

# Family/Student Handbook

2023-24



*Believe...*

*Belong...*

*Become!*

7500 Tangelo Dr.

Louisville, KY 40228

(502) 239-5178

[stbcatholicsschool.com](http://stbcatholicsschool.com)





July 2023

Dear Parents/Guardians and Students:

Welcome to a new school year at St. Bernard Catholic School. I arrived as your new Pastor in June, and I want to thank you for your warm welcome, support, and encouragement. I am excited to serve you and am looking forward to getting to know you. Being partners in ministry, we are looking forward to a great year. We ask that you please join the faculty, administration, school board, and the other members of our parish community in making our school the best both spiritually and academically in the Archdiocese of Louisville.

St. Bernard is a community whose mission is to provide a caring Christian environment in which all students flourish. We strive to create a nurturing environment where all students feel cared for and can grow academically, spiritually, emotionally, and socially. We value a partnership between school and home. We strive to guide students in becoming life-long learners and strong disciples of Christ's teachings.

As the most important educator of your children, we ask that you take the time to read this handbook with them so that you both understand the expectations here at St. Bernard Catholic School. The handbook is designed to clarify rules, policies, and procedures here. If you have any questions or concerns, know that our doors are always open to you.

It is our privilege to serve as your Pastor and Principal. We are looking forward to a fantastic school year.

God Bless You and Your Family,

A handwritten signature in black ink, appearing to read 'Fr. Brandon DeToma'.

Fr. Brandon DeToma

Pastor

A handwritten signature in black ink, appearing to read 'Julie Perdue'.

Mrs. Julie Perdue

Principal

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As Parishioners of St. Bernard Parish,  
We live out our Baptismal commitment through our Mission Statement

## **Mission of St. Bernard Parish**

We are a Catholic Community united in God.

Our mission is ● to pray, ● to love, ● to respect ● and to serve all people.

Approved August 2000

### PARISHIONERS OF ST. BERNARD CHURCH

Members of St. Bernard Catholic Community regularly participate in our liturgical life and actively supports our mission through their gifts of time, talent, and treasure.

Approved February 2001

#### **As individual members,**

--we belong to the Roman Catholic Church and demonstrate a living relationship with our God and among one another

--are committed to our personal spiritual enrichment and growth, to communal worship, and to the celebration of the sacraments

--are builders of community by being involved through working together, and by mutual financial support of our parish and school communities

--share and nurture our faith, hope, and charity with each other and the world; --have fun together, enjoying what we do together as its own reward

As a community we strive to be just and wise stewards by sharing our work together, by being involved through volunteerism, and by developing an ongoing sense of ownership and pride in our parish programs and property.

### **Partnership Between Parents and St. Bernard Parish**

St. Bernard Catholic School is the primary educational ministry of St. Bernard Parish. As a parish ministry, the support and administration of the school relies on the principles of Christian Stewardship: a wise and thoughtful use of our community's time, talent, and treasure. St. Bernard Parish is committed to ensuring quality Catholic education for children and adults in the context of partnership and lifelong formation and education while maintaining a realistic, affordable cost. In order to ensure this, parents and parish must work together.

In presenting your children to St. Bernard Catholic School for each academic year, you are annually invited into a special partnership with the parish and school community. The success of this partnership depends on the willingness of all to work together for the common good. The goal of the parish and school is for parents and children to be successful in their religious and academic formation. The

following covenant outlines this partnership. Please review this covenant, which you signed at the time of pre-registration.

## St. Bernard Catholic School Family Covenant

### **St. Bernard pledges to parents:**

1. a spirit of partnership; to work with you in the best interest of your child and family.
2. a quality spiritual and religious formation and education, helping you and your child to grow in faith and understanding.
3. a quality academic program, based on the best of the new educational research and materials while pursuing and stressing academic basics.
4. a place where you and your child will succeed and build self confidence and self-esteem.
5. a wise stewardship of our personnel, financial, and building resources.
6. an excellent school personnel team who are both faith motivated and academically gifted;
7. and opportunities for your own faith development and academic growth.

### **As members of the St. Bernard Catholic School Community, parents pledge:**

1. to work in a spirit of Christian partnership and stewardship with the parish and school.
2. as a parishioner of St. Bernard, to attend Mass as a family on a weekly basis – mainly at St. Bernard Church.
3. as a parishioner of St. Bernard, to participate in Sacramental Preparation and Religious Formation as a family and to attend the appropriate Parent Classes and Services.
4. as a non-parishioner of St. Bernard, to practice one's faith and beliefs as a family, handing on the faith tradition one holds dear.
5. as a school parent, to be committed to lifelong education, to attend the educational and formational offerings at the school and parish, or to continue one's spiritual formation and personal growth through participation in classes/programs of one's choosing.
6. to participate in all major parent meetings and conferences.
7. to financially support one's child's education by: Paying tuition as agreed through the FACTS Program; working, supporting and promoting the annual St. Bernard Summer Festival; supporting school fund-raising activities.
8. and to volunteer in the school as one's talents and time dictate.
9. in times of frustration or disagreement with school, parish, or athletics, I will approach the situation appropriately by acting responsibly and respectfully, keeping in mind that we are all role models for our children at all times

Each January, all the agreements are reviewed. Continued placement at St. Bernard Catholic School is contingent upon completion of this covenant. If conditions are not being met and if a parent has not met with the pastor or principal to explain why they have not been able to meet their responsibilities, pre-registration for the following year will not be accepted until there is a meeting, or until the obligations are fulfilled.

## **Mission of St. Bernard Catholic School**

The St. Bernard Catholic School community provides a caring Christian environment in which all students flourish. We create a nurturing atmosphere where students grow into responsible peace-building disciples and life-long learners in a strong academic environment incorporating differentiated instruction.

### **Vision Statement**

St. Bernard Catholic School is a Christian community that is committed to excellence. We develop the potential of all learners by offering an academically rigorous, effective, and differentiated curriculum as an entitlement to all. Our program emphasizes Catholic/Christian values by having students utilize faith-based principles that they put into practice daily. Through prayer, liturgy, service opportunities, and strong Catholic faith based “roots”, students are prepared to take their place in a diversified society.

St. Bernard seeks to work with families and develop a partnership that provides the necessary resources and support to produce a positive educational environment. Our teaching practices are both reflective and responsive to the ever-changing needs of our students. As lifelong learners, teachers and staff will continue to participate in staff development, collaborate, and utilize new learning strategies to best meet the students’ needs and enable them to achieve mastery of all content standards. Through this, students shall become learners who realize learning is not limited to the four walls of a classroom or the hours of a school day.

St. Bernard will continue to ensure the integrity of its academic program through continuous planning, school improvements, and by utilizing the resources available to the parish.

### **Goals of St. Bernard Catholic School**

I. In partnership with parent(s)/legal guardian(s) and the Parish Community, to provide religious education, moral development, and Christian formation by:

- a) emphasizing comprehension and application of basic Catholic doctrine
- b) emphasizing comprehension and application of Sacred Scripture
- c) enhancing personal decision-making skills reflecting Catholic moral values
- d) providing opportunities for participation in the ministry of the church
- e) providing a variety of prayer and liturgical experiences
- f) preparing for and celebrating the sacraments
- g) emphasizing respect of self, others, and the environment

2. To provide students with the knowledge, skills, processes, and experiences necessary to meet the challenges and the opportunities of the twenty-first century by:

- a) teaching students to apply academic skills to life situations
- b) preparing students to demonstrate self-sufficiency
- c) preparing students to demonstrate responsible group membership
- d) assisting students in applying thinking and problem-solving processes
- e) integrating knowledge
- f) equipping students with modern technology and an appreciation of the role of technological skills in lifelong education and productivity
- g) combining service to others with learning
- h) creating an atmosphere which values lifelong learning
- h) creating an atmosphere which values lifelong learning

## **Philosophy of St. Bernard Catholic School**

As a ministry within the Parish, St. Bernard Catholic School participates in the Ministry of the Word of the Church. St. Bernard School has a unique role in the formation and education of students and seeks the partnership of parent(s)/guardian(s) parishioners, school personnel, and students in this endeavor. As members of the teaching ministry of the Church, the faculty and staff give witness to their faith and seek to grow together as a Community of Faith.

St. Bernard Catholic School applauds diversity in teaching styles and holds that effective teaching and learning rests upon the recognition of the unique talents and learning styles of each individual. Our goal is to place each student in the learning environment best suited to his or her learning capability.

St. Bernard Catholic School's philosophy is rooted in the directives of the United States Bishops who state:

*Catholic Schools are to be communities of Faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parent(s)/legal guardian(s), and members of the faculty.*

(NCD 9)

St. Bernard Catholic School provides a Christian environment recognizing our intrinsic worth and value as Children of God. Students are encouraged to develop self-discipline with thoughtfully chosen behaviors. St. Bernard School strives to provide a safe and orderly structure in which creative learning takes place.

Students, faculty, and staff respond to their call of faith to be people of prayer, people who develop their talents and abilities for the common good, and people dedicated to daily living by reflecting spiritual action in all areas of life and service.

## **ATTENDANCE, ABSENCES, & TARDINESS**

In compliance with Kentucky State Law (159.010), St. Bernard adheres to compulsory attendance laws. The school calendar is published prior to the start of the school year. Parents and guardians are expected to honor the school calendar when planning vacations and medical appointments.

### **Notification Procedures**

Parent(s)/legal guardian(s) are asked to keep a student at home if the student has a fever, chills, diarrhea, skin rash, nausea, or a contagious disease. When a student must be absent from school, it is the parent's responsibility to call the school office at 239-5178 before 8:30 a.m. and provide the following information:

1. Your name and date
2. The student's name and homeroom teacher's name
3. The reason for absence
4. The length of expected absence (if determinable)

Upon return to school after an extended absence of three (3) days or longer, it is the responsibility of the parent(s)/legal guardian(s) to provide the following information in a note or email to the school secretary:

1. The student's name and homeroom teacher's name
2. The reason and date(s) of absence
3. A listing of any continuing medical instructions
4. The parent(s)/legal guardian(s) name, date, and signature. These notes are kept on file for one school year.

### **Excused Absence**

Absences due to illness, a health condition, death in the family, a family emergency, or religious practices will be marked as excused.

### **Unexcused Absence**

Absences due to any other reason than those listed above will be marked unexcused.

Excused and unexcused absences will count towards the number of days in attendance. The principal will make the final decision as to whether an absence is excused or unexcused. Students returning from an unexcused absence should be prepared to make up assignments on the day they return and at the discretion of their teacher.

### **Family Trips During the School Year (Unexcused absence)**

Attendance is important to student learning. When a student is absent, it is impossible to make up teacher presentations/instruction, classroom learning activities and discussions, and classroom interactions. Teachers are NOT required to provide assignments in advance to accommodate trips.

It is the students/parents/guardian's responsibility to stay on top of missed work and skills by checking Sycamore and/or Google Classrooms for missing work while away. Students will be assigned make-up work when they return to school if not provided in advance. All assignments, tests, quizzes, and projects are expected to be completed within the number of days absent, up to a maximum of 7 calendar days.

All assessments and assignments must be completed within current trimester of the days absent.

### Illness Lasting Less than One Week

Teachers will give sufficient time and instruction so students can complete the missing work. Students will have 2 days for each day absent to complete missed work. All tests and quizzes must be completed within a week of returning to school.

Parent(s)/legal guardian(s) may call the office and request assignments when the student is expected to miss more than one day of school. It is the parent's/guardian's responsibility to contact the school secretary and homeroom teacher to make arrangements for work to be sent home or picked up early. That communication must include the name of the student to send work home with or the name and time of the individual picking up the makeup work.

Most make-up assignments are to be completed at home. Some assignments, such as labs, tests and quizzes may need to be performed after school.

### Extended Illness

If a student is expected to miss more than one week of school, the parent(s)/legal guardian(s) should notify the school secretary of the illness and contact their child's teacher(s). The teacher(s) and parent(s)/legal guardian(s) can then discuss how missed assignments will be completed.

### Excessive Absences

Once a student misses 10 days (excused or unexcused), a letter will be sent home informing parents of our concerns. The student may be placed on an attendance contract for the remainder of the school year and may not be allowed to participate in field trips, extra-curricular activities, or special school events. Any student absent more than 15 days may be required to attend summer school or could be retained based on the lack of mastery or material.

## Tardiness

A tardy flag will be hung outside the school at 7:50 a.m. If students after 7:50 AM and/or the tardy flag is hung outside, parents MUST bring students into school and sign them in. Students will be given a tardy pass to be permitted into their classroom.

Students arriving after 11AM or leaving before 11 AM will be marked a "half-day" absent.

If you do not accompany your child/ren into school after the flag is out, you will be called to come back to school before your child is sent to class.

### Excessive Tardiness

After a student accumulates 5 tardies, a letter will be sent home informing parents of our concern. Repeated tardiness implies a lack of respect for the teacher and fellow classmates. Students that arrive late can miss instruction and begin their day behind.

Once a student accumulates 10 tardies a conference may be required with the Principal and/or School Counselor. An attendance contract may be put in place for the remainder of the school year.

## **ADMISSIONS**

### **Priority of Admissions**

Selection of applicants is made in accordance with the priorities for admission established by Archdiocesan guidelines and the policies adopted by the St. Bernard School Board.

Admittance priority is given

- (1) Children of members of St. Bernard Parish and members of St. Elizabeth Ann Seton Parish.
- (2) Children of non-parish families with students already enrolled
- (3) Catholic children who are not members of St. Bernard Parish.

Application for admission implies good will on the part of parent(s)/legal guardian(s) in complying with the philosophy and regulations of St. Bernard School and of the Archdiocese of Louisville. To qualify for parishioner tuition, families must be active, registered members of St. Bernard for one year prior to school registration, unless otherwise determined by the Pastor.

Catholic families registered in a parish with no school will receive parishioner rates. St. Bernard requires that the parent(s)/legal guardian(s) of the applicant provide St. Bernard with any academic, learning, or behavior concerns that may have been identified at any applicant's previous school.

The application process for all incoming students in grades 6 through 8 who are interested in transferring from a public or another Catholic school includes an interview for both the parents and the child. All transfer students who are allowed to enroll are accepted on a probationary status which will be reviewed at conferences and at the end of the first trimester.

### **Non-Discrimination Policy**

St. Bernard Catholic School admits students of any gender, race, disability, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at St. Bernard Catholic School. The administration of the policies, procedures, and programs of St. Bernard Catholic School does not discriminate on the basis of religion, gender, race, disability, color, national or ethnic origin.

### **Age of Admissions**

Children shall be five years of age on or before August 1st of the current school year to enter kindergarten.

Children shall be six years of age on or before October 1st of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

### **Assessment Options for Kindergarten Admission Age**

Students who turn 5 years old between August 2 and October 1 may be eligible to enroll in kindergarten provided that the student meets criteria established by the Archdiocese of Louisville:

- Child must turn 5 between August 2 and October 1 of the admission year
- Child must score at or above the 80th percentile on the BRIGANCE Kindergarten Screen Three Core Assessments, Self-Help, and Social-Emotional Scales
- Child must meet the admission criteria of St. Bernard School

Students born between August 2 and October 1 of the admission year who do not score at 80% or above on the BRIGANCE Kindergarten Screen Three may be considered for junior kindergarten or preschool.

Only in rare and exceptional circumstances and with consultation with the Learning Coordinator and Principal, will a family be granted the option of a retest of the Brigance to bypass the kindergarten age requirement.

### Admission of Special Needs Students

Prior to admittance of a student with a diagnosed disability, St. Bernard must consider the following:

- The severity and degree of the disability
- The level of support needed from special services or any special equipment the student may require.
- The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese of Louisville that no more than 10-15% of students with disabilities be enrolled in any one classroom.
- St. Bernard’s resources: support personnel, class size, accessibility of school facilities, etc.

Individual Educational Plans (IEP) are not required of Archdiocesan schools. The Office of Lifelong Formation and Education promotes inclusion for students with mild disabilities. The Office of Lifelong Formation and Education, St. Bernard Parish and School are not responsible for equipment or specialists required by an individual student.

## AFTER SCHOOL CARE PROGRAM

St. Bernard Afterschool Care will operate 2:45 p.m. – 6:00 p.m., when school is in session. Our services are strictly After School Care, not full childcare. We serve students preschool to Grade 6.

### Philosophy

Saint Bernard Afterschool Care (ASC) is a ministry that continues to nurture the Christian values and attitudes of our children. The ASC staff will strive to be appropriate role models who assist the Saint Bernard children in character development. Self-discipline and self-esteem, along with respect of self and property, are important values that will be addressed. ASC seeks to complement the job of the home, the school, and the parish community by joining this partnership in support of our children.

### Mission Statement

After School Care (ASC) is here to provide the children of St. Bernard’s School (Preschool through 6<sup>th</sup> Grade) with a safe environment. We provide opportunities for the children to develop friendships, and to grow spiritually, physically, and mentally. Most of all, it is of vital importance that the children feel comfortable and have a great time in an organized and secure atmosphere.

Contact Person: Donna Bruno – After School Care – 239-5178, ext. 2401



## ARRIVAL

The school will be open at 7:10 a.m.

Students in grades K-5 should report to the gym upon arrival from 7:10–7:30 a.m.

Middle School students report to the Commons Area in the Middle School building.

Students arriving after 7:30 a.m. will report to their homerooms. All students should be in their respective homerooms by 7:50 a.m.

When students arrive on the school grounds, they are considered the responsibility of St. Bernard School and are not allowed to leave the school campus without following dismissal procedures through the school office.

## ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

Our school recognizes and affirms the important role of sports/extracurricular activities in the development of the total student and realizes the part the school must play to support these programs. All students are encouraged to participate as fully as their time and talents permit.

Eligibility:

Must be entering K to 8<sup>th</sup> grades to participate, depending on the activity.

Must maintain a minimum **“C”** average and satisfactory classroom performance in each subject area.

Must balance the time demands of out-of-school activities with homework assignments.

Teachers, parent(s)/legal guardian(s), coaches, and activity moderators must respond together to aid the student in forming a mature response to their academic responsibilities and progress.

St. Bernard Catholic School acknowledges and affirms the guidelines put forth in the Catholic School Athletic Association (CSAA) Preamble and Regulations, including:

**“Participation in CSAA sports programs is a privilege and not a right. Behavior of players, coaches, parents, spectators, officials, and administrators must, at all times, keep with the teachings of Christ. The ethical obligation of all involved must be, at all times, above reproach. Any deviation from this objective could result in the CSAA limiting or taking away the privilege of being a part of the CSAA experience. CSAA Authorities have the right and/or authority to make decisions or rulings regarding the necessary operation of the organization at all times.” (Loucsaa.net, Mission and Vision)**

## CAFETERIA

### Lunch with Relatives/Guardians

During the School year, some grades/classes will invite their relatives to have lunch with them. You will be notified regarding the specific date and time. **The cost of a lunch is \$4.25 per meal.** Parent(s)/legal guardian(s) are always welcome to visit. Please call to pre-order lunch.

Parents or guardians must give written permission for anyone to have lunch with their child/children.

## Behavior Expectations:

1. No food sharing. Students are to only eat the food that was packed for them in their lunch box or provided to them on their lunch tray.
2. Follow the directions of the Cafeteria Supervisors.
3. Stand quietly in a single-file line.
4. Speak softly and use courteous language.
5. Students bus their table of all their own food, wrappers, cartons, and other trash.
6. Students must be excused before leaving their assigned table.
7. Running, shouting, or rowdy behavior and throwing objects in the cafeteria is not acceptable.
8. **Fast food items and soft drinks are not allowed in the cafeteria.**
9. ALL food, including desserts, must be consumed in the cafeteria.

## Consequences for Inappropriate Behavior

If a student chooses to break a cafeteria rule, the following disciplinary actions can be expected:

1. The first incident results in a verbal warning and/or isolation.
2. The second incident results in a referral to the Principal.

### Severe Disruption

The following inappropriate behavior may result in immediate suspension of cafeteria privileges:

1. Throwing objects in the cafeteria
2. Refusal to obey Cafeteria Supervisors
3. Use of rude or other inappropriate behavior
4. Any behavior that seriously disrupts the atmosphere and efficiency of our lunch service

If a student is suspended from the lunchroom by the Principal, the student will bring a lunch from home that will be eaten in an assigned area.

## Free and Reduced Lunch

St. Bernard does not participate in the Federal Free and Reduced Lunch Program. St. Bernard will no longer be offering Free Lunch to students. Students/families that receive a reduced lunch rate will be determined via their FACTS application for financial assistance. Families who will have the option of reduced lunch will receive a letter at the start of the school year informing them of this assistance.

## School Lunch Charge Policy

Charges are designed to cover a situation in which parents or students forget to provide or bring money for lunch. Students who have forgotten or lost money may charge meals in the cafeteria.

Parents are expected to keep sufficient funds in their child's lunch account. Notices are sent home when balances become low and insufficient. If a student has an account balance of over \$20.00 to be paid, they will no longer be allowed to purchase snacks or extra entrees at lunch.

## CELL PHONES AND ELECTRONIC DEVICES

Cell phones must be placed on silent and kept in lockers or checked in with the teachers. Students using cell phones or texting devices during school hours may be suspended immediately and the cell phone

will be taken away and kept until a parent can pick it up. Students may not use cell phones until reaching their parent's vehicles.

Smart Watches are NOT allowed to be used during school hours.

## COUNSELING SERVICES

School counseling is provided to assist students with issues that impact their academic and social well-being. Counseling is a supportive intervention to address behavioral, academic, developmental, and/or emotional concerns. The school counseling program includes individual counseling, small group counseling, and class activities. The counselor is also available for consultation with parent(s)/guardian(s) and faculty, who are encouraged to use the counselor as a resource.

Parent(s)/guardian(s), faculty, and staff may refer students for counseling. Students may also request counseling. Information discussed in counseling sessions will be held confidential and will not be shared except as required by law.

Parent/guardian permission is required for ongoing counseling sessions. It is understood that the counselor may meet with a student individually on an as-needed basis, without prior permission. Examples of these situations include but are not limited to assessing signs of abuse or neglect, student report regarding the safety of self or others, peer conflict, brief problem-solving, or at a student's request.

School counseling is intended to be short-term. It is not intended to be a substitute for ongoing counseling that would address long-term needs. Referral resources are available.

## DISCIPLINE POLICIES

St. Bernard School is a Christian Community where all members of the community are called to treat each other with love, dignity, and respect.

### Positive Discipline

St. Bernard School strives to facilitate self-discipline as a model. Positive discipline helps the student become aware that behaviors are freely chosen, and behaviors have consequences. Positive discipline focuses on "owning" the behavior, assessing the appropriateness of the behavior, and accepting responsibility for the consequences of the behavior. Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, disciplinary measures will reflect these different levels of maturity and self-discipline. Students must know what behavior is expected of them and what constitutes appropriate behavior before they can begin to develop self-discipline. St. Bernard strives to promote treating others with respect and always doing your best.

### Corporal Punishment

Corporal punishment is **never** permitted as a means of discipline at Saint Bernard Catholic School.

### Code of Conduct/Violation of Code of Conduct

The behavior expected from students at St. Bernard School is a combination of respect for self, respect for others, and safe conduct. Christianity, courtesy, and good manners are the keys to Saint Bernard School's Conduct Code. Actions which injure others, damage property, and/or severely disrupt the

learning process, are serious infractions of the Conduct Code. The following types of conduct are **never** permissible:

- Verbal/Physical Threats
- Truancy/non-attendance of class
- Forgery
- Defiance/refusal to follow instructions of School Personnel
- Fighting/use of physical force to settle disputes
- Use of profanity/vulgarity
- Possession, transmission, sale, or use of drugs, alcohol, tobacco, or fireworks
- Vandalism/defacing school property
- Stealing and the disregard for the personal property of others (Students should not bring items of value to school)
- Bullying/intimidating behavior
- False activation of a fire alarm
- Fighting between students

Students choosing to engage in any of these activities will be referred to the Principal or Assistant Principal and parent(s)/legal guardian(s) will be notified. Fighting among students in grades four (4) through eight (8), may require a parent/legal guardian conference with the Principal.

### Possession of Drugs

If during or after school hours, any student brings to school or has possession of any illegal drug or look-alike, alcohol, and/or drug paraphernalia on the school grounds, the student will be immediately suspended, parent(s)/legal guardian(s) will be contacted, and immediate dismissal will be seriously considered.

### Vandalism/Stealing

St. Bernard School and the School equipment is the property of St. Bernard Parish. Willfully damaging or taking this property may result in immediate suspension and possible expulsion. Before a student guilty of theft or vandalizing School/Parish property may return to class, St. Bernard School and Parish must be reimbursed for the repair and/or replacement cost of the damaged and/or missing property. If a student accidentally causes damage to School/Parish property, the student should report the damage to School Personnel immediately, so the damage is not misconstrued as a malicious act.

### Harassment

The schools of the Archdiocese of Louisville do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors (even done jokingly) and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

Verbal Harassment: Includes derogatory comments, jokes, or slurs. Can also include belligerent or threatening words spoken to another individual.

Physical Harassment: Includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any interference with normal work or movement.

Visual Harassment: Includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

## Threatening Behavior

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner.

1. A student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate personnel.
2. Student's parent/guardian is notified. Pastor and Superintendent of Schools are also apprised.
3. Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. The Principal may consult with the Family Counseling Office for assistance in determining an adequate mental health assessment.
4. A student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and final placement decision.
5. Mental health assessment results and recommendations are shared with the Principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the Principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
6. If a student engages in threatening behavior a second time, the student may be dismissed from school.

## Homicidal Threats

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The students who have been threatened, as well as their parents, are to be notified as soon as possible.

## Range of Penalties

It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats will result in suspension and a required mental health assessment. Definitions and penalties should be clear.

## False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school.

## Consultation

The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

## Classroom Rules

Each teacher establishes clear rules and procedures to be followed in their classrooms, as well as the consequences for failing to obey classroom rules. Classroom rules are defined to include behavior in classrooms and all other areas of the Saint Bernard Campus.

## Teacher Disciplinary Actions

The teacher may utilize, as appropriate, a variety of procedures that are designed to stop misbehavior and help students improve self-discipline. All school personnel will correct misbehavior when and where it occurs. Students are responsible for following the instructions of any staff member. These instructions/corrective measures include, but are not limited to:

- Verbal reprimand
- Assign constructive assignments/tasks
- Require a student/teacher conference
- Require students to serve a detention with the classroom teacher
- Conference with the parent(s)/legal guardian(s)
- Develop, with the student, a contract of behavior
- Temporarily remove class privileges
- Written referral to the Principal

## Detention

St. Bernard Catholic School supports teachers in the keeping of students after school hours as a consequence of misbehavior and/or poorly completed work. The student assigned detention will be given twenty-four (24) hour notice so transportation can be provided. **All students assigned detention will be required to serve the detention as assigned. Difficulty providing transportation will not serve as a basis for cancellation of the detention.**

## Administrator's Disciplinary Action

The Principal may utilize, as appropriate, various measures to insure and maintain discipline.

1. The Principal may require a conference with parent/legal guardians
2. Suspend a student (out of school)
3. Begin the process of expulsion when a student misbehaves or shows continued poor progress despite repeated efforts by school personnel to implement change, when there has been a serious infraction of the rule(s), or when multiple violations occur at frequent intervals.

## Parent/Legal Guardian-Principal Conference

When necessary, the Principal will schedule a conference to meet with the student, parent(s)/legal guardian(s), and appropriate school personnel. The purpose of the conference is to discuss the nature of the problem(s), share possible solutions, and to improve student behavior and/or academic

progress. All parties involved will be afforded the opportunity to describe their understanding of the problem(s) and to suggest actions to help resolve the problem(s).

### Suspension

Suspension is the disciplinary procedure by which a student is removed from the School/Classes for a specified period of time. Suspension, either in school or outside the school, is used when other less severe disciplinary actions have failed, or cases of exceptionally severe breeches of disciplinary expectations. Only the Principal has the authority to administer suspension and determine whether missed classwork can be made up.

### Expulsion

Expulsion is a very serious disciplinary action and is used only when all other disciplinary procedures have been judged inappropriate or ineffective. Saint Bernard School will adhere to the due process/hearing rights as stated in the Archdiocesan Handbook.

### Use of Physical Force by School Personnel

Use of reasonable physical force by school personnel is permissible under KRS-161.180. Use of reasonable physical force may be implemented to restrain a student whenever immediate action is considered essential for self-defense, preservation of order, or the protection of other persons and/or property.

### Search and Seizure

The Principal reserves the right to ask a student to empty pockets, backpacks, purses, etc., if there is suspicion of a dangerous or illegal item in the school. Parent(s)/legal guardian(s) will be contacted to assist in a search if a student refuses to cooperate. The Principal will contact the appropriate Diocesan Personnel or Attorney for further advice.

## DISMISSAL

The dismissal bell will ring at 2:45 PM; any afternoon announcements will be made at 2:40 PM.

St. Bernard Catholic School strives to assure that each student arrives home safely, on time, and by the method of transportation deemed most appropriate by the parent(s)/legal guardian(s). Further, St. Bernard Catholic School strives to assure all students are properly supervised while providing for emergencies that may arise. To meet the responsibilities of student safety, St. Bernard Catholic School has several mandatory policies, which are explained in detail in this section of the handbook.

### Transportation

Students will return home at the time and via the mode of transportation indicated on the School Registration Form. Students will not be permitted to accompany another student and/or adult home without written permission from the parent(s) /legal guardian(s). Verbal messages, via students will NEVER be regarded as valid permission from a parent/guardian. Limousines or other rental services should not be used to pick up students from school.

**In case of an emergency** requiring a change of transportation, parent(s)/guardian(s) must contact School Personnel prior to 2:00 p.m. Please email the School Secretary and your child(ren)'s homeroom

teacher(s) of the change in transportation. If time and resources permit, written authorization could be faxed to the Parish/School Office at (502) 239-9025.

### Bicycle Riders

Students riding bicycles must walk them when they are on the Parish/School grounds. Students who do not comply with this rule will not be permitted to ride bicycles to school.

### Student Dismissal Procedures

These directives are based on the recommendations of the Kentucky Center for School Safety to better ensure the safety of all our students and staff.

### K-8 Car Riders (with no Preschooler)

ALL CARS will enter school grounds through Glaser Lane or Lorenzo Lane.

**Glaser Entry:** If you enter from Glaser, follow the main drive past the church and along the school building (just like in morning drop-off) and join the line which should begin at the end of the middle school building.

**Lorenzo Entry:** If you enter through Lorenzo, you must go straight to the ATHLETIC FIELD CUT THROUGH, then merge to join the Glaser K-8 pick-up line. You will NOT be able to turn left when you enter the school property. That area will be blocked off from you being able to join the pick-up line in front of the church.

**Every driver will have their carpool number displayed on the rear-view mirror and will stay in the vehicle.** When vehicles are in the loading zone (main school lot), the children will come to the car and load on the passenger side of the vehicle closest to the school building. No children may walk between or around the cars to enter without adult assistance!

When all cars are filled, the entire loading zone will be dismissed. All cars will exit down Tangelo Drive. As the cars in the loading zone begin to exit the next group of cars will enter the loading zone and the process will begin again.

### Pick-Up with a Preschooler

**IF YOU HAVE A PRE-SCHOOL CHILD ONLY** you will enter through Lorenzo and park on the driveway between the garage and the parish annex. Your child will be brought to your car. Once directed you will exit the driveway, turn left, and exit through Tangelo. There will be two lanes so that you can avoid K-8 pick-up traffic.

**IF YOU HAVE BOTH PRE-SCHOOL AND K-8 STUDENTS** in your carpool, follow the preschool steps above for picking up your preschooler, once children are loaded a school staff member will direct you to merge into the K-8 line as you exit Pre-School, and follow the directions above.

### Early Pick Up for an Appointment

No students will be dismissed early between 2:00-2:45 PM, due to dismissal preparations. Students **MUST** be picked up by 2:00 PM for after-school appointments. When picking up early, enter the school grounds via Lorenzo, park in front of the annex (Parish Office Building) and walk into the school office to get your child(ren).



## When Running Late

Students whose rides have been delayed past 3:10 PM, must go to the school office and will remain under the supervision of faculty/staff. These students will be released upon arrival of authorized transportation. A fee of \$10.00 per student per half (1/2) hour could be assessed to those families of students remaining past 3:30 p.m. Students may be sent to After School Care at the expense of the parent.

## EMERGENCY CLOSINGS

### Due to Weather

The decision to close schools due to weather conditions will be announced via local radio and television stations. One of the following announcements will be made:

**“All Catholic Elementary and Catholic High Schools in Jefferson County are OPEN.”** Saint Bernard School will follow a regular schedule with the building staffed to supervise students beginning at 7:00 a.m.

**“All Catholic Elementary and Catholic High Schools in Jefferson County will be open on a DELAYED SCHEDULE.”** A delayed opening means Saint Bernard School will begin at 10:00 a.m. and dismiss at 2:45 p.m. The school will open at 9:00 a.m. There will be no supervision of the students before 9:00 a.m. The bus will run two (2) hours later than normal.

**“All Catholic Elementary and Catholic High Schools in Jefferson County are CLOSED.”** This announcement closes ALL activities at Saint Bernard for the day and evening, including childcare, athletic events, meetings, and Mass. Parent(s)/guardian(s) should utilize the public information services provided by local radio and television stations. Please do not call Saint Bernard School/Parish for closing information. As a reminder, once school is in session, Saint Bernard School will not close early due to weather conditions (unless ordered by Archdiocesan Personnel).

Notification will also be made by **Flocknote**, an automated system which calls home/cell phones and texts with emergency information.

### Natural Disasters/Other Local Emergency Situations

In the event of any disaster or local emergency situation:

No student will be dismissed from St. Bernard School unless a parent/legal guardian or designee (listed on Registration Form) comes for the student.

No student will be allowed to leave with anyone who is not listed on the Registration Form (even a relative or baby-sitter) without written permission. If a student's emergency information changes during the school year, please provide school personnel with the new information.

All parents/legal guardians who come for students must sign for them at the Parish or School Office, the Temporary Student Release Station, or the Emergency Command Post.

St. Bernard School personnel are prepared and qualified to care for the students in times of critical situations until a parent/guardian arrives. School personnel will communicate with appropriate local

emergency services as quickly as possible. Parent(s)/legal guardian(s) are requested to assist in the following ways:

Please do not call St. Bernard School or Rectory – telephone lines must be kept open for emergency calls.

Following any local emergency, please do not immediately drive to the school – streets and access to the school may be cluttered with debris. The school route and street entrance must remain clear for emergency vehicles.

Listen to local radio and television stations. As soon as possible, Saint Bernard school personnel will communicate with the media. The media will then provide information and instructions.

## **ETIQUETTE AT SCHOOL EVENTS**

Parents(s) / legal guardian(s) are the most important role models children have. How adults act establishes the norm for the behaviors of our youth. When attending a play, musical performance, or any other school event, courtesy and respect should be given to all individuals. All attendees and participants are expected to stay for the entire event.

### **Parish Policy/Rules Regarding Student Conduct at All Functions in Parish Hall**

**St. Bernard Parish considers the child's parent ultimately responsible for a child's conduct.** All school children (PK – Grade 8) are never to be dropped off unattended. All children should be with an adult who is responsible for their conduct. The following rules will be posted and enforced by all in charge of a parish activity (fish fries, fall/summer festivals, etc.) and all workers of an activity:

1. No running in the Parish Hall/Gym
2. No climbing on or running up and down bleachers
3. No running between cars or in parking lot
4. Places where children are welcome to congregate:
  - in the Parish Hall
  - outside the Parish Hall in area between hall and middle school building
  - on the front lawn of the church
5. Places where children are **NOT** to congregate:
  - preschool playground
  - football and adjoining fields
  - parking lot
  - softball field
  - behind parish hall
  - all wooded areas
  - inside the school buildings: Grade 1-5 building and the Middle School building
  - the lobby of the Parish Hall
6. **Children are not allowed in the kitchen, except for being in the food line.**
7. Children are not allowed in the Concession stand.

## **EVALUATING AND REPORTING PROGRESS**

### **Parent-Teacher-Student Conferences**

Parent/legal guardian-Teacher- Student Conferences are scheduled two (2) times each school year. During these conferences, issues such as academic skills, individual goals, test results, religious development, conduct, and social development are discussed. Conference days are counted on school attendance, students are to attend PTS conferences, unless otherwise requested by school personnel to not attend.

### **Report Cards**

Report cards/progress reports will be posted on Sycamore three (3) times per school year.

### **Grading Policies and Practices**

Grades are posted on Sycamore. Each teacher will inform students and have available to parent(s)/legal guardian(s), the teacher's criteria for assessing grades. If a parent(s)/legal guardian(s) has a question or concern about a teacher's grading practices, the teacher should be contacted for clarification.

### **Promotion and Retention**

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. If a student has completed grade level work satisfactorily, s/he will be promoted.

Decisions regarding retention are made by the teacher and Principal in consultation with the parent(s)/legal guardian(s). Any possibility of retention will be discussed during the school year. Parent(s)/legal guardian(s) can assume their student will be promoted unless retention has been discussed at some point before the end of the school year.

Students in Grades 3-8, who fail two (2) or more trimesters of a subject will be required to attend summer school or work with an approved tutor as a condition of promotion. Documentation of summer work must be provided to the school office by August 1.

## **FIELD TRIPS**

Field trips within Jefferson County and to nearby points of interest are scheduled by various classroom teachers throughout the school year. Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources in the Greater Louisville Area. Parent(s)/legal guardian(s) will receive notices of field trips well in advance of the scheduled trip date and will be asked to complete and sign a Field Trip Permission Form and Emergency Medical Form, and when applicable, a Health Problem Statement Form for Field Trips. In most cases, field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

1. Signed and completed permission forms and required/necessary medical information forms must be provided to school personnel before a student will be allowed to attend a field trip.
2. Lunch will be served at Saint Bernard School or students will be able to bring a "bag lunch" or purchase a "bag lunch" from the cafeteria. Bag lunches must be ordered 24 hours in advance.
3. Uniforms are required attire unless otherwise stated on permission slip.

4. Usually, transportation will be by rented bus. Students will not be permitted to ride in private vehicles when bus transportation is provided by the school.
5. Students may not bring candy, snacks, soft drinks, etc., unless these items are part of the “bagged lunch”.
6. All signed consent forms must be on file in the school office before a student will be permitted to attend a field trip.

Exceptions to any of the above criteria will be explicitly stated by the teacher when you receive written notification of the field trip.

### Violation of Conduct Codes on Field Trips

While on a field trip, students are under the care and supervision of school personnel and adult chaperones. All rules, regulations, and codes of conduct as stated in the Saint Bernard School Handbook apply. In the case of a serious violation of a school rule, and if deemed necessary by a supervising adult, the student(s) involved will be returned to school (accompanied by school personnel or an adult chaperone) via private transportation. Parent(s)/legal guardian(s) will be notified, and appropriate disciplinary actions will be administered.

## HEALTH REGULATIONS

The health regulations as established by the Kentucky Department of Education shall be followed in all applicable areas.

### Contagious Conditions

Contagious conditions such as strep throat, conjunctivitis (pink eye), lice, or ringworm must be treated according to the Department of Health regulations. Students who have a contagious infection will be excluded from school until they are well. Please remember your children must be kept at home with a fever and cannot come back to school until they are 24-hour fever free without medication. Please let the school know if your child has been diagnosed with a contagious medical condition. A physician’s note will be required for re-admittance to school.

### School Health Services Program

The purpose of the School Health Services Program is:

1. To help each student achieve optimum physical condition, thereby enhancing the opportunity for each student to receive an effective education.
2. To develop in each student a sense of responsibility for personal health as well as the health of others.
3. To develop an understanding of the principles upon which good health is based.

Screening programs are an integral part of the School Health Services Program. Screenings can detect previously undiagnosed health problems. St. Bernard School has a health program that offers vision, hearing, and scoliosis screenings in accordance with Kentucky State Law. Parent(s)/legal guardian(s) who do not want a student to participate in the School Health Services Program must obtain screening services from a physician and present a physician’s statement with the screening results for the student’s Cumulative Health Record at St. Bernard School.

## Head Lice

St. Bernard School Personnel will check students for head lice under the following criteria:

1. When notified of head lice in a classroom.
2. When teachers see behavior indicating that head lice may be present.
3. When there is an indication that head lice may be a concern throughout the school or in a classroom.

Any student being screened for head lice will be treated tactfully and with sensitivity. Privacy and dignity will be the highest priority. Another staff member will be present when screening or re-screening a student whose parent/legal guardian is not present to witness the outcome.

Any student suspected and/or identified as having head lice and/or nits (eggs) present in the hair will be isolated and sent home. The student must be nit free to be readmitted to school.

## Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV)

The right to privacy of the infected individual (student or employee) shall always be respected. St. Bernard School follows the policies and procedures set by the Archdiocese of Louisville regarding students who test HIV positive. Copies of these policies are available in the Parish/School Office.

## Illness/Accidents

Ill or injured students will be sent to the Parish/School Office by the supervising teacher, care will be given and, if the situation warrants, the parent/legal guardian will be contacted by school personnel to discuss appropriate action. When the parent(s)/legal guardian(s) cannot be reached, the emergency designees listed on the registration form will be contacted. In the event of a serious emergency, the Emergency Medical Service (EMS) will be contacted at once to expedite medical care, followed by attempts to contact the parent(s)/legal guardian(s) or emergency contact. School personnel will remain with the ill/injured student until the parent/legal guardian arrives.

## Pregnancy

In view of our Catholic pro-life teaching, students shall not be dismissed from St. Bernard Catholic School for pregnancy.

# **HOMEWORK ASSIGNMENTS**

Homework assignments have many purposes; the most important include:

1. Providing sufficient time for completing assignments or projects requiring longer preparation times.
2. Giving the students time to practice previously taught material.
3. Preparation for quizzes and tests
4. Preparation for class discussion of new material
5. Helping students develop self-discipline.
6. Helping students become more responsible.

## Grades K – 2

The policies regarding home study for students in kindergarten through second grade are left to the discretion of the student’s teacher, who will discuss these policies with parent(s)/legal guardian(s).

## Grades 3 - 8

Homework assignments will be given Monday through Thursday. In general, specific homework assignments will not be given on Fridays, the day before a school holiday, or the night before conferences. Tests will not be given on a Monday. Students are expected to spend sufficient time each weeknight on home study. Depending on a variety of factors, the time required for a student to complete an assignment will vary greatly. Teachers will assess a penalty for “late” or “missing” homework assignments.

## Difficulties with Assigned Homework

If a student seems exceedingly burdened with homework assignments or never seems to have any homework, there is a problem! Contact your child’s teacher to discuss your concerns.

# HOMEROOM PLACEMENT REQUESTS

It is the policy of St. Bernard School that students be placed in homerooms by teacher committees (except in the case of late registrations) based on several guidelines which include teacher-student match in teaching and learning styles, mix of female/male, special assistance needs, and other concerns.

Parent requests for specific homeroom placement are not accepted. Parents of students with accommodation plans will be given the opportunity to express their child’s needs during meetings on their individual plans, and teachers and administrators will take those needs into account when making the final placement decision.

# MEDICATIONS

All medications (prescription and non-prescription) must be kept in the Parish/School Office with a signed permission form allowing the Principal or school designee to administer the medication. A copy of the permission form for prescription and non-prescription medication is located in the back of this handbook.

## Prescription Medications

Medications should be given at home when possible. When medications must be taken at school, the medications must be brought to School Personnel by a parent/legal guardian and with a signed Permission Form. All medication must be sent to School in the original container with the prescription label attached. The prescription label must include the student’s name, date, medication dosage, medicine strength, directions for use including frequency, duration, and route of administration, prescribing physician’s name, and the pharmacy’s name and address. If the medicine is a liquid, please be sure to include a medicine cup/spoon.

Students should be reminded daily by parent(s)/legal guardian(s) regarding the time the student is expected in the Parish/School Office for medication.

If a student is to take medication for a short period of time and/or the daily time for medication is critical, a parent/guardian may wish to call school personnel to ensure that the student has remembered to take the medication. Parent(s)/legal guardian(s) may bring as much of the medication to school as they choose.

Refrigeration is available. A parent/legal guardian must retrieve unused medicine; medicine will not be given to the student to take home.

### Non-prescription Medications/Over the Counter

Non-prescription medications or over-the-counter medications are subject to the same requirements as any prescription medication. If a student needs over the counter medications recommended by a doctor, a supply could be sent to school personnel in the original container with a signed permission form, along with the required information and written recommendation of a physician.

## PLAYGROUND CONDUCT

Weather permitting, students are given time outside every day. The decision to have outside recess during cold weather depends upon the temperature and the wind-chill factor. **Students should always dress in anticipation of outside recess.**

### Expectations

To provide a safe recreational area for students, Saint Bernard Catholic School has established the following guidelines/rules for appropriate behavior when using the play areas:

1. Stay within the assigned play area
2. Follow the directions of the supervisor
3. Keep your hands and feet to yourself
4. Use play equipment appropriately
5. Any behavior that threatens the safety of the student or others is forbidden
6. Students should not bring electronic games or other items to school

### Consequences for Inappropriate Behaviors

If a student chooses to break a playground rule, the following disciplinary actions can be expected: The first incident results in a verbal warning and/or isolation.

1. The second incident results in the student not being permitted a play period the following day and will remain in the cafeteria under the supervision of the cafeteria supervisors.

### Severe Disruption

The following inappropriate behavior may result in an indefinite suspension of playground privileges:

1. Leaving the assigned area without permission
2. Deliberate defacing of school property
3. Use of rude or other inappropriate language
4. Refusal to follow the direction of the supervisor

## RETURNING TO CLASSROOMS AFTER HOURS

In order to instill responsibility in our students, no one will be allowed to enter classrooms before or after school hours (7:30 a.m. – 3:00 p.m.) without the teacher's presence and approval.

## RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENT/GUARDIAN

St. Bernard Catholic School, in our spirit of partnership and desire for clear communication, is dedicated to keeping all parents/guardians informed of their child's progress and challenges. The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a Court Order to the contrary, St. Bernard will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. **If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order.**

**All divorced parents are required to furnish St. Bernard with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.**

## SACRAMENTAL POLICY AT ST. BERNARD PARISH

At St. Bernard Parish, all sacramental preparation is family or home based. This follows the belief of our church that the parents are the primary religious educators of their children. Our parish and Catholic school support the parents in this role and supplement the sacramental preparation of the children throughout their formal religious formation.

### Sacrament Timeline

(EUCCHARIST AND RECONCILIATION)

At St. Bernard Parish, all sacraments are preceded and followed by a period of preparation and reflection. Sacraments will be celebrated:

**First Eucharist** - Celebrated in the spring of 2nd-grade year

**First Reconciliation** - Celebrated in the fall/winter of the 2nd-grade year

**Confirmation** – Preparations begin in 7<sup>th</sup> Grade year with celebration the fall of 8<sup>th</sup> Grade

For more information regarding sacramental preparation, please contact: Cyndi Marlow (239-5178, ext. 2203).

## SAFETY

St. Bernard School provides a variety of special programs with guest speakers throughout the school year to increase awareness regarding safety issues.



## School Environment/Physical Plant

The St. Bernard Catholic School Administration shall provide and maintain a physical environment that is conducive to the health and safety of all students.

### Visitors

All visitors must report to the Parish or School Office to receive a visitor's pass. Precautionary measures are taken to prevent the presence of unwanted visitors within the school buildings and on the Saint Bernard Campus. **All exterior doors are locked from the outside.**

### Asbestos

St. Bernard Catholic School is committed to ensuring a safe and healthy learning environment for our students, faculty, and staff by maintaining compliance with all laws and regulations pertaining to health and the environment.

### Non-Smoking Policy

St. Bernard Catholic School is to be in compliance with the Non-smoking Policy for Children's Services set forth in the Pro-Children's Act of 1994. As of August 1, 1997, **all buildings on the Saint Bernard Campus are smoke-free buildings.**

### Special Safety Concerns

**Child Abuse** Kentucky State Law is explicit regarding the subject of child abuse and Saint Bernard will comply with the law. Teachers and/or school Personnel who have reason to believe child abuse MAY HAVE occurred are obligated by Kentucky State Law to report the possible abuse to Child Protective Services.

**Missing Children** St. Bernard Catholic School will comply with Kentucky State Law regarding missing children, including assisting officials with gathering information.

### Fire Safety

The following is the policy regarding fire safety and the use of fire alarms at Saint Bernard School:

1. **ANY TIME THE FIRE ALARM SOUNDS, THE SCHOOL BUILDINGS ARE TO BE EVACUATED.**
2. Vehicles cannot be parked in designated fire lanes. When parking vehicles on surrounding streets, park on one side of the street only. Vehicles should not be parked in front of the main entrances to any buildings on the Saint Bernard Campus at any time.
3. When there is smoke or fire in a building, the nearest fire alarm is to be activated immediately. All buildings are to be evacuated immediately, in an orderly fashion using all available exits. Everyone must stand at a safe distance from the building(s). The buildings can be re-entered only at the direction of Fire Department Personnel.
4. If a fire alarm has been activated **accidentally**, the person who started the alarm and the adult responsible for the offender (when the alarm has been activated by a minor) must stay and report the incident to Fire Department Personnel. Even though the alarm has been sounded accidentally, all buildings must be evacuated immediately in an orderly fashion using all available exits. The buildings can be re-entered only at the direction of Fire Department Personnel. A \$300.00 fine, payable to the Highview Fire Department, will be levied for accidental setting of the fire alarm.

5. If the person responsible for an accidental activation of the fire alarm does not stay and report the incident to Fire Department Personnel, or if the person(s) is/are uncooperative, a \$400.00 fine, payable to the Highview Fire Department, will be levied. If the offender is a student at Saint Bernard School, the student will be suspended for three (3) days. If the offending student participates in the Saint Bernard School sports Program and/or extracurricular activities, the student will not be allowed to participate in any practices, games, or activities for four (4) full weeks. Further, student records of the offending student(s) will not be forwarded to parent(s)/legal guardian(s) or another school until the fine has been paid in full.
6. If a person **intentionally** activates a fire alarm when there is no smoke or fire, a \$500.00 fine, payable to the Highview Fire Department, will be levied. If a student of Saint Bernard School initiates a false fire alarm, the student will be suspended for three (3) days. If the offending student participates in the Saint Bernard School Sports Program and/or extracurricular activities, the student will not be allowed to participate in any practices, games, or activities for six (6) months. School records for offending student(s) will not be forwarded to parent(s)/legal guardian(s) or another school until the fine has been paid in full.

## **STUDENT RECORD INFORMATION**

### **Changes in Registration Information**

Parent(s)/legal guardian(s) must make changes in Sycamore or notify school personnel as soon as information given on the Registration Form changes. Such information includes changes in address, telephone numbers, places of employment of parent(s)/legal guardian(s), emergency numbers, transportation that is not temporary, marital status, and/or custodial rights.

### **Forwarding Records**

A notification of withdrawal should be made to the principal. When a student is withdrawing in the middle of a semester, teachers will summarize the student's progress and prepare the student's file for forwarding to the student's next school. Official records will be forwarded upon receipt of a request from the destination school.

**ALL FINANCIAL OBLIGATIONS TO SAINT BERNARD SCHOOL MUST BE FULFILLED BEFORE RECORDS WILL BE SENT.**

## **SUPPORT ORGANIZATIONS**

### **School Board**

Each Catholic School in the Archdiocese of Louisville has a local School Board or a Board of Total Catholic Education. The board is consultative to the pastor and principal.

The School Board's mission is to provide quality Catholic Education for all students in the parish whose parent(s)/legal guardian(s) desire to take advantage of such an opportunity.

Each School Board Member accepts the School's mission and brings to that mission their own talents, wisdom, experience, faith, and good will. Further, a willingness to accept and an eagerness to seek information, training, and spiritual formation are implied. Policy development is the role of the School Board. Implementation of the policy is accomplished by established directives of the Principal of the school. A distinction is made between policy and implementation. Policy establishes a course or plan of

action. Implementation follows the plan of action. The function of the School Board is to recommend policy, not administer the School.

#### *School Board Meeting Times*

The School Board normally meets in Aug., Oct., Nov., Jan., March, and May.

### Parent-Teacher Organization (PTO)

The purpose of the Parent-Teacher Organization is to foster a positive relationship between St. Bernard School and families; and to encourage a more active interest and support for Catholic education.

The PTO functions as a committee, and as such, it is responsible for promoting communication between School Personnel and parent(s)/legal guardian(s). The PTO enhances the school curriculum by purchasing learning and teaching materials to aid in the classroom and improves the school facility by making donations toward the purchase of necessary items. In addition, the PTO works with other organizations within the St. Bernard Parish in an attempt to make the school environment the best it can be. For example, the PTO plans and sponsors the following activities:

- Meetings in Sept., Nov., Feb., April
- Family Events/Spirit Nights
- Fall Festival
- Cash Books
- Wildcat Wear
- Teacher/Classroom Supply Support
- Library/Playground Equipment Support
- Awareness/Educational Events
- Student and Teacher Scholarship Funding

The PTO offers \$1,000.00 and \$500.00 scholarships towards tuition and \$300.00 and \$200.00 scholarships towards teacher assistance. Every person who attends two (2) meetings will get one (1) chance - additional meetings after that, one (1) additional chance. The drawing for the scholarship will be held at the end of the school year.

An integral part of the Parent-Teacher Organization is parental involvement. The PTO meets on the second Tuesday of Sept., Nov., Feb., and April at 7:00 p.m. Parent(s), Teacher(s), Legal guardian(s), and Grandparent(s) are invited and encouraged to attend the meetings. By getting involved, parents help to make the school year a positive experience for everyone.

### Booster Club

Every member of St. Bernard Catholic School is a member of St. Bernard Booster Club. Our Booster Club provides many valuable services for the St. Bernard Community, including:

- \*Fish fries
- \*New Year's Eve Dance
- \*Athletic program for our students

Meeting Times: Third Tuesday of every month, usually 7:00 p. m. (August –May)

## TEXTBOOKS

Complying with the following requirements will help extend the life of Saint Bernard

Catholic School textbooks: All hardback books must be protected with book covers at all times.

BOOK COVERS MAY NOT BE SELF-ADHESIVE.

1. Tape to secure book covers should not be applied to the book's binding.
2. Do not write in or deface textbooks.
3. Book covers and notebooks should be kept clean and free of any graffiti or writing other than student name and subject.
4. Lost books must be replaced at cost.

Parent(s)/legal guardian(s) will be required to replace books, which have been lost, misused, or damaged beyond reasonable wear.

## UNIFORM CODE

Traditionally, at St. Bernard Catholic School, as with all Catholic Schools in the Archdiocese of Louisville, students wear uniforms. The Uniform Code at St. Bernard Catholic School is intended to encourage cleanliness, neatness, safety, and pride in one's appearance and in our school uniform. Students are expected to maintain a neat and clean appearance. Parent/legal guardian is the key to a successful uniform policy at St. Bernard Catholic School. It is the parent/legal guardian's responsibility to see that your child dresses in compliance with the Uniform Code each day. The parent/legal guardian of any student not abiding by the uniform code will be required to provide the student with appropriate uniform before the student may return to the classroom and be subject to detention. The uniform code is described on the following pages:

### BOYS (K – 5)

Shirts: Any Solid White Polo Style (no logo required) or a Black, Royal Blue or Grey with St. Bernard School Logo

Sweatshirts: St. Bernard School logo-Grey, Black, or Royal Blue (crewneck or ¼ zip)

Approved uniform shirts must be worn under sweatshirts.

Wildcat Sportswear is not an approved school uniform.

Pants/Shorts: Navy blue uniform style (no outside-stitched pockets).

No jeans, corduroys or cargo pants allowed

Must be size/length appropriate

Belt Solid navy, brown, black – required with all pants and shorts with belt loops.

(Belt not required in kindergarten)

Socks: Black or White only. Must be visible over the top of the shoe.

Shoes: Athletic shoes– no boots, no sandals, no dress shoes, no Sperry's.

## BOYS (6-8)

- Shirts: Any Solid White Polo Style (no logo required) or a Black, Royal Blue or Grey with St. Bernard School Logo
- Sweatshirts: St. Bernard School logo-Grey, Black, or Royal Blue (crewneck or ¼ zip)
- Approved uniform shirts must be worn under sweatshirts.
- Wildcat Sportswear is not an approved school uniform.
- Pants/Shorts: Khaki uniform style (no outside-stitched pockets).
- No jeans, corduroys or cargo pants allowed
- Must be size/length appropriate
- Belt Solid navy, brown, black – required with all pants and shorts with belt loops.  
(Belt not required in kindergarten)
- Socks: Black or White only. Must be visible over the top of the shoe.
- Shoes: Athletic shoes– no boots, no sandals, no dress shoes, no Sperry’s.

## GIRLS (K-5)

- Shirts: White uniform style blouse or any Solid White Polo Style (no logo required)
- Any approved Polo Shirt –White, Black, Royal Blue or Grey with St. Bernard School Logo
- Sweaters: Navy Blue Cardigan Style (only)
- Sweatshirts: St. Bernard School logo-Grey, Black, or Royal Blue (crewneck or ¼ zip)
- An approved uniform shirt must be worn under a sweatshirt.
- Wildcat Sportswear is not an approved school uniform.
- Jumper: Pinafore Plaid Style # 7289 only (available at Shaheen’s)
- Skirt: Plaid Style #3489 only (available at Shaheen’s)
- Shorts must be worn under skirts and jumpers.
- Skirts may not be rolled at the waist.
- Pants/Shorts: Solid black/navy sweatpants or leggings can be worn under skirts/jumpers.
- Black or Navy Blue Softe Pants can be worn under skirts. Softe pants must be hemmed to appropriate length (cannot drag on ground) and not be tattered at hem.
- Navy blue uniform style pants or shorts
- No jeans, corduroys or cargo pants allowed
- No skorts

Must be size/length appropriate

Belt: Solid navy, brown, black required with all pants and shorts with belt loops.

Socks: Black or White only. Must be visible over the top of the shoe.

Tights Navy or white tights only

Shoes: Athletic shoes– no boots, no sandals, no dress shoes, no Sperry’s.

Shoes must be tied or fastened.

## GIRLS (6-8)

Shirts: White uniform style blouse or any Solid White Polo Style (no logo required)

Any approved Polo Shirt –White, Black, Royal Blue or Grey with St. Bernard School Logo

Sweaters: Navy Blue Cardigan Style (only)

Sweatshirts: St. Bernard School logo–Grey, Black, or Royal Blue (crewneck or ¼ zip)

An approved uniform shirt must be worn under a sweatshirt.

Wildcat Sportswear is not an approved school uniform.

Jumper: Pinafore Plaid Style # 7289 only (available at Shaheen’s)

Skirt: Plaid Style #3489 only (available at Shaheen’s)

Shorts must be worn under skirts and jumpers.

Skirts may not be rolled at the waist.

Pants/Shorts: Solid black/navy sweatpants or leggings can be worn under skirts/jumpers.

Black or Navy Blue Softe Pants can be worn under skirts. Softe pants must be hemmed to appropriate length (cannot drag on ground) and not be tattered at hem.

Khaki uniform style pants or shorts

No jeans, corduroys or cargo pants allowed

No skorts

Must be size/length appropriate

Belt: Solid navy, brown, black required with all pants and shorts with belt loops.

Socks: Black or White only. Must be visible over the top of the shoe.

Tights Navy or white tights only

Shoes: Athletic shoes– no boots, no sandals, no dress shoes, no Sperry’s.

Shoes must be tied or fastened.

## PE Uniforms

Students in grades kindergarten through eighth grade will wear the school PE uniform to school only on their designated PE day.

- Grade level colored t-shirt (These t-shirts will also be worn on Field Day and for class field trips) The grade level t-shirt color with travel with the class each year. Students will be able to wear the shirt for multiple years.
  - Kindergarten- Royal Blue
  - First Grade- Purple
  - Second Grade- Teal
  - Third Grade – Red
  - Fourth Grade- Orange
  - Fifth Grade – Yellow
  - Sixth Grade -Green
  - Seventh Grade- Lime Green
  - Eighth Grade- Light Blue
- St. Bernard logo shorts or black sweatpants
- Athletic Shoes
- Uniform sweatshirts can be worn over the PE shirt.

## Additional Uniform Criteria

St. Bernard enforces a traditional uniform to encourage pride in one's appearance and a disciplined learning environment. Further criteria are intended to eliminate distractions among the students.

1. Wildcat Spirit wear is not an approved school uniform. It may only be worn on Spirit Wear Fridays or other days designated by the Principal.
2. Extreme haircuts/styles, colors, and facial hair are not permitted. Hair color shall not be changed. This includes highlights, tints, etc.
3. Boys' hair length should be such that it does not cover the eyes, completely cover the ears, touch the top of the shirt collar, or be pulled behind the ears. No ponytails.
4. Shirts must be tucked in at all times, not bloused over pants or shorts.
5. Students are not permitted to write or draw on anyone's clothing or body.
6. No tattoos or artificial or acrylic nails are permitted. Modest amounts of make-up may be worn by Middle School girls (Grades 6-8).
7. Athletic shoes. No sandals, backless, slip-on flats, Sperry's, Hey Dudes, or dress shoes are permitted.
8. Undergarments worn under the uniform shirt or blouse must be solid white with no graphics or lettering of any kind.
9. Make-up or other accessories that create a distraction are not permissible.
10. Rings and watches are permissible. Only wrist or neck jewelry of a traditional religious nature is acceptable. No Smart watches!

12. Earrings for girls may not hang below the earlobe. No multiple earrings.
13. Boys are not permitted to wear earrings.
14. No bandanas or bandana headbands

The Administrator/Teacher has the authority to have any student remove or correct any clothing/uniform/grooming/item that is deemed inappropriate for school. The Parent/legal guardian will be notified if prompt compliance has not been obtained.

## Spirit Wear

**Spirit wear Days will be the second and fourth Friday of the month.**

On these days, students must wear shirts with St. Bernard or “SBS Wildcats” on them. This can include team jerseys, PTO or Booster event shirts, or other shirts with the St. Bernard name and/or logo.

The bottoms are to be long jeans (no holes or patches), uniform pants, uniform shorts, PE shorts, SBS sweatpants, SBS joggers. Girls in grades K-4<sup>th</sup> Grade can wear navy or black leggings.

## Out of Uniform or “Dress up” Days

On a day such as the day school pictures are taken or any of the days during Catholic Schools Week, please note the following:

- All shirts must have sleeves. Shirts may not convey images which contradict the principles of Catholic Education (i.e., violence, alcohol, tobacco, bullying). Mid-riffs or crop tops are not allowed.
- Jeans (colored denim is acceptable), loose athletic pants, sweatpants, and capris may be worn. Clothes may not be torn/ripped, be revealing, or have inappropriate messages.
- Skirt lengths must be uniform length or have leggings underneath. No sundresses.
- No short shorts, sweatpants material or jeans cut-offs. All shorts must be uniform length.
- No pajama pants (except on Pajama days)
- No yoga pants, leggings, or jeggings for Grades 5-8.
- Socks must be worn.
- No tight-fitting clothing.
- Tennis shoes are required on all out of uniform/dress up days

## Dress Code Violations

When students in grades 3-8 do not follow the Uniform Code, they will be given a warning to correct the infraction and a communication (note or email) will be sent to the parents. If the student has repeated infractions (3 or more), they will serve a detention, before or after school.

For infractions involving skirt lengths, 3 violations in a trimester may result in the student wearing school uniform pants for the remainder of the trimester. The length of a uniform skirt should be no shorter than 2 inches above the top of the knee. (A horizontal index card is a good measure. Lengths may need altering throughout the school year.



Repeated Infractions may result in policy change and/or lose of Spirit Wear Days for the remainder of the trimester.

## **VISITORS**

St. Bernard welcomes parents, guardians, parish members, and community visitors.

ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE OFFICE.

All parents or guardians who are in the building to work in the cafeteria, library, a classroom, or for any other purpose, will sign their name, time in, and reason for visit. These individuals will drop off their car keys and receive a visitor's lanyard that must be worn while in the building. Upon departure, the individual must sign out with the time, return the visitor lanyard, and pick up their car keys. This policy applies to all individuals who come into the school building for a specific purpose. Former students are asked to visit after school hours.

## **VOLUNTEERS**

As members of the St. Bernard Catholic School Community, the commitment of parents, legal guardians, grandparents, friends, and family is vital to the success and development of stewardship within St. Bernard. The Archdiocese of Louisville and St. Bernard are committed to ensuring that the students who worship, study, or participate in church or school-sponsored activities can do so in the safest and most secure atmosphere. The Safe Environment Program is offered through the Archdiocese of Louisville. All volunteers, coaches and any other individuals who may have any interaction with the students are required to have a background check and attend a "Safe Environment Training Workshop". This workshop is offered several times per year. St. Bernard will keep records of all individuals attending this workshop. Any individual that has not completed this Workshop will not be allowed to volunteer until said Workshop has been attended. For more information, please visit the Archdiocese of Louisville's website at [www.archlou.org](http://www.archlou.org).

## **RIGHT TO AMEND HANDBOOK**

St. Bernard School reserves the right to amend this handbook. Notice of Amendments will be sent to you via email.

# PERMISSION FORM FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

St. Bernard Catholic School 7500 Tangelo Drive Louisville, Kentucky 40228  
Telephone (502) 239-5178 Fax (502) 239-9025 Email: mmattingly@stbernardlou.com

Date form received by the school: \_\_\_\_\_

Student's name: \_\_\_\_\_ Date of birth/age: \_\_\_\_\_ Grade: \_\_\_\_\_

## TO BE COMPLETED BY THE PHYSICIAN:

Reason for medication: \_\_\_\_\_ Name of medication: \_\_\_\_\_

Form of medication/treatment:

\_\_\_\_\_ tablet/capsule \_\_\_\_\_ liquid \_\_\_\_\_ inhaler \_\_\_\_\_ nebulizer \_\_\_\_\_ other

Instructions: (Schedule and dose to be given at school): \_\_\_\_\_

Start: \_\_\_\_\_ Date form received \_\_\_\_\_ Other date: \_\_\_\_\_

Stop: \_\_\_\_\_ End of school year \_\_\_\_\_ Other date/duration: \_\_\_\_\_

\_\_\_\_\_ For episodic/emergency events only

Restrictions and important side effects: \_\_\_\_\_ none anticipated

\_\_\_\_\_ Yes Please describe: \_\_\_\_\_

Special storage requirements: \_\_\_\_\_ none \_\_\_\_\_ refrigerate Other: \_\_\_\_\_

Please indicate whether you have provided additional information:

\_\_\_\_\_ on the back of this form \_\_\_\_\_ as an attachment

Physician's Name: \_\_\_\_\_

Physician's Address: \_\_\_\_\_ Telephone and Fax Number: \_\_\_\_\_

Physician's Signature and Date: \_\_\_\_\_

To the School: Please refer, concerns about medications or disease to the stated physician.

## TO BE COMPLETED BY THE PARENT(S)/GUARDIAN(S):

I give permission for (name of student) \_\_\_\_\_ to  
receive the above medication at school according to standard school policy. (Schools require  
parent(s)/legal guardian(s) to bring medication to school in the original container).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent(s)/guardian(s) Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Emergency \_\_\_\_\_

**PLEASE NOTE: AUTHORIZED PICK-UP LIST SHOULD BE COMPLETED ON  
SYCAMORE. THIS FORM IS ONLY FOR ADDITIONAL OR ONE TIME USE.**

# AUTHORIZED PICK-UP LIST

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

Please complete, sign, and send to the school office. Remember we are not allowed to let your child/ren go with anyone other than the custodial parent/s or guardians unless we have approval from you in writing.

I, \_\_\_\_\_, authorize the following adults to pick up my

child/ren (Print Name/grs.) \_\_\_\_\_

if custodial parents or guardians are unable to do so or cannot be reached.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship