with the pastor or his designee for tuition related matters. The pastor and principal recognize that, on occasion, families encounter financial hardships that affect the timely payment of tuition. In such cases, it is important that parents contact the pastor so that a mutual understanding regarding payments may be established.
CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes and fans display respect, civility and responsibility in words and actions before, during and after all athletic contests and/or practices. These policies are developed to assist the four diocesan high schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school’s academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys’ football and/or wrestling activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary and middle school based athletic program participation is required, excluding parish CYO.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child’s physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right to possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.
SAINT BERNADETTE SCHOOL ACTIVITIES

A. Religious

1. School Mass is celebrated every Monday morning with Holy Days observed on the prescribed day of the week if not on Monday.
2. Students may attend Adoration in the Chapel on First Friday each month.
3. Student will participate in weekly Fellowship activities.
4. A Virtue program is presented throughout the year. The students will nominate their classmates to win the Virtue of the Month award from 1-3rd gr, 4-5th gr, & 6-8th gr. A monthly “outreach” allows the students to put their faith into practice for the outside community.
5. The Sacrament of Reconciliation is made available to students during Advent and Lent.
6. 7th and 8th grade students lead the Stations of the Cross for the school and parishioners every Friday during Lent.
7. A school-wide Nativity Pageant is presented in the Church, including a living depiction of the Nativity by the third grade.
8. 8th grade students lead a May Crowning ceremony in honor of Our Lady in May.
9. Prayer services are conducted each week of Advent.

Parents are the primary educators of their children. School religious activities will have more impact if parents ensure that their children fulfill their obligation to attend Sunday Mass. Participation in Sunday Mass is a requirement for all Catholics that is not fulfilled by attendance at the weekly school Mass. If parents are sending their children to a Catholic School, it is presumed that the family attends Mass regularly every Sunday. Failure to do so creates confusion in a child’s mind.

B. Cultural

1. A Parent-Teacher Organization member arranges for a series of in-house cultural arts programs.
2. Field Trips are arranged for all grade levels.
3. There is an option to join the school band. (Grades 4-8)
   a. Small group lessons are given on a rotating basis during school hours.
   b. Full band practice is scheduled for one hour after school once a week.
   c. Fees, schedule, etc. are arranged with the Director of the Band Program
4. Participation in local and national contests for poetry, writing, artwork, etc. is strongly encouraged.

5. Yearbook Club (Grades 7-8)

6. Shakespeare Festival (Grades 6-8)

7. Drama Club (Grades K-8)

8. Math Club (Grades 5-8)

C. Safety Patrol

1. Moderator -- Faculty Advisors
2. Provides students an opportunity for leadership and responsibility.
3. Students must be approved for inclusion in the Safety Patrols by the Faculty Advisors and Principal. Showing interest in Safety Patrols does not guarantee inclusion.
4. If a Safety Patrol does not take his/her duties seriously, the safety of others may be in jeopardy.
5. Participation as a Safety Patrol member may be revoked if there is evidence of misconduct or consistent lack of responsibility exhibited.
6. Patrols help insure that safety regulations are followed during carpool.
7. Students have an opportunity to participate in programs sponsored by the Police Department.

D. Extracurricular

1. School Choir
2. Junior CYO basketball and volleyball teams
3. Parish program for Altar Servers
4. Drama Club
5. Cardinal Run Club (Grades 4-8)
6. Scouting

If a student does not feel well enough to attend classes, the school does not approve of her/his participation in after school activities on that day.

E. Student Council

1. Provides students an opportunity for the development of leadership skills.
2. Gives students the opportunity to plan and work on school and community projects.
3. Moderator—Faculty Member
4. Council Members: Grades 6-8. Class Representatives: Grades 4-8
F. National Junior Honor Society
1. Recognizes 7th and 8th grade students who possess outstanding academic, service, citizenship, character and leadership skills.
2. Students with a cumulative GPA of 93 or above from 6th grade forward are eligible for membership.
3. Selection for membership is made by a faculty council.
4. Gives members opportunities to be leaders in the school community.
5. Plans school and community projects.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).
STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

a. Teachers have a right to teach. No student will stop the teacher from teaching.

b. Students have a right to learn. No student will stop another student from learning.

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

a. will be honest and committed to integrity.

b. will be respectful and courteous toward all teachers and adults.

c. will refrain from harassment of any kind.

d. will use appropriate language.

e. will speak respectfully to and about others.

f. will complete all assignments and participate fully in class.

g. will respect all school and personal property (*Care of School Property*).

h. will refrain from any deliberate disruption in the school.

i. will adhere to the school’s cell phone policy.

j. will comply with the Internet Acceptable Use Policy.

k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.

l. will be present for all required activities unless officially excused by the administration.

m. will adhere to the dress code (*Dress Code*).
n. will not give or receive unauthorized assistance on tests, quizzes or assignments.

o. will not leave school grounds during the school day for any reason without permission from the principal/administration.

p. will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (Substance Abuse/Weapons and Inappropriate Materials).

q. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also Substance Abuse/Weapons).

r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.

s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

**Honor Pledge**

The school expects every student will grow in dignity and respect for him/herself and others. This includes but is not limited to taking proper care to ensure that academic honesty is maintained in the school.

Therefore, 4th – 8th grade classrooms will have posted the St. Bernadette School Honor Pledge. A teacher may choose to require students to memorize, recite, or write the honor pledge on any or all assignments. A shortened form with the word “Pledge” and the student’s signature is also acceptable, if the teacher chooses to assign the shortened form.

The honor pledge is as follows:

“As a student of Saint Bernadette Catholic School, I pledge that my work is my own. I have neither given, nor received unauthorized aid on this assignment.”
**SUBSTANCE ABUSE/WEAPONS**

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers–Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school’s academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately
contacted.

**DISCIPLINE**

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

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

**USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

**DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges
- d. Detention
- e. Probation
- f. Suspension
- g. Dismissal
- h. Expulsion

**SPECIFIC DISCIPLINARY POLICIES**

Students at Saint Bernadette are encouraged to grow in all areas: Spiritual, moral, emotional, social, and academic. When students act in a manner not consistent with the mission and philosophy of the school, they are entrusted with the responsibility of showing improvement in their conduct. If a child does not respond to correction or discipline within the context of Christian understanding and charity, the school may request the involvement of parents in an effort to provide the child with the necessary support for their conforming to the school’s standards. Discipline is
most effective when there is a clear communication between parents and teachers.

Saint Bernadette School recognizes that particular behaviors are unacceptable within a structured academic setting. The following list specifies some of the expectations of the school. Because conduct encompasses so many aspects of the human person, the following list is not exhaustive, but rather provides a framework for determining what actions are deemed appropriate or inappropriate. Actual rules are determined by the classroom teacher.

- All students must maintain the utmost respect for God, themselves, their teachers, peers, and others associated with the school.
- Specific rules and directions established by each teacher and related to their particular learning environment must be adhered to at all times.
- Behaviors that are destructive to the school community, affecting its personnel, students or the facility itself are in direct contradiction to Christian teaching and will not be tolerated.
- Each student should strive to fulfill his/her current vocation in life, that of a student. It is each student’s responsibility to be prepared for class, with assignments completed both neatly and accurately.

It is with an understanding of these policies that students can be most successful at Saint Bernadette.

Since a primary value of Saint Bernadette School is honesty and integrity, cheating, in any form, is not tolerated. If it is determined that a student cheated or cooperated in cheating, the student will receive a zero on the test or assignment, parents will be notified promptly, and a detention will be given. The Principal must be notified immediately before any action is taken.

Saint Bernadette School has high expectations for the conduct of its students. We stress the Christian virtues (Faith, Hope, Charity) and the Cardinal virtues (Justice, Prudence, Temperance, & Fortitude). To this end and to ensure maximum learning, students are expected to:

- Conduct themselves in Christian manner at all times.
- Respect the person/property of parents, teachers, and fellow students.
- Use proper and courteous language.
- Keep hands and feet to themselves.
- Be dressed in proper St. Bernadette School uniform.
- Obey and respect all the rules and regulations of the school

**Students in Grades K through 2:**

Teachers in the Primary grades will use a three-step approach for discipline:

1. First step: The teacher will talk with the student about the behavior.
2. Second step: The teacher will complete a Parent/Teacher Notification Form or send an email that will be sent home that day. The parent is expected to sign the form and return the next school day. A phone conference by the teacher may take the place of the Parent/Teacher Notification Form.
3. Third step: The teacher will send the student to the principal’s office. It is at that time that the Principal or Assistant Principal will counsel the student, contact the parent, and issue a consequence.

Please note: A student can be sent to the principal’s office at any time the teacher/staff determine it necessary.

N.B.: Teachers in grades K-5 develop their own age-appropriate discipline system and method for maintaining a well-managed classroom. Discipline systems should respect the dignity of the child and affirm their ability to make improvements to their conduct.

**Students in Grades 3 through 8:**

The Saint Bernadette Discipline Policy and Procedure was established for students in grades 4 through 8 to reflect a disciplinary measure of progress based on the six main skill areas that closely mirrors the left-hand side of the report card: Christian Values, Respect for Peers, Respect for Teacher/Staff, Organizes Self and Materials for Task, Demonstrates a Concern for Learning, and Major Infractions. Each student receives a Weekly Progress Report (see School Appendix) for each of the four marking periods. The student is responsible for keeping this form in his/her planner at all times. When a student chooses not to follow the school rules, the teacher/staff personnel will place an initial and date in the block adjacent to the skill area(s) and make notes on the back to explain the situation.

The following guidelines apply to Grade 4-8 students only. Grade 3 students will use age appropriate consequences as determined by the teacher:

1. Six signatures total from the first block will result in detention.
2. Cheating of any kind and Misuse of technology (computers/chromebooks/cell phones) will result in a zero for the work involved and an automatic detention or in-school suspension.
3. Signatures for Incomplete/Missing Homework, Tests not signed and turned in on time, or Weekly Progress Report not signed and returned on time will affect the quarterly grade average but not result in detention. Notation on the form helps keep parents informed.
4. Detentions will be held on Thursdays after school from 3:15-4:15pm. Students may be completing community service around the school. No homework will be done at this time, but an essay or list of questions may be completed prior to the service project.
5. If detention is issued, every effort will be made to give the parent a 48-hour notice prior to the detention being served.

Please note: A student can be sent to the Principal’s office at any time the teacher/staff determine that it is necessary.

**DETENTION:** Detention is to be used for major infractions of school rules. Examples include, but are not limited to:
Dishonesty; such as cheating, stealing, lying, or plagiarism.
Misuse of technology: i.e. Chromebooks, cell phones, or other electronic devices
Fighting or the use of unacceptable physical contact with another person.
Obscene, vulgar, or hurtful language.
Any form of harassment, including sexual harassment.
Insubordination by acts of disrespect to any adult or a person in a position of authority at school, or at a school activity or event.
Consistent disregard of school rules.
Gum chewing (2nd offense).
Deliberate disobedience or misuse of school property or the personal property of another person.
Possession of objects deemed to be weapons or dangerous instruments upon school property.
Securing money or the personal property of another student by threat or physical harm.
Possession of alcohol or a controlled dangerous substance upon school property.
Entering a student’s locker other than their own.
Entering the school building without permission when school is not in session.

The list is intended as a general guideline. Every possible contingency or violation cannot be outlined. Students are encouraged to demonstrate respect, reverence and responsibility in all of their daily interactions.

In the event of a major infraction, any or all of the following steps may be taken:
- Removal from the classroom
- Conference with student and family
- Denial of privileges
- Detention
- Suspension
- Dismissal
- Expulsion

Suspension

Suspension may be imposed as determined by the principal. Once the principal suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

After a student has accumulated 3 detentions, a student in grades 6-8 will receive a one day in-school suspension. If a student receives 3 more detentions after the first in-school suspension, the student will receive a one day out of school suspension.

Academic/Instructional Consequences:
If a student serves an in-school or out-of-school suspension, the student is responsible for all missed work, homework, quizzes and tests. The student is responsible for all work upon return.
**DUE PROCESS**

Students have the right to know what they are being accused of, and punished or rewarded for. This does not mean that they must agree with the teacher or principal. **Students MUST acknowledge their receipt of a DETENTION SLIP OR DEMERIT** by signing the slip in the designated location. Slips turned into the office without a student AND teacher signature will be returned to the teacher.

The Weekly Progress Report goes home every weekend to be signed by the parent. It is due for signature check on Monday or Tuesday, if there is no school on Monday. This provides a means of open communication with relevant and timely information to the parent(s) on the behavior of their student. The teacher should email parent(s) in more serious matters such as disruptive behavior, not showing respect for staff or peers, etc.

Students who feel they are being falsely accused of wrong-doing should meet with the teacher outside of class (during recess or after school). If this meeting does not resolve the issue they may take their case to the Assistant Principal or Principal.

**DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school’s Code of Conduct is justification for the principal to dismiss a student at the close of the school year.

Students who are dismissed may apply for readmission to any Diocesan school after one full year.

**EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

a. a serious infraction of school rules occurs;
b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
c. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal believes it necessary to expel a student, the principal will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school’s disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

**During the pendency of any appeal, the expelled student shall be removed from the school***
community in compliance with the expulsion notice unless otherwise directed in the discretion of
the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to that
school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

**STUDENT REGULATIONS AND PROCEDURES**

Privacy of individual students must be balanced against the need to protect the health, welfare and
safety of other members of the school community.

**STUDENTS AND STUDENT PROPERTY SEARCHES**

The principal/administration or his/her designee has the right to protect the health, welfare and
safety of school patrons against drugs, weapons, unauthorized publications and other contraband
materials. Search of a student's person and/or personal property on school property (e.g.
automobiles, etc.) or at school activities may be conducted by the school principal/administration or
other designated officials. It is only necessary that a search be reasonable and related to the school
rights in these regards. The failure of a student to voluntarily submit to a search shall be
presumptive evidence of the existence of contraband and grounds for appropriate disciplinary
action.

**INTERROGATION OF STUDENTS**

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the
Office of Catholic Schools must first be consulted before law enforcement authorities are allowed
to speak to any student for interrogation purposes of alleged illegal activities. This policy does not
apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal
activities shall meet the following conditions:

a. The principal, the assistant principal, or the principal’s designee shall be alerted.
b. The police officers shall report to the principal’s office.
c. Permission from the student’s parent/guardian, either by phone or in person, prior to
   questioning must be acquired.
d. The principal or a school representative shall be present.
e. The questioning shall be conducted in a private room where participants cannot be seen
   or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.
STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has vis-a-vis other students exclusive use of the locker or desk but has no proprietary rights versus the school.

Lockers are assigned to students in grades 6-8. These units are used for storing coats, jackets, book bags and books during the course of the school day. Students have the responsibility of maintaining a clean and organized locker at all times. Students may use magnets to post important forms or pictures on the inside of their lockers. All items displayed in lockers must be consistent with the standards and expectations of St. Bernadette Catholic School. Students are not permitted to open other students’ lockers at any time.

School staff reserve the right to periodically inspect lockers and desks. Middle School students will have lockers assigned to them and name labels placed on their lockers. Students are asked to keep the name label on the locker and not deface them. Students are permitted to decorate a fellow classmate’s locker in a tasteful manner for one week during their birthday. After 7 calendar days (including weekends) the decorations are to be removed. The school is not responsible for damage done to decorations on the outside of the lockers.

AGGRESSIVE BEHAVIOR

POLICIES REGARDING AGGRESSIVE BEHAVIOR APPLY TO GRADES K-8

Please discuss with your child ways to settle disagreements in a peaceful manner. Students need to treat their peers with civility, charity, and forgiveness. They need to help each other and root out any spirit of meanness. We expect them to be cooperative, polite and respectful in dealing with teachers and classmates.

Violent activity will not be tolerated. This includes fighting, punching, bullying or pushing that results in injury, knocking a student down, tearing or defacing another student's clothes—summary, any activity that causes or could cause injury.

If a student behaves violently, the parents will be notified to come and take the offending student home. The student will return and serve an in-school suspension the following school day.
The student may return to school only after meeting with the principal. The student and parents must sign a statement promising that the student will never again resort to such activity.

**SHOULD THERE BE FURTHER DANGEROUS AGGRESSIVE BEHAVIOR, THE STUDENT IS LIABLE FOR FURTHER CONSEQUENCES UP TO AND INCLUDING EXPULSION.**

We realize these are strong measures. However, we cannot allow or encourage the violent, disruptive, or unbecoming behavior that we witness around us. Our children must understand that such activity is wrong, and, as followers of Christ, we should seek peaceful resolutions of legitimate differences.

Students who exhibit uncontrollable emotional behavior (including but not limited to, excessive crying, self-deprecation, threats to self or others, violent acts, or disruptive behavior) will immediately be removed from class, referred to the counselor (or administrator), and a parent meeting will be called. The child will not be allowed to return to class until reasonable assurance can be provided to the principal that the child is able to control his/her behavior. This includes, but is not limited to,

- A psychological or psychiatric evaluation by a certified mental health professional.
- A written plan by the school that is signed by the parent describing what steps the school will take if future uncontrollable emotional behavior occurs.
- An agreement for parents to work closely with the school counselor to prevent future incidents.
- Permission from the parents to communicate the school’s observations with the student’s designated mental health care professional. This may take the form of a one time communication or an ongoing dialogue.

**DISCIPLINE RECORDS**

Discipline records are not part of the student's permanent record and should be treated confidentially.

Relevant Weekly Progress Reports and all Detention and Suspension slips are kept by the school. They are maintained until the student either graduates or withdraws. They will not be transferred to High School records or other school placements.

**CARE OF SCHOOL PROPERTY**

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the Principal or Librarian.
DRESS CODE

Uniform Requirements & Other Pertinent Information

The dress code provides a standard for our students that fosters respectful behavior and is conducive to the learning environment. Uniforms are designed to help students grow in the virtues of modesty and dignity. They help to celebrate the intrinsic gifts of each individual. Final decisions regarding the school uniform rest with the principal.

Pertinent Uniform Information

- Uniforms must be purchased at FlynnO’Hara Uniform Company, FlynnOHara.com, located at Fair City Mall. 9650 Main Street #20, Fairfax, Virginia 22031. Phone number (703)503-5966.
- The navy blue sweater is part of the required winter uniform and must be worn from November 1 to April 1. Only uniform sweaters may be worn in the classroom.
- The optional outerwear navy blue, long sleeve, full zipper fleece with the St. Bernadette logo may be worn over the required uniform sweater in the classroom. No other sweaters or sweatshirts will be allowed at any time during the year.
- K-5 boys and girls may wear the Standard Uniform or the optional Summer uniform on Mass days and special occasions.
- The red Saint Bernadette logo sweatshirt is a privilege only for 8th grade students.
- All girls’ uniform skirts must be at knee length. Skirts will need to be lengthened as the girls grow.
- The boys’ and girls’ shorts and the girls’ grey trousers are optional items.
- Belts are required for all pants or shorts that have belt loops.
- “Hoodies” and other non-uniform clothing are not permitted while in the school.

General Appearance and Cleanliness

When parents send their child to Saint Bernadette School, it is understood that they agree to uphold the uniform policy. If a child comes to school without a complete uniform, the parents are expected to send a note to the teacher explaining why. It is expected that students come to school properly bathed, neatly dressed, in clean clothes, hair combed, clean nails, and shoes shined. All uniform shirts must be buttoned and tucked in at all times. PE t-shirts must be tucked in. FlynnO’Hara offers several approved styles of shoes for the uniform.

Additional uniform information concerning hair and accessories follows the uniform requirements.
# Uniform Requirements: Boys

<table>
<thead>
<tr>
<th>K-8 Boys</th>
<th>Standard Uniform (year round)</th>
<th>Optional Summer (April 1-Oct 31)</th>
</tr>
</thead>
</table>
| **Pants** | Navy blue trousers - Flynn & O’Hara only- with patch  
No Dockers  
Pants should fit at the waist and be hemmed to the proper length. | Navy blue walking shorts-Flynn & O’Hara only  
Walking shorts MAY be worn on Dress Uniform days in Middle School. |
| **Shirt** | White, short sleeve, button down shirt with a collar | White, short sleeve polo shirt with St. Bernadette name  
OR  
Standard Uniform shirt |
| **Sweater** | Navy blue V-neck pullover sweater with Saint Bernadette name | |
| **Shoes** | ONLY Dark brown, black or navy leather or leather-like that fit below the ankle bone. All shoes MUST have laces or Velcro closures  
**No slip-ons are permitted.**  
**No shoes with retractable wheels (“heelies”) are permitted.** | Standard Uniform shoes  
OR  
Solid white or solid black athletic shoes |
| **Accessories** | ONLY Navy blue, dark brown, or black leather belt  
Navy blue or plain white athletic socks that cover ankles; No logos  
**Optional**: Navy blue, long sleeve, full zipper fleece jacket with St. Bernadette logo | Standard Uniform belt, and socks |

<table>
<thead>
<tr>
<th>6-8 Boys</th>
<th>Dress Uniform for Mass days and other special occasions. (year round)</th>
<th>Optional Summer Dress Uniform for Mass days and other special occasions (April 1-Oct 31)</th>
</tr>
</thead>
</table>
| **Accessories** | Standard Uniform  
Boys Necktie (Swatch R-300) purchased from FlynnO’Hara. Clip-on or adjustable ties are not allowed. | Walking Shorts  
Standard Uniform shirt  
Boys Necktie  
**No Polo shirts are allowed on Mass and special occasion days** |

# Uniform Requirements: Girls

<table>
<thead>
<tr>
<th>K-5 Girls</th>
<th>Standard Uniform (year round)</th>
<th>Optional Summer (April 1-Oct 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jumper</strong></td>
<td>Navy blue plaid</td>
<td>Navy blue skort</td>
</tr>
<tr>
<td>Must be knee length.</td>
<td>Must be knee-length (Skirts may not be rolled-up at the waist)</td>
<td>OR Navy blue walking shorts</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Shirt</td>
<td>White, short sleeve blouse with round Peter Pan collar</td>
<td>White, short sleeve polo shirt with St. Bernadette name (<em>Polo shirt may only be worn with skort/shorts</em>) OR Standard Uniform shirt.</td>
</tr>
<tr>
<td>Sweater</td>
<td>Navy blue V-neck sweater with St. Bernadette name</td>
<td>Standard Uniform shoes. OR Solid white or black athletic shoes</td>
</tr>
<tr>
<td>Shoes</td>
<td>ONLY Dark brown, black or navy leather or leather-like that fit below the ankle bone. All shoes MUST have laces or Velcro closures Flat heels no higher than 1 inch. No slip-ons are permitted. No shoes with retractable wheels (“heelies”) are permitted</td>
<td>Standard Uniform shoes. OR Solid white or black athletic shoes</td>
</tr>
<tr>
<td>Accessories</td>
<td>Navy blue opaque knee high socks OR Navy blue tights</td>
<td>Plain white athletic socks that cover ankles; No logos</td>
</tr>
<tr>
<td>Optional</td>
<td>Uniform FlynnO’Hara grey trousers may be worn during winter. Navy blue, long sleeve, full zipper fleece jacket, St. Bernadette logo</td>
<td></td>
</tr>
<tr>
<td>6-8 Girls</td>
<td><strong>Standard Uniform (year round)</strong></td>
<td><strong>Optional Summer (April 1-Oct 31)</strong></td>
</tr>
<tr>
<td>Skirt</td>
<td>Blue plaid skirt <strong>Must be knee-length</strong></td>
<td>Navy blue skort OR Navy blue shorts</td>
</tr>
<tr>
<td>Shirt</td>
<td>White oxford, button-down, short sleeved blouse</td>
<td>White polo shirt with St. Bernadette name OR Standard Uniform shirt</td>
</tr>
<tr>
<td>Sweater</td>
<td>Navy blue V-neck sweater with St. Bernadette name</td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td>ONLY Dark brown, black or navy leather or leather-like that fit below the ankle bone. All shoes MUST have laces or Velcro closures Flat heels no higher than 1 inch. No slip-ons are permitted. No shoes with retractable wheels</td>
<td>Standard Uniform shoes OR Solid white or black athletic shoes</td>
</tr>
</tbody>
</table>
### Accessories

<table>
<thead>
<tr>
<th>Accessory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Navy blue opaque knee high socks</em> OR Navy blue tights</td>
<td>Plain white athletic socks No logos; Must cover ankles</td>
</tr>
</tbody>
</table>

### Optional

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform FlynnO’Hara grey trousers may be worn during winter. Navy blue, long sleeve, full zipper fleece jacket with St. Bernadette logo</td>
<td>Walking short only- no skorts White polo shirt with St. Bernadette name OR regular uniform shirt</td>
</tr>
</tbody>
</table>

### 6-8 Girls

<table>
<thead>
<tr>
<th>Uniform</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Uniform</td>
<td></td>
</tr>
</tbody>
</table>

### PE Uniform Requirements

#### Boys and Girls

<table>
<thead>
<tr>
<th>PE Uniform</th>
<th>Required for Boys &amp; Girls K-8 From Flynn &amp; O’Hara</th>
<th>Optional Summer (April 1-Oct 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pants/Shorts</td>
<td>Navy blue sweat pants with the red St. Bernadette logo</td>
<td>Navy blue nylon shorts (nylon shorts only)</td>
</tr>
<tr>
<td>Shirt</td>
<td>Ash grey long sleeve sweatshirt with St. Bernadette logo in red on the left pocket area.</td>
<td>Ash grey short sleeve t-shirt with St. Bernadette logo in red on left pocket area. PE t-shirts must be tucked in.</td>
</tr>
<tr>
<td>Shoes</td>
<td><strong>Neutral color athletic shoes:</strong> black, white, grey, silver, or navy blue – <strong>no bright or neon colors, lights, or sounds.</strong> Recommended for K &amp; 1 students-athletic shoes with Velcro closures. <strong>No sneakers with retractable wheels (“heelies”) or shoes that light up are permitted.</strong> Athletic shoes should be supportive to the foot and ankle. Flat slip-on style casual shoes, Converse, and Vans shoes, or high tops are NOT permitted for running and PE activities. All shoes must be laced properly while in PE class.</td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td><strong>Only white athletic socks</strong> that cover ankles; no logos, writing or color other than white</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** All shoes must be laced properly while in PE class.

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**PE UNIFORM MUST FIT PROPERLY AND SHIRTS AND SHORTS SHOULD BE REPLACED AS THE STUDENT’S GROWTH CHANGES.**

**Hair:**
- Fad haircuts of any kind are not permitted.
- Temporary or permanent dyed or colored hair is not permitted.
- Boys’ hair is to be cut above the collar, eyebrows and ears.
- Girls’ bangs should be above the eyebrows or clipped away from the face.
- Girls’ headbands may not have any type of athletic or commercial logo or wording.
- Parents will be contacted if a student will not comply with this policy. A student may be asked to stay home until the hair is corrected.

**Make-up, nail polish, and jewelry:**
- Make-up and nail polish may not be worn to school.
- Eighth grade girls are allowed to wear clear nail polish. This is a privilege only.
- Girls are permitted to wear small post-type earrings. Only one earring per ear is allowed—no multiples. Earrings are never permitted for boys.
- Students may wear a watch and one religious medal. No other jewelry is allowed.

**DRESS CODE FOR DRESS DOWN DAYS**

On special occasions, Saint Bernadette School permits a dress down day during the academic year. Jeans, sweatpants, or appropriate-length skirts are all permitted. The school expects students to continue to work toward the virtues of Modesty and Dignity on dress down days.

The following are **NOT** permitted:
- Jeans with tears, holes, or rips
- Shirts with cut out holes or peek holes
- Tank tops
- Tight clothing
- Running tights or shorts
- Yoga pants
- Leggings or jeggings
- Clothing that exposes your child’s midriff
- Short shorts – shorts must be basketball short length
- Skirts that are more than 2 inches above the knee.
- Logos or graphics that may be considered inappropriate, either images or language, for the school community – as determined by the school administration.
- Any article of clothing that does not lend itself to the virtue of modesty as determined by the school administration.
- Sandals or flip-flops (for safety, students must wear close-toed shoes
• High heels

Additionally, as stated in the Dress Code, make-up, perfume, and nail polish may not be worn to school or brought to school. Girls are permitted to wear small post-type earrings. Only one earring per ear is allowed—no multiples. It is understood that earrings are never permitted for boys. No other jewelry is allowed; however, watches and religious medals are allowed for both boys and girls.

Our students are expected to wear appropriate clothing when attending all school sponsored events. If a child comes to school wearing inappropriate clothing, a phone call will be made to the parent to bring the student appropriate clothing. The Principal or her designee will make the final decision regarding attire.

If your child comes to school wearing clothing that is considered immodest or undignified, a phone will be made to the parent to bring the student appropriate clothing. If a parent cannot be reached or cannot bring clothes, the school will lend the student an article of clothing before allowing the student to return to class. Students may be held out of class while the concern is resolved.

Final decisions regarding the school uniform rest with the Principal.

**INAPPROPRIATE MATERIALS**

Students are not permitted to possess the following items on school property or at school functions.

• Legal or illegal drugs of any kind
• Card collections
• Guns (including toy)
• Cell phones
• Pagers
• Fireworks
• Laser pointers
• Amounts of cash in excess of what is needed for lunch/school activities
• Items such as jewelry or clothing that are not part of the uniform
• Electronic equipment

If a student must have a cell phone, it must be turned off if the child is on school property. Any cell phone that is active will be held for the parents to pick up in the school office.
PLAYGROUND REGULATIONS

RULES FOR PLAYGROUND
1.) The playground supervisor is responsible for the overall supervision of the children at play. Three volunteer parents help supervise the children on the playground.

2.) The children are to stay behind the school buildings and not go near the parked cars. They are also to stay off the hill by the Middle School wing and the hill behind Cardinal Square.

3.) The children are not permitted near the guardrail, dumpsters, or the edge of the woods by the big field.

4.) Sixth, seventh and eighth graders will be permitted to play touch football. If play becomes too rough, the Supervisor will take away the ball and the game will be over for that day or until the children can play correctly. All playing ends with the first bell.

5.) If a ball goes down the hill into the woods, the children are to come and get the Supervisor. The Supervisor will determine if the ball is retrievable, and if so, she will send two seventh or eighth grade boys down to get the ball.

6.) There is no rough play allowed at any time on the playground.

7.) There is no eating of lunch on the playground. All lunch is to be eaten during lunch time, and if anyone brings food on the playground she/he will be sent back into the lunchroom to finish eating.

8. Once the children go outside, they must ask for permission to go back into the lunchroom or use the restroom in the kitchen. If there is an accident and a child needs medical attention, she/he will go with another child to the clinic. *NOTE: In case where a serious injury has occurred, DO NOT move the child and radio/send for the nurse.*

9. Profanity, obscenities and vulgarity are not permitted. Any student using such language will be immediately sent to the Principal.

10. All students should come to school with the appropriate coats, hats, and gloves, as appropriate. Students will go outside as long as it is safe in accordance with the diocesan guidance on Wind Chill Factors and Heat Stress Index (See Appendix).

PROCEDURES FOR SUPERVISION

Number of Adults required:
There should be a minimum of 4 playground monitors outside, one supervising the blacktop, one supervising the field, and two for the playground. If there is not enough
coverage to have two volunteers on the playground, it will closed and recess will occur on the black top and field only.

The playground Supervisor will carry a Walkie-talkie at all times. This is used for communication with the cafeteria supervisor, the school office, and the Nurse.

Duties of adults while monitoring Recess:

- No cell phone use of any kind while supervising students
- No texting, no picture taking, or using social media while on duty
- No congregating or socializing while on duty
- Watch students: there is no pushing, shoving, rough play, throwing of sticks, rocks, etc.
- If students are congregating, walk over to observe. You do not have to make them disperse unless inappropriate behavior or language is noted.
- Provide sense of presence: students are checking to see if you are watching them; walk around; change your posture and change your position.
- Walk around assigned area monitoring play behaviors, watching for animals, strangers, or other potentially unsafe situations.
- Report any concerns of strangers on school grounds or animals to the Playground Supervisor and the Office. Keep children away.
- If you hear inappropriate language or witness inappropriate or aggressive behavior, notify Playground Supervisor
- If a student is injured, report to Playground Supervisor immediately

Only one grade level is allowed on play equipment at one time. Grade levels will be rotated at the supervisor’s discretion.

Follow the guide for Bloodborne Pathogens and First Aid/Medical Emergencies when appropriate.

Inspect equipment and grounds:
Observe playground equipment for any broken/loose parts or screws (including rust), signs of wear and tear, or any condition that presents a potential or real hazard. Report this to the office as soon as possible and keep children off equipment until it is repaired.

Observe the mulch at the bottom of the slide and under the swings (its purpose is to provide padding and prevent injury). If it becomes packed down or scattered please inform the office. It is not necessary to restrict play in that area for this reason.

Observe playground and field for trash or debris.

**When children must stay in for recess (usually due to weather), they must stay in their classrooms.**
**Consequences of Violating Playground Rules:**

1) Verbal warning: restate rule  
2) Verbal redirect: have student do it the right way, try a different activity, or change groups  
3) Loss of privilege for a short time (i.e. 5 minute time out sitting on the bench)  
4) Have student stay with Playground Supervisor  
5) Student sent to Principal or Assistant Principal  
6) Bullying behavior requires immediate Supervisor intervention  

**Consequences for Good Behavior:**  
Verbal praise  
Merit recommendation

**INCLEMENT WEATHER RULES**

1. Classes which have recess first followed by lunch will wait in the classroom for a Supervisor to start recess. Children in the Cafeteria who eat first and then have recess will line up in front of the entrance doors and wait for a Supervisor to escort them back to their classrooms.  
2. The children are to be quiet when walking in the hallways to their classrooms and walk in two single lines.  
3. Once inside their classrooms, they may talk quietly and play quiet games. No running, excessive noise or roughness will be allowed.  
4. There will be no sitting on top of the desks, and there will be no ball throwing in the classrooms.  
5. Writing on the blackboard is not allowed.  
6. Middle School will go back to *their own homerooms and stay there*. They are not permitted to go into other classrooms. An 8th grade privilege allows 8th graders to choose to spend the recess in either 8th grade homeroom.

**LUNCHROOM REGULATIONS**

Given the risk of potential harm, students’ access and use of microwave ovens are prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.  

A. To ensure the successful operation of the lunch program, parents are required to help monitor the playground during the lunch periods unless they have paid the opt-out fee.
described in paragraph E below. Based on current enrollment, families that do not pay the opt-out fee must provide a Virtus-compliant adult monitor at least three times per year per child enrolled.

B. Parents should review the Playground Regulations prior to working their shift. (They precede this section in the Handbook.) It is important to note that you are likely to be working outside during your shift. Be prepared for inclement weather, i.e., with jackets and gloves, and with sunscreen for yourself and younger children who may be accompanying you. Please understand that we need parents to monitor the playground during all lunch periods, so you will not be able to be with your child’s class for the entire time.

C. Parents may choose their days to serve Playground or Lunchroom Duty by logging on to the SignUp Genius page. The program will send a reminder email two days before your duty date.

D. Each parent/adult monitor must be compliant with the Child Protection and Safety Program requirements set by the Diocese of Arlington. Contact Margaret Krupp in the Parish Center at 703/451-8576 ext. 142 for information about compliance. If you are not compliant with those requirements by the time of your assigned date, you will not be able to assist in the school and will need to hire a substitute. Ms. Martinez has a list of substitutes if you need to find a replacement at the last minute.

E. If you do not find a replacement and do not work on your assigned date, you must pay a fee of $50.

F. Parents who do not wish to serve playground duty have the option of paying a fee of $75 for each child enrolled in the School to have their name taken off the playground monitor assignment list. The fees collected will be used to hire playground monitors to take the places of the parents who paid the fee to opt out of playground duty. This fee must be paid on or before July 1, 2017.

HEALTH, SAFETY & WELFARE

STUDENT HEALTH, SAFETY & WELFARE

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE
The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;
- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the Code of Virginia, (Section 63.2 – 1518) Authority to Talk to a Child or Sibling, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loco parentis or school personnel."

**Wellness Policy**

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

**Accidents and First Aid**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the
opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

**ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

Children with fevers, contagious or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities.

When calling or emailing Attendance to report your students’ absence due to illness, please give a brief description of symptoms such as “fever” or “vomiting” or give the doctor’s diagnosis if you have one. This will help the Nurse to keep the rest of the school population healthy by tracking trends in illnesses and enable her to alert other parents.

**MEDICATION ADMINISTRATION OVERVIEW**

All school clinic, administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);

b. After the first dose of any medication has been given at home;

c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;

d. When there is a health care provider’s written order signed by the parent/guardian
requesting the school to administer medication or to permit the student to self-administer the medication;

e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent’s or guardian’s responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;

f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;

g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child’s proper dosage.

h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.

i. Under no circumstances are medications to be shared by other students.

j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (Appendix F-6). OTC medications do not require a health care provider’s signature unless the medication is required for four (4) or more consecutive days.

It shall be the student’s responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school,
the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

**Specialized Student Care Needs**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

**Use of Crutches**

An order from a Licensed Healthcare Provider is required to use crutches at school. If a student arrives at school on crutches without a doctor’s order, the parent will be called to take the student home.

**Use of Microwave Oven**

For preschool and elementary schools only; given the risk of potential harm, students’ access and use of microwave ovens are prohibited.

**Life Threatening Allergy**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC’s Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs to develop allergen management communications for student handbooks, classrooms and parental publications.

All schools must provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus driver, janitorial staff.

St. Bernadette Concussion policy: St. Bernadette School follows diocesan procedures regarding
concussions and head injuries. In addition to these policies, St Bernadette parents are required to notify the school nurse of all diagnosed concussions. The school counselor will work with the student’s teachers as well as the school nurse to establish an accommodation plan if necessary.

**BIRTHDAY PARTIES**

- Parents who would like to celebrate their child’s birthday at school are welcome to purchase ice cream for their child’s class during lunch. Please contact Mrs. Ponciano, Kitchen Staff Leader, to make arrangements prior to the birthday.
- Your child will be able to select either small ice cream sandwiches or raspberry sherbet cups to share with his/her class. The cost is $20.00 per class or $40.00 per grade level.
- Please make checks payable to Saint Bernadette School and submit to the front office.
- **No food treats or candy other than ice cream purchased through the Cafeteria may be brought in for a child’s birthday.**
- If an ice cream treat has already been planned for a class or grade level, Mrs. Ponciano will offer you another day to buy for your child.
- “Goody bags” containing candy and/or toys are not permitted in school. In addition, we cannot permit any balloons or noisemakers. However, children may bring in prayer cards, stickers or pencils to share.
- At no time should candy or food treats, be packaged and sent home in other students’ backpacks.

**CLASS PARTIES**

- Class parties are celebrated for Christmas and at the end of the school year. An ice cream social will follow the Halloween parade.
- **Halloween, Valentine’s Day and St. Patrick’s Day** are not class parties.
- Because all of our classrooms are **nut-free**, the school nurse must first approve all foods brought in for class parties. See attached page entitled “Food policy for Classroom Parties” for details on this important policy.
- Balloons and goody bags with candy, gum or toys are not permitted in school. If food, balloons, or goody bags or candies attached to Valentine’s Day cards are sent to school for a party, we will respectfully send them home with your child.
ADDITIONAL HEALTH AND SAFETY INFORMATION

St. Bernadette employs a full-time Registered Nurse who works in the clinic and is the health coordinator for the school. She maintains health records, is responsible for ensuring that all immunizations and state-mandated screenings are current, cares for students who become ill during the day, and contacts parents if a student needs to be sent home. She dispenses medication according to Diocesan policy at the direction of parents/guardians and healthcare providers. She maintains the field trip first aid kit and first aid supplies for the clinic.

- Each student must have a current emergency care form and health information form on file in the clinic. The Emergency Care Forms are to be completed through the Pearson Powerschool Parent Portal.
- Parents/guardians must notify the school office or clinic of any changes to the emergency care form and/or health information form. NB: Parents can now update their Emergency Care Form electronically using their Powerschool account.
- When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from the child’s physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.
- A parent may request in writing that a student sit out from Physical Education class or recess. However, this request is only honored for one day. A doctor’s written statement is required if the student will not be able to participate in Physical Education class or recess for more than one day.
- A child may be sent home from school with symptoms of a communicable illness, such as fever, vomiting, or diarrhea.
- If a student does not feel well enough to attend classes, the school does not approve of his/her participation in after school activities on that day.
- Parents should ensure that their child has swallowed any medication that is administered in the morning prior to coming to school.
- Given the risk of potential harm, students’ access to and use of microwave ovens is not permitted. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.
- The Lions Club of Virginia Sight and Hearing Mobile Screening Van visits the school each year. Volunteer parents who receive training prior to the screening by the Lions Club representative conduct the screening. No screening will be done without a signed parental consent form. Parents will be notified if findings indicate referral to a physician.
- School volunteers and contracted or auxiliary services personnel (i.e., janitors, etc.) who have regular contact with the students are required to provide verification of a negative TB screening.
INFECTIOUS/COMMUNICABLE DISEASES

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

a. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).

i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.

ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.
LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

If a student is found to have lice, the student will be removed from and classroom and sent home for treatment. The student must report to the school nurse’s office for reinspection and to obtain permission to reenter school. The student must be lice and nit free in order to attend class.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV to provide a safe environment for students, staff members and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.
FIRE/EMERGENCY DRILLS

Fire drills are held weekly during September and monthly thereafter. The classroom teachers explain fire drill procedures to the students each year. Thus, each student knows and is expected to follow correct procedures for evacuating the building in the event of a fire or similar emergency. All visitors, staff and faculty must evacuate the building during a fire drill or emergency and remain outside until the all-clear signal is given. All emergency procedures will be practiced with the students so that they are able to respond quickly and calmly in an emergency.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

In adherence to the Charter for the Protection of Children and Young People, schools will offer the “Safe Environment Program” endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

Parents should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.
BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion
Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

**RESPECT FOR LIFE**

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student’s/family’s compliance with the foregoing and other corollary tenets of the Catholic Church.

**ASBESTOS MANDATORY YEARLY NOTIFICATION**

**Asbestos Notification (Sample Letter)**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every year, St. Bernadette School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The St. Bernadette School Asbestos Management Plan has several on-going requirements.

It is the intention of St. Bernadette School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Mr. Khanh Nguyen, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the
asbestos plan and asbestos-related issues should be directed to him at the school office.

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire-retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. On April 19, 2017, an inspector from the Environmental Protection Agency visited St. Bernadette School to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. This plan was put into place back in the 1990s following abatement and encapsulation of asbestos in the school. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The St. Bernadette School Asbestos Management Plan has several ongoing requirements. During the construction work this summer, we invited the inspectors to do an additional inspection.

It is the intention of St. Bernadette School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Please contact the school office for more information.

**VIDEO SURVEILLANCE CAMERAS**

School leadership at each individual school may elect to install video surveillance cameras in order to maintain a safe and secure environment.

a. In the discretion of the principal/head of school or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
b. Restrooms, changing rooms, private offices, nurse’s offices and locker rooms are excluded from security camera use.

c. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules and other applicable laws or rules, including but not limited to use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student’s educational record or a staff member’s personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.
STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student’s confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Students with disabilities are expected to follow the school’s policies and honor code.

The St. Bernadette School Learning Resource Program is presently a full-time program which not only provides services to those students with documented needs, but also works closely with faculty and parents to identify and implement best practices to help struggling students to succeed.
EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school’s academic program. See Section V. General School Policies regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II. Academics, but including the section on Technology), apply to the Extended Day Program.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer’s recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

a. written parent authorization noting any known adverse reactions shall be obtained;

b. shall be in the original container labeled with the child’s name;

c. does not need to be kept locked but shall be inaccessible to children under five years of age;

d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;

e. children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child’s name, date of use, frequency of application and any adverse reaction. Manufacturer’s instructions for age, duration and dosage shall be followed.
LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to $100 or imprisonment of up to 12 months or both for each day’s violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030
(703) 934-1505

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496
(757) 491-3990
INSURANCE

The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of caregivers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PARENTAL INVOLVEMENT

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

St. Bernadette School operates an Extended Day program which is fully licensed by the Department of Social Services of the Commonwealth of Virginia. The program offers a wide variety of activities for the children. These include but are not limited to: arts and crafts, board games, blocks, opportunity for large motor play and a variety of special activities, such as movies.
All children using the Extended Day on a routine basis must be registered. Since students must be supervised after school is over, all children who have not been picked up at the end of dismissal will be signed in to Extended Day. If a student is not registered for Extended Day program, the family will be charged the $40 registration fee on the first usage of the program.

If it becomes apparent that a child will need to report to Extended Day at dismissal and he/she does not know it before leaving home in the morning, parents may call the School Office or the Extended Day extension, (703) 451-8696, Ext. 6, and leave the necessary information. The Program Director will see that your child receives the message.

The program will be either in the Cafeteria or Gym. The morning hours are 6:45 a.m.-7:45 a.m. and dismissal-6:00 p.m. Dismissal is at 3:10 or 12:15 (early dismissal days.)

Parents must escort their children into the school cafeteria in the morning by way of the rear Cafeteria entrance and then sign in.

Evening pickup will be from the rear Cafeteria entrance. The school front doors are locked after 3:30 p.m. To enter, parents should ring the doorbell by the Cafeteria entrance.

Once parents have signed out their children, they must depart the building with the parent.

Students are not permitted to enter the school building, unescorted, after hours.

There will be no Extended Day when school is not in session, including emergency early dismissals.

Late pick-up fee of $10.00 will be charged for every 5 minutes past the 6pm closing of Extended Day program.

At the end of the year, any account credits under $10.00 will be donated to Saint Bernadette School unless a specific request is made for a refund. The money will not carry over to the following year. Credits over $10.00 will automatically refunded to the account holder.

**Inclement weather**
The school will follow the Fairfax County School System closings or delays. If there is a two hour delay, the Extended Day will open at 8:45 a.m. **When school closes early due to inclement weather, there will be no Extended Day.** Please make every effort to have your child picked up promptly after school closes. Parents who work at a distance will be expected to call someone locally to pick up their child.

**Staff qualifications**
The staff has fulfilled all state and diocesan requirements for this program and has been approved by the school principal.
Lines of authority
The Director assumes responsibility for the administration of the program. The Director is accountable to the Principal.

Enrollment capacity
100 children

Extended Day discipline policy
St. Bernadette Extended Day program has established behavioral standards for all children enrolled in the program.
1. The students are expected to show due respect toward God, parents, teachers, classmates, and themselves.
2. The children are expected to care for their environment both inside and outside the classroom. This includes equipment, supplies and personal belongings.
3. Behaviors that are destructive or negative to the church or school will not be tolerated.
4. Respect and kindness is taught in the Extended Day program. If a problem arises, we try to redirect the child or give the child choices.
5. No child shall be denied a snack.
6. Corporal punishment is never used.
7. If problems reoccur, then the parent will be notified and a conference with the parent and director will be requested. The principal is always notified of these activities.
8. If the child is unable to adjust to the Extended Day rules and procedures, then he/she may be asked to leave the program. (This will be decided after every avenue is explored.)

Illness policy
No child is to come to Extended Day if they are ill during the day. The parents will be called if the child exhibits any of the following conditions:
1. Fever of 100 degrees or higher
2. Vomiting
3. Colored discharge for nose, eyes or ears
4. Lice, eggs or live bugs in the hair
5. Injury or other illness requiring medical treatment

To return to the program, the child must be symptom-free for 24 hours.

Homework
Time is set aside every afternoon for the children to work on their homework. The Extended Day staff will make every attempt to provide assistance when needed, but it is not the responsibility of the staff to see that the children complete their homework. This is the child’s and parent’s responsibility.

Clothing and personal belongings
The children are allowed to bring play clothes to change into when they attend Extended Day. Please be aware that certain clothing is not allowed. Tank tops, short-shorts or clothing with suggestive illustrations or words cannot be worn. Having play clothes is not mandatory. The Extended Day staff does not assume responsibility for any lost or stolen belongings. Please be sure to label everything your child brings to Extended Day with their
first and last name. Please be aware that sometimes children and parents take home the wrong belongings.

**Reporting suspected child abuse and/or neglect**
As a licensed child care center, the program staff is bound by state mandate to report any suspected abuse or neglect to the proper authorities.

**Confidentiality**
The Extended Day program follows the rule of parent-teacher confidentiality. Any conversations between the staff and parents (guardians) are kept confidential. The Extended Day staff does not share this information with any other individuals. However, there are certain times when it is necessary to share information with other parties who are involved with the specific child, i.e. school administration, teachers.

**Parent responsibilities**
Payment is due Monday or on the first day of attendance. Payment for late pick up is due that day or the next morning. **All accounts must be paid in full by the end of each month to secure your child’s place in the program for the upcoming month.** All required paperwork must be completed in full. All accounts must be paid in full to receive the end-of-the-year report card and packet.

We are required by Virginia state licensing laws to inform you that if your child is not picked up one hour past closing time and we cannot find anyone on the emergency contact list to pick up your child, the principal will be contacted, at which time a decision will be made to contact Child Protective Services.
August 2017

Dear Parents of Students in the Extended Day Program,

According to Licensing regulations, parents are to be informed of the different ways emergencies are handled at the school during the hours when your child is in the care of Extended Care.

**Fire or leaving the building:**
The children will exit the building and proceed to the back of the playground. Roll call will be taken to ensure all students are present. If the students need to be dismissed from the program during an emergency, you will be contacted. If the children are unable to reenter the building, they will be taken to the Church or another safe building for pick up. The children may only be picked up by the people on their contact list.
The children will exit the building and proceed to the front of the Church. A head count will be done and all emergency equipment and an emergency contact book will be with teachers.

**Tornado**
In the case of a tornado warning or tornado, students will be evacuated to the hallway at the bottom of the Middle School stairs. They will remain in a sitting position, with knees bent and head down until it is all clear.

**Shelter-in-place:**
Should the building need to be closed to anyone coming into the building, the children will be provided with food, water and shelter to protect them from the outside problem. No one will be able to enter or exit until the danger is over.

The important thing to remember is that we need to have all necessary contact numbers and any health information that will help us keep your child safe.

Mrs. Bonnie McGann
Director
St. Bernadette Catholic School
Extended Day Information Sheet 2017/2018

Hours of Operation:
Monday-Friday a.m. 6:45-7:45am
Monday – Friday p.m. - from dismissal to 6:00 P.M.
Early Dismissal Days - from dismissal to 6:00 P.M.

1. We follow Fairfax County Inclement Weather closings.
2. There is no Extended Day when school is not in session.
3. There is no Extended Day if school closes early due to inclement weather.
4. If there is a two-hour delay, Extended Day will open at 8:45 a.m.
5. Payments are due on the first day of the week of attendance. Late payments will be assessed $10.00.
6. Accounts designated as full time will be charged the full time fee regardless of the number of days in attendance. If your child is absent for an extended period of time due to illness or vacation see the director regarding your charges.
7. A late pick up fee of $10.00 for every 5 minutes past 6:00 P.M. will be charged for late pick-up of a child.
8. Snacks will be provided during the after school program.
9. Legal parents or guardians of a child in Extended Day are welcome to come and observe.
10. A full week for the Full-time Session is defined as 3 or more days in a week.

Rates:
Morning Session (weekly only)
1 child $45.00
2 children $69.00
3 children $94.00
4 children $117.00

Full time Session (weekly PM – includes AM care if needed)
1 child $129.00
2 children $190.00
3 children $233.00
4 children $270.00

Drop-In
P.M. only (per day)  Early Dismissal (per day)  A.M. Only (per day)
1 child $40.00  1 child $57.00  $15.00 per child
2 children $57.00  2 children $105.00
3 children $79.00  3 children $157.00
4 children $93.00  4 children $209.00

Late pick-up from Carpool: $10 for every 5 minutes past closing time
APPENDIX

Faculty and Staff Roster
Tuition and Fees Schedule
Handbook Agreement Form (AG-1)
Permission for Emergency Care (F-1)
Confidential Health History Update (F-1A)
Virginia School Entrance Health Form (F-2)
Instructions for Virginia School Entrance Health Form (F-2A)
Inhaler Authorization Form (F-3)
Asthma Action Plan (F-3A)
Epipen Twinject Authorization Form (F-4)
Allergy Action Plan (F-4A)
Diabetes Reference Emergency Plan (F-5)
Diabetes Medical Management Plan (F-5A)
Medication Authorization Form (F-6)
Wind Chill Factors/ Heat Stress Index (F-15)
Parent Permission Form for School-Sponsored Field Trips (R)
Academic Intervention Plan (AA)