

St. Bernardine of Siena Elementary School

Welcome

PARENT-STUDENT HANBOOK

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.



Chapter-1

INTRODUCTION TO THE HANDBOOK

Sections of this Parent/Student Handbook are particular to St. Bernardine of Siena School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://www.handbook.la-archdiocese.org>.

Chapter-2

GENERAL INFORMATION

Section-2-01

Mission Statement and Philosophy

Mission Statement

St. Bernardine of Siena School serves the families of St. Bernardine of Siena Parish. The school commits its personnel and resources to providing a well-rounded program to develop the spiritual, intellectual, physical, and social skills of the students. The foundation of this educational program is centered in the teachings and example of Christ and the traditions of the Catholic faith. Students are prepared to be active participants in their faith and to serve the community in which they live.

Philosophy

St. Bernardine of Siena School, in partnership with the parent provides an educational setting by which knowledge, critical thinking, and values are developed within the child. In light of the needs of today's world, the school community works to awaken in the student an awareness of his/her own human dignity and responsibility to

promote social justice. Our community experiences the Good News of Christ through liturgy, sacraments, and prayer. We strive to integrate our faith across the curriculum and in all aspects of school life.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Schoolwide Learning Expectations

Each student at St. Bernardine of Siena School is in formation to become a:

SPIRITUAL LEADER who

- Preaches the Gospel in word and action
- Prays, worships and serves
- Knows the teachings of the Catholic Church
- Shows reverence for the Holy Name of Jesus

SERVANT LEADER who

- Is aware of the needs of others
- Thinks of others first
- Serves the school, parish, and community

ACADEMIC LEADER who

- Sets, organizes and accomplishes goals
- Meets required academic standards
- Communicates effectively
- Applies learning to real world situations
- Reads, thinks and responds critically
- Demonstrates competent use of technology for learning

VISIONARY LEADER who

- Expresses themselves through the arts
- Respects diverse cultures
- Demonstrates acceptance of others
- Respects life through healthy habits
- Is an innovator

The Schoolwide Learning Expectations are the profile of a successful student at our school and, along with the Archdiocesan Curriculum Standards, are the foundation of our curricular planning.

Section-2-03

History of the School

History

When Reverend Monsignor Richard Murray was sent to open a new parish at the west end of the San Fernando Valley, he was focused on creating a close-knit community. The first priority was building a school for the children of the parish's young families. Groundbreaking for the first building of the two-building school took place in March of 1964. The eight-room school, staffed by the Sisters of the Immaculate Heart of Mary and four lay teachers, opened in September of 1964. The enrollment was 384 students. Encouraged by the school's early success, Msgr. Murray spearheaded the construction of a second classroom building.

When it was completed in the spring of 1966, the school had room for 650 students. In 1968 the Sisters of Notre Dame came to staff the school, along with thirteen lay faculty. By that time the school had two rooms of each grade, one through eight, with an enrollment of 607. Due to the decrease in religious vocations, the Archdiocese of Los Angeles encouraged schools to downsize to single grades in order to keep Catholic education affordable for families while paying an increasing number of salaries for lay teachers.

In the fall of 1971, St. Bernardine of Siena School began phasing out the double grades. The last double grade was phased out by June, 1978. In the fall of 1982, a kindergarten was inaugurated. Because of a personnel shortage, the Sisters of Notre Dame withdrew from the school in June, 1990.

In the spring of 1997, the parish purchased additional property adjacent to the current site. A preschool was established in September of 1997. Within one year, the preschool was at full capacity, 150 students. The preschool has its own director, staff, and accounting procedures, and they adhere to state, local, and the Archdiocese of Los Angeles guidelines.

Presently, St. Bernardine of Siena School has nine single grades, Kindergarten through Eight. The school transformed the now open classrooms to create a science room, student study center, computer lab, inclusion center and small group instruction rooms.

Since its founding, St. Bernardine of Siena School has had a strong commitment to forming students in the Catholic Faith and providing the highest level of academic excellence. Historically, students graduating from St. Bernardine of Siena School have consistently been accepted into Notre Dame, Chaminade, Louisville, Crespi, Loyola, Bishop Alemany and La Reina Catholic High Schools. Graduates have gone on to outstanding colleges and universities such as Notre Dame, U.S.C., U.C.L.A., N.Y.U., and M.I.T. to name just a few. Most importantly, graduates have gone on to become successful, faith-filled leaders in the local, national and global community.

Section-2-04

Accreditation

St. Bernardine of Siena School accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

□□□ School Personnel

Pastor: Father Michael Evans

Associate Pastor: Father Bill Crowe

Principal: Mrs. Katy Kruska

Vice Principal/Tech Specialist: Mrs. Maria Lowther

Kindergarten: Mrs. Michele Brain

First Grade: Mrs. April Cross

Second Grade: Mrs. Laura Fasching

Third Grade: Mrs. Mary Hart

Fourth Grade: Ms. Christina Marconet

Fifth Grade: Ms. Cindy Sanchez

Sixth Grade: Mrs. Dana Streit

Seventh Grade: Mr. Charlie Jang

Eighth Grade: Mrs. Elizabeth Brosamle

Inclusion Coordinator: Mrs. Sheryl Reyes

Music: Mr. Tom Hanslowe [Music Universe]

Spanish: Sra. Katy Snyder

P.E./Athletic Director: Coach Rebecca Andrews

Grades 6-8 Art: Mrs. Cindy Amano

Instructional Aide: Mrs. Jeannine Brown

Instructional Aide: Mrs. Nicole Garcia

Instructional Aide: Mrs. Melinda Gomez

Instructional Aide: Mrs. Nicole Klein

Instructional Aide: Ms. Sandy Kukuczka

Instructional Aide / K-5 Art: Mrs. Peggy Mostarda

Instructional Aide: Mrs. Brandy Rowe

Instructional Aide: Mrs. Maite Wilson

Librarian: Mrs. Enid Turner

Administrative Assistant: Ms. Susan Garrett

Bookkeeper: Mrs. Andrea Paroski

Receptionist: Mrs. Cheryl DiVitale

Day Care: Mrs. Maite Wilson, Ms. Sandy Kukuczka, Miss Kelly Gairdner, Mrs. Cindy Montero Ortega

Plant Manager: Mr. Isaac Alvarado

Section-2-07

School Schedule and Calendar

□□□ ~~School~~ Schedule

MORNING DAY CARE: 7:00-7:45 a.m.

GRADES K – 8 – Monday-Thursday

7:45 a.m.

First Bell

7:50 a.m.	Tardy Bell
7:55am	Morning Prayer
9:55/10:00 a.m.-10:15 a.m.	Morning Recess/Nutrition Break
12:00-12:30 p.m.	Junior High Lunch
12:15 p.m.-12:45 p.m.	Kindergarten to Grade 5 Lunch
2:45 p.m.	Dismissal

GRADES K-8 - Fridays * Fridays are shortened to provide teacher in-service

7:45 a.m.	First Bell
7:50 a.m.	Tardy Bell
7:55am	Morning Prayer
10:15 a.m.-10:30 a.m.	Nutrition Break/Recess
12:45 p.m.	Dismissal

NOON DISMISSAL SCHEDULE: 7:50 a.m. until 12:00 p.m.

Noon dismissal days are marked on the school calendar. These days generally take place for teacher professional development and before major holidays.

MORNING DAY CARE: 7:00-7:30 a.m.

AFTER SCHOOL DAY CARE: 2:45 p.m. until 6:00 p.m. (See Day Care Section)

School Calendar: [St. Bernardine of Siena School Calendar](#)



School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

[St. Bernardine of Siena School Website](#)

[Facebook](#)

[Instagram](#)

[Twitter](#)

Section-2-14

Dress/Uniform Code

Our uniform policy is formed to help keep the focus on learning, build unity, limit expensive clothing costs, and create a sense of identity for the school. It is the responsibility of the parents to see that their children adhere to the policies and to support the school in this matter. Teachers will check for compliance daily and formal all school uniform checks will be held throughout the year. Students not in the proper uniform will receive a uniform violation slip and the parent will be called to bring the correct uniform. Repeated violations will result in a lowered behavior grade, detention and/or no free-dress days. Please contact the principal for any special circumstances that may need to be addressed on an individual basis to meet these uniform standards.

Our uniform supplier is Dennis Uniform. They are located at 6459 DeSoto Avenue in Woodland Hills. Their telephone number is (818) 703-7493. You may order online by visiting their website at www.dennisuniform.com. St. Bernardine of Siena's school code is: SH00AD.

In general, when purchasing uniforms from Dennis Uniform, students will need the following:

- **REGULAR UNIFORM** – consists of shorts or pants for boys and shorts, pants, or skirts for girls. All students wear a gray or cardinal polo shirt with his/her regular uniform. Students may wear a school sweatshirt, sweater, or Saber Wear sweatshirt on regular uniform days.
- **P.E. UNIFORM** – Students may wear either navy blue P.E. shorts or sweatpants with the gray P.E. t-shirt. All students have P.E. twice a week. Students stay in their P.E. uniform all day and do not change. Students may wear a school sweatshirt or Saber Wear sweatshirt on P.E. days.
- **FULL UNIFORM** – **Students will wear Full Uniforms every Wednesday** and as indicated on the school calendar. Students will need one Full Uniform, which consists of pants for boys (belts are optional), jumper for Girls in Grades K-4 and a skirt for girls in Grades 5-8. All students must wear a white button up shirt

from Dennis and a navy blue tie with a school sweater. Students may not wear sweatshirts on Full Uniform days; they must wear a sweater/vest. Students may wear their regular school tennis shoes on full uniform days.

- **SABER WEAR**, our school spirit wear, is available for purchase in the School Office. Saber Wear Days are once a month, indicated on the school calendar. Students may not wear old Festival t-shirts or other St. Bernardine shirts.

Girls Grades K-4:

- Marymount plaid jumper or shift (jumpers must not be more than 2 inches above the top of the knee cap)
- Navy twill skort or Marymount plaid skort (skorts must not be more than 2 inches above the top of the knee cap) **May not be worn on full uniform days.*
- White short sleeve uniform blouse with Peter Pan collar **Required for full uniform days*
- Long or short sleeve polo shirt with school logo - Gray, Cardinal, or White **May not be worn on full uniform days*
- Navy twill pants or walking shorts **May not be worn on full uniform days*
- Solid white, navy, or black ankle socks, knee socks or tights* Socks must be at least two inches above the top of the ankle – no ankle socks (Knee socks may not be worn over the knee.)
- Navy blue pullover, sweater vest or cardigan with school logo **One of these required for full uniform*
- Navy blue school sweatshirt (Dennis or Saber Wear) **May not be worn for full uniform*

Full Uniform: Girls Grades K-4:

- Marymount plaid jumper or shift
- White short sleeve uniform blouse with Peter Pan collar
- Navy blue pullover, sweater vest or cardigan with school logo
- Navy blue colored snap tie or knotted tie

Girls Grades 5-8:

- Marymount Plaid skirt (skirts must not be more than 2 inches above the top of the knee cap).
- Navy twill skort or Marymount plaid skort **May not be worn on full uniform days.* (skorts must not be more than 2 inches above the top of the knee cap)
- White short sleeve hip length uniform over-blouse, or white, tucked in uniform polo shirt
- Long or short sleeve polo shirt with school logo - Gray, Cardinal, or White **May not be worn on full dress days*
- Navy twill pants or walking shorts **May not be worn on full uniform days*
- Navy blue pullover, sweater vest or cardigan with school logo **Required for full uniform*
- Navy blue school sweatshirt **May not be worn for full dress uniform*

Full Uniform: Girls Grades 5-8

- Marymount plaid skirt
- White short sleeve hip length uniform over-blouse

- Navy blue pullover, sweater vest or cardigan with school logo
- Navy blue knotted tie

Boys Grades K-8:

- Navy twill pants or walking shorts **Walking shorts may not be worn on full uniform days*
- Long or short sleeve polo shirt with school logo - Gray, Cardinal, or White **May not be worn on full uniform days*
- Long or short sleeve white broad cloth shirt **Must be worn for full uniform days*
- Navy blue pullover, sweater vest or cardigan with school logo **Required for full uniform days*
- Navy blue school sweatshirt **May not be worn for full uniform days*

Full Uniform: Boys – Grades K-8

- Navy twill pants
- Long or short sleeve white broad cloth shirt
- Belts are optional
- Navy blue pullover, sweater vest or cardigan with school logo
- Navy blue knotted tie

P.E. Uniform: Boys and Girls Grades K-8

[May be worn all day on P.E. days with the exception of full uniform days.]

- Shorts - Navy blue mini-mesh Dennis Uniform shorts with St. Bernardine logo
- Shirt – Gray Dennis Uniform T-Shirt with St. Bernardine logo
- Optional: Navy sweatpants with St. Bernardine logo **May only be worn on PE days*

Optional Outer Wear

- Navy jackets with school logo - Dennis Uniforms
- St. Bernardine baseball caps
- Navy blue Saber Sweatshirts or regular school sweatshirts
- On cold days, boys and girls are permitted to wear a WHITE turtleneck under their school shirts or blouses. Uniform pants are worn for cold weather. Sweats are only permitted on PE days during cold weather.

General Requirements for Shoes and Socks

SHOES AND SOCKS

- Shoes may be any combination of black, white, navy blue, or gray. Shoes may also have a small logo in one of those colors. Simplicity, safety and comfort are the focus. The school's decisions on all shoes are final. Heely, light-up, glittery, and sparkly shoes are not permitted. High tops are allowed.
- Socks must be **solid in color** – white, black, navy blue, or gray. No other stripes or decorative marks are permitted. Socks must be visible above the shoes. No show socks/peds are not permitted.
- Girls may wear solid black, navy blue, or white tights under their jumper or skirt. Leggings are not permitted.
- **Students may not wear sandals or boots.**

HAIR

- St. Bernardine of Siena School requires all students to wear a conservative hairstyle. Hair should be neat and clean, a simple style, and should not interfere with vision. Extreme or "faddish" hairstyles or "spiked" hair is not permitted. Shaved heads or shaved portions of the head are not permitted. Bleached, dyed, highlighted and weaved hair or altering the hair color in any other manner is not permitted.
- Boys' hair must be worn above the collar and above the ears and eyebrows
- **Girls' hair bands, ribbons, scrunchies, etc. should be simple and should match with the uniform colors.** Ribbons, feathers or other decorations may not be woven into the hair.

Jewelry

- Jewelry should be kept to a minimum, should be simple, appropriate, in good taste, and should not be distracting. Only one watch, one bracelet, one necklace and one ring per hand may be worn, if desired. The necklace must be kept under the clothing. Body piercing ornaments are not permitted.
- Girls may wear only small stud earrings. One earring may be worn per ear and must be placed on the earlobe only. For safety reasons, hoop or dangling earrings are not allowed. Dangling bracelets are not allowed.
- Boys may not wear earrings.
- **Smart watches, or any watch that has the capability to send /receive text messages or has access to the internet may not be worn.**

Makeup

- Make-up is not allowed in any grade, including foundation.
- Nail polish, in any color, is not allowed. Students may not have gel nails, acrylic nails, nail dip powder, even in a clear color.
- Pimple patches must be skin tone or clear.
- Students are not permitted to write or draw on clothing, shoes or themselves.

Free Dress / Saber Wear Days

Schools may choose to include opportunities for students to attend school out of uniform at various times throughout the school year. Clothing must be modest and non-distracting. Free dress is limited throughout the year due to expense and competition. It is a privilege earned by having no uniform violations in the preceding month before the designated day.

When the school does offer free dress days, the following policy is in place:

when the school does offer free dress days, the following policy is in place.

Saber Wear Days

Official school Saber shirts or sweatshirts must be worn. Students may wear the uniform shorts, PE shorts, uniform pants, skirts, skorts, or jumpers with their Saber Wear. Jeans may be worn, but they may not be skinny jeans, jeggings or baggy jeans. Jeans must be a plain solid color with no decorations, tears or bleach marked fading. Students may wear athletic-type shorts or pants, but may not wear leggings. Regular school uniform tennis shoes and socks are worn for Saber Wear days. Following the Fall Festival, students may wear this year's Festival t-shirt on our Saber Wear days.

Free Dress Days

The school provides a variety of opportunities for students to wear free dress throughout the school year. This includes free dress for birthdays. All clothing must be modest and non-distracting.

Shirts: T-shirts with acceptable logos for school, polo shirts, button down shirts, sweat shirts

Sweaters, Jerseys: No bare midriff, over-sized or see-through mesh shirts

Dresses: Girls may wear dresses of appropriate length. Appropriate length is no shorter than two inches above mid-kneecap. Dresses must have sleeves.

Pants/Shorts: Uniform shorts or pants, PE shorts / Jeans may be worn, but they may not be skinny jeans, jeggings or baggy jeans. / Jeans must be a plain solid color with no decorations, tears or bleach-marked fading

Skirts/Jumpers: Uniform skirts or jumpers may be worn with a free dress top

Shoes: Tennis shoes of any color that do not go above the ankle, flats or Mary Jane's. No boots, Uggs, or sandals

Hair, jewelry, socks and make-up policy is the same as uniform days. No leggings may be worn.

If there is a doubt about what to wear, please bring the article of clothing in to the principal for approval in advance.

Section-2-15

Relationship of School to Parish

St. Bernardine of Siena School is the parish school of St. Bernardine of Siena Parish. The primary goal of our

St. Bernadine of Siena School is the parish school of St. Bernadine of Siena Parish. The primary goal of our Catholic parish school is to form students in their relationship with Jesus as an integral part of the parish's vision and mission. Our school fosters Catholic family life through membership in our parish and regular participation in the Sunday Mass. We also welcome those outside our parish – both Catholic and non-Catholic – to join us for an outstanding Catholic education.

Section-2-16

School Governance

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacramental Preparation for Reconciliation and the Eucharist

Sacramental preparation for baptized children assumes that the children have begun a journey of discipleship: coming to know, believe, and become the person of Jesus in the world. This relationship is strengthened by celebrating God's mercy and forgiveness and the gift of Jesus in the Eucharist.

With a strong belief in lifelong faith formation, a minimum of two consecutive years of catechetical formation is required for the reception of the sacraments of reconciliation and the Eucharist. Although the sacraments of reconciliation and the Eucharist usually occur during elementary school faith formation, readiness, not chronological age or school grade, will determine a child's preparedness to encounter Christ in a sacramental celebration. This decision of readiness rests with the parents/guardians and the child in dialogue with the catechist, the parish priest, and the catechetical leadership of the parish. This process affirms the fact that the child celebrating the sacraments is involved communally as well as individually.

Parents/guardians have a right and duty to be intimately involved in the preparation of their children for the sacraments. It is the role of the parish and the school to help parents/guardians grow in their understanding and appreciation of the sacraments in order to be able to participate readily in catechizing their children.

The Church must affirm the role of parents/guardians as primary religious educators and include the whole parish and school community in the initiation of members into the fullness of the Catholic tradition. The Church must meet people where they are and provide opportunities for conversation and conversion and thus make connections between life and faith. All sacraments are parish-centered celebrations.

Preparation Specific to the Sacrament of Reconciliation

Christ's healing and reconciling ministry is carried on in the church. God's unconditional love and mercy is offered through the sacrament of reconciliation. By the sacrament of reconciliation, the faithful express the desire to be at peace with God and with their brothers and sisters. "Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation" (National Directory for Catechesis, 36.B.2).

Catechesis for the first reception of the sacrament of reconciliation should help children to:

-

Acknowledge God's unconditional love and mercy

-
- Turn to Christ and the Church for sacramental forgiveness and reconciliation at any time on their faith journey
-
- Recognize the presence of good and evil in the world, recognize their personal capacity for both, and develop skill for the discernment of good moral choices
-
- Recognize their need for forgiveness, not only from parents/guardians and others close to them, but from God
-
- Explore the meaning of the symbols, gestures, prayers, and scriptures of the sacrament of reconciliation
-
- Understand how to celebrate the sacrament of reconciliation

"Parents and the parish catechetical leader, together with the pastor, are responsible for determining when children are ready to receive First Penance and Reconciliation. Readiness for reception of this sacrament includes knowledge of the person of Jesus and the Gospel message of forgiveness, knowledge of sin and its effect, and understanding and experience of sorrow, forgiveness and conversion....Parents should be involved in the preparation of their children for this sacrament so that they can affirm and reinforce frequent participation in the sacraments. They orient the child toward God and encourage continual growth in the understanding of God's mercy and love....Since conversion is a lifelong process, catechesis for the Sacrament of Penance and Reconciliation is ongoing. Children have a right to a fuller catechesis each year" (National Directory for Catechesis, 36.B.2).

Preparation Specific to the Sacrament of Eucharist

"Since the Eucharist is the source and summit of Christian life, catechesis for the Eucharist recognizes it as the heart of Christian life for the whole church" (National Directory for Catechesis, 36).

Catechesis in preparation for the first reception of the Eucharist should:

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- Teach that the Eucharist is the living memorial of Christ's sacrifice for the salvation of all and the commemoration of his last meal with his disciples
-
- Teach not only the truths of faith regarding the Eucharist but also how from first Communion on, they as full members of Christ's body can take part actively with the people of God in the Eucharist, sharing in the Lord's table and the community of their brothers and sisters
-
- Ensure that the baptized have been prepared, according to their capacity for the sacrament of penance prior to their first Communion
-
- Develop in children an understanding of the Father's love, their participation in the sacrifice of Christ, and the gift of the Holy Spirit
-
- Teach that essential signs of the eucharistic sacrament are bread and wine, on which the power of the Holy Spirit is invoked and over which the priest pronounces the words of consecration spoken first by Jesus during the Last Supper
-
- Teach that the Holy Eucharist is the real body and blood of Christ and that what appear to be bread and

- wine are actually his living body
- Teach the difference between the Eucharist and ordinary bread
- Teach the meaning of reception of the Holy Eucharist under both species of bread and wine
- Help children to participate actively and consciously in the Mass
- Help children to receive Christ's body and blood in an informed and reverent manner

As with the sacrament of reconciliation, parents/guardians and the parish catechetical leader, together with the pastor, are responsible for determining when children have attained the age of reason and are ready to receive first Communion. "Parents have the right and duty to be involved in preparing their children for first Communion. The catechesis offered should help parents grow in their own understanding and appreciation of the Eucharist and enable them to catechize their children more effectively" (National Directory for Catechesis, 36).

Children need to be prepared for first Communion with an understanding that they will eat and drink the body and blood of Christ under the forms of bread and wine.

Section-3-4

Campus Ministry

"Community is at the heart of Christian Education not simply as a concept to be taught but as a reality to be lived" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 23).

Although the responsibility for spiritual and moral leadership rests with the principal, the principal must be able to rely on a unity of conviction and purpose in the entire faculty if a genuine community of faith is to be achieved. Religious activities at the elementary school level and campus ministry at the high school level are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.

The [elementary school religion coordinator](#), [high school campus minister](#), and high school campus ministry team, appointed and supported by the principal, help create, promote, and oversee multiple opportunities for prayer, liturgy, celebration of sacraments, retreats, peer ministry, and Christian service programs. The active involvement and cooperation of faculty and students support these endeavors.

Every elementary school is to have a religion coordinator. Every high school is to have a campus ministry program and a campus minister.

Section-3-5

Christian Service Program

Value of Recognizing Christian Service

"The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28).

Through the Christian service program, students at all class levels give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service programs should foster an understanding of the essential connection between the Eucharist and Christian service.

Catholic educators work to form young people who will lead happy and meaningful Christian lives of faith and service. Catholic schools provide students with the tools—intellectual growth, doctrine, piety, an understanding of the roots of societal problems, and the practice of the virtues—to become productive and transformative members of society.

A eucharistic spirituality that propels students into Christian service will help them not only to meet any crisis of values and meaning in their lives but also to be transformative agents in the world. The Eucharist is lived daily as the faithful take Christ to others.

Religious formation and Christian service programs should inspire young people to have a vision of their mission in society and the Church. These programs should inspire young people to aspire to be leaders in government, education, the service professions, and the arts. It is not good enough for them to think that they will just try to be good. Christ asks them to be the salt and light of the earth. Religious formation and Christian service programs should transmit this vision to them.

Section-3-6

Retreats

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, elementary school religion coordinator, or high school campus ministry team, as applicable, determines the type and number of retreat experiences that best meet the needs of the particular school community.

At least one full-day [retreat for the faculty](#) is to be calendared each year in a location conducive to prayer and reflection. Annual retreats for eighth graders and all high school students are also to be calendared. Elementary schools may provide a variety of retreat experiences for all students.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

St. Bernardine of Siena School follows the inoculation requirements of the California Department of Health detailed here: <http://www.shotsforschool.org>

State regulations require that each Kindergarten student and any new student have a California Immunization Record on file. Failure to provide the requested verification will result in your child not attending school until the records are complete. The State's School Immunization Law requires students entering Kindergarten to have the following immunizations:

- Four (4) Polio
- Three (3) Hepatitis B series
- Two (2) MMR (measles, mumps, rubella)
- One (1) Varicella (chickenpox, VAR, MMR-V, or VZV)

Five (5) DPT or DT (diphtheria, tetanus and/or pertussis)

All TK and Kindergarten students must show proof of having a TB test (Mantoux/PPD only) or TB Risk Assessment. The test or assessment must be given within one (1) year **prior** to school entry.

All TK and Kindergarten students must have a Physical Exam Report (Health Exam) on file.

All incoming 7th graders are required to receive the T-dap immunization before the start of the school year. Failure to provide verification will result in your child not attending school until the records are complete.

Topic-4-04-1

Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded daily on **Gradelink** and on the Archdiocesan Attendance Register at the end of each trimester. **If a student is absent for more than three days due to illness, student will need a doctor's note to return to school.**

Elementary schools record absences according to the instructions on the Student Attendance Register. At the end of the school year, attendance is recorded on the student permanent files.

Topic-4-04-2

Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Topic-4-04-3

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and the teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g., 15 or more days*), official grades may be withheld.

Topic-4-04-4

Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a

parent/guardian. The request must state the reason for early dismissal. All requests must be in writing, not a phone call. **Work cannot be guaranteed ahead of time. Students must check the Gradelink for their daily assignments.**

Topic-4-04-5

Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Topic-4-04-6

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school without an acceptable excuse), the school administration will contact the parent/guardian. If the school suspects that the student is an habitual truant (absent three times in a school year without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered an habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent/guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Students who have been absent, all or any part of a day, must bring a written excuse to the homeroom teacher on the day they return. The note needs to be dated, reason for the absence given, and must have a parent or guardian's signature, even if the parent signed out the student in the office the previous day. This is a state requirement. **On the first day of an absence parents are required to call or email the school office by 8:30 a.m.** The school will call the parent at home or work to verify any absence. Too many absences may jeopardize the promotion to the next grade, even if the work is done at home. ***Excessive absences or tardies may jeopardize re-admission to St. Bernardine of Siena School the following year.***

Prompt and regular attendance is important. Frequent tardiness indicates a lack of interest in school, disrupts the classroom, and inconveniences the staff. An unusual circumstance can cause an occasional tardiness; however, frequent tardiness will not be accepted. A student, who enters the classroom after 7:50am, must then report to the office to register the tardy.

Topic-4-05-1

Parent Teacher Conferences

Parent Conferences at the end of the First Trimester are required. We encourage both parents to attend whenever possible. In Grades K-5, only the parents are to attend. In Grades 6-8 the student must also be at this conference.

Additional conferences in person or by phone may occur throughout the year. These may be initiated either by teacher or parent. Requests for a teacher conference should be made directly to the teacher or through the office. Please give the teacher time to prepare for these meetings. **Please do not hold parent conferences when teachers are on supervision duty or during carline.** They need to give their full attention to the students at that time. In general school personnel will respond to parent communication with **24 hours** on school days. If there is an emergency, please contact the office.

Report Cards for Grades 1 – 8 are sent to parents through *Gradelink* at the end of each trimester. Kindergarten students receive reports twice a year. The Master Calendar indicates the dates when report cards will be sent home with students. They are to be viewed electronically within three days.

Topic-4-05-2

Parent Messages and Phone Calls

All teachers can be contacted at the St. Bernardine e-mail address. Links to faculty e-mail addresses are available on the school website at <https://stbernardineschool.org/staff/>. The exchange of e-mail between parents and faculty is encouraged to strengthen the avenue of home-school communication. Substantive matters, however, should be discussed in person or in a telephone conversation. Please realize that while we try to respond to parent emails as quickly as possible, it is realistic to expect a 24-hour response time (excluding weekends and holidays). If your issue is time sensitive, please leave a message with the school office.

Topic-4-05-3

Parent to School Communication

Gradelink and the school website are the key tools for communication. The sites include the school calendar and all current information about the school. Each teacher has a teacher page on *Gradelink* that includes important information about the teacher and his or her classroom.

information about curriculum and instruction.

A weekly publication, the school *News Notes*, is emailed home and posted on *Gradelink*. The News Notes contains information related to the daily school program as well as information from various groups and committees. If you have items that you would like to submit for publication in the *News Notes*, they must be in the office by noon on Fridays for publication the following week.

Gradelink is the main tool used by teachers to communicate with parents. Every parent is required to have an active *Gradelink* account. This is a web-based program that is critical in supporting student learning. *Gradelink* is an internal communication system for parents/guardians, teachers and students only. All other family members and friends should consult the school website for general school information.

Section-4-07

Safety and Security Procedures

To insure the utmost safety of our students, the school office should be notified when the information on the emergency card changes. We must be able to locate a parent or another competent adult at any time should an emergency arise. We need at least three persons designated to sign out the child. Please inform these people stated on the card that you have listed them as authorized to sign out students.

NO CHILD WILL BE RELEASED DURING SCHOOL HOURS TO ANYONE NOT LISTED ON THE EMERGENCY CARD. SIGNATURE AND TIME WILL BE RECORDED WHENEVER A CHILD IS RELEASED DURING SCHOOL HOURS OR DURING DAY CARE.

In case of earthquake or other disasters, the school will use the emergency card. Students will remain in the care of the administration and staff on the school grounds until such persons sign out the child. The school has made preparations for such situations. There are medical supplies, food, water, shelter, and procedures in place. The school has regular fire, earthquake, lockdown and disaster practices with students and staff.

Additional Safety Information

- **AT NO TIME MAY A STUDENT LEAVE THE SCHOOL GROUNDS WITHOUT ADULT SUPERVISION. THIS IS A SERIOUS OFFENSE.** This includes before, during or after school. No child may go across the street to the preschool campus without being accompanied by an authorized adult. Students who walk or bicycle home must have a written authorization on file in office. Permission may not be given verbally.
- No skateboards, roller blades, or skates are allowed on the school grounds at any time. **Gum chewing is never allowed. This includes team practices, games, and day care.**
- Bicycles are never to be ridden on the school grounds. Bikes are to be walked on and off the property. This includes students and other guests participating or watching after-school events. Riders must have helmets when riding bikes to and from school.
- Bikes are to be locked in the designated areas at all times. The school is not responsible for stolen bikes.
- Students are not to bring toys or personal items to school unless requested by their teacher or day care staff. We cannot insure care or safety of these items.
- Students are not allowed to play in or around the buildings or bathrooms before or after school. They

Students are not allowed to play in or around the building or playground before or after school. They are not to be on the playground unless they are with a coach or day care staff. The Kindergarten playground is off limits before and after school. An adult must always be supervising this area when Kindergartners are in the play area. The porches on Valley Circle Blvd., steps, parish hall, Church, or area in front of Church are never areas for play or congregation.

No parent or visitor is to go directly to a classroom with a lunch, missing work, etc. All parents or visitors need to report directly to the office to request assistance or to sign in and pick up a volunteer badge for volunteer work. Classrooms and teachers should not be interrupted during school hours. If you are volunteering in classrooms or office, please sign in BEFORE you go to your area and pick up a volunteer badge so we have an accurate count of who is on campus at any point in time.

Visitors may not enter the playground or lunch area without checking in at the office and receiving a visitor's badge.

Section-4-08

Arrival/Dismissal Procedures

Safety of our students is a priority at St. Bernardine of Siena School. Safe drop off and pick up procedures are critical for keeping students from injury or abduction.

MORNING DROP OFF

- Students are to be dropped off **no earlier than 7:30am**.
- Students with a morning meeting may arrive early for the meeting. They must check in at the office.
- **The Calvert Street entrance should not be used after 7:30am.** Entrance will be on Valley Circle only after this time.
- **To prevent accidents, vehicles may make a right turn only from Valley Circle into the playground.**
Please plan your route ahead of time so that you are in the right lane to enter the school grounds. No left turns are permitted from Valley Circle Blvd. Into the playground.
- Follow the cones that will direct your car through the car line. Students will exit the car in the designated area. In order to keep things moving, please have students ready to exit the car with backpacks in hand and good-bye kisses given ahead of time. Pull forward as far as possible.
- Parent volunteers will be on the car line to assist your children as they exit the car.
- Cars will travel north across the property and exit on Calvert. **Exit on Calvert is a left turn only.**
- If you need to park to come into the school, please park in the designated parking area **near the volleyball courts**. There will be limited parking near the church or parish hall before or after school.
- All pedestrians coming from cars must cross at the crosswalk located south of Building 2. A crossing guard will be located at the crosswalk to ensure your safety.
- Families that park their cars may exit in the passing lane until the car line is finished at 7:50am. There is no entry into the car line from the parking area.
- The parking area on the volleyball court must be clear by 8am so that PE classes may begin. Those staying later than 8am should move their cars to the parking areas near the parish center.

DISMISSAL

To ensure the safety of all students at the end of the day, parents must pick up students either as they drive through the care line directly or by walking up to the class lines to check out the child with the teacher. **Only the parents themselves or those named in writing with permission by the parent make pick up students.** This ensures that each child is accounted for at the end of the day. If parents want their child(ren) to either ride a bike or walk home, they must fill out the "Permission to Walk Home" form in the Office. Day Care students will be escorted to Day Care by school staff at the end of the school day.

Please remember that teachers are on supervision duty in the carline and cannot engage in conversation with parents or carry out school business in the carline. They will be happy to address any needs at 3pm when the carline is finished.

- The school gate will open at 2:30 p.m. to permit entrance for the carline.
- All cars are to enter through the Valley Circle Blvd. entrance. The Calvert entrance will be open until 2:30pm. If you would like to park near the parish hall you must arrive early. **Please do not enter through the exit on Calvert Street when arriving early to park.**
- **If you park on the west side of the parish hall, you must stay parked in this area until the carline is finished. The carline has the right-of-way and no cars may enter from that area. We highly recommend that you do not park in this area.**
- **To prevent accidents, vehicles may make a right turn only from Valley Circle into the playground. Please plan your route ahead of time so that you are in the right lane to enter the school grounds.**
- Each family is to display the family name sign provided by the school on the dashboard on the passenger side of the car. This will assist school personnel in loading cars quickly.
- Students will be dismissed from classrooms at 2:45 pm and will proceed to the car line. You will have a better chance of moving quickly through the car line if you arrive at 2:50pm or later.
- The car line will follow the same route as in the morning car line.
- Please pull up as far as possible when loading.
- Students will be lined up on the playground in a loading area. They will be encouraged to take all items with them as they enter the car. Loading trunks and backs of vans delays the cars behind you.
- For safety purposes, students may not load cars from the driver's side as we do have a passing lane located on that side of the carline.
- Teachers will assist in loading students into cars. Please be aware that if your child is permitted to ride home in a vehicle other than yours, you must **have signed, written permission on file** in the school office. No verbal permissions will be accepted.
- If your child is not ready, you will need to exit and circle around back onto Valley Circle Blvd. and re-enter the car line.
- If you need to park to come into the school, please park in the designated parking area near the volleyball courts or near the parish hall.
- All pedestrians coming to and from cars must cross at the crosswalk located south of Building 2.
- Those parking on the street and walking the property on Calvert Street must enter and exit between the parish office and rectory (the entrance area to our property). No pedestrians should walk along the exit lane of the carline.
- Parents must check their child out with the teacher before departing on foot.
- Students may not leave school grounds without an adult. We will have a staff member at the pedestrian gate to supervise the area.
- Entrance to the parking lot via Calvert closes at 2:30pm.
- The security gate will close after car line in order to secure day care.

The security gate will close after car line in order to secure day care.

GENERAL POLICIES

- The main goal of these procedures is to keep children and adults safe and clear from moving cars. There is only one place to cross the car line on foot. That is at the crosswalk located south of building 2.
- Parents visiting the school or attending Mass may park near the parish hall after the car line is finished at 7:50am.
- The security gate will close after morning car line.
- On **rainy days or designated heat days** the car line will be redirected to move directly in front of the school both in the morning and in the afternoon. Students will be called from the classrooms to enter their cars and the process will take longer.□

Topic-4-11-04

School Procedures for Immunization and Screenings

St. Bernardine of Siena follows the immunization requirements of the CA Department of Health detailed here: <http://shotsforschool.org/>

Topic-4-11-09

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While schools will make reasonable efforts to prevent or minimize an allergic student's contact with peanut containing products, schools do not guarantee a peanut free environment.

Topic-4-11-12

Accident Procedures

Accidents occurring on school grounds should be reported to the principal before 3:00 p.m. on the day the accident occurs. If an accident occurs during after-school hours, it should be reported before 8:00 a.m. the following day. Student accident insurance claim forms may be obtained in the school office and must be submitted within ninety days of injury.

Section-4-14

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international students' tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.

For more information about international students see: <http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Section-5-01

Curriculum

The curriculum at Archdiocesan Catholic Schools integrates the mission of Christ to teach the Gospel message to all. The Archbishop and Archdiocese are committed to providing strong academic experiences for all students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teaching. The curriculum must be consistent with the philosophy of the school, educational policies of the Archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and services as components of Catholic Identity extends to all aspects of the academic program.

The curriculum in elementary schools and high schools is planned at each school to meet the overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary and high schools, the pastor and principal consult on these matters.

The pastor and principal at the parish elementary school are responsible for providing a standards-based curriculum that includes the following areas:

- Religion
- English Language Arts
- Math
- Science
- Social Studies
- Fine Arts
- Physical Education

The offering of additional instructional programs and services is dependent on the available resources and needs of each school.

* St. Bernardine of Siena School's curriculum also includes Spanish.

Academic Groupings

Students are placed in academic groups based on assessment results and teacher review of academic performance. The purpose of the groupings is to support optimal learning. While parents may provide additional feedback about student grouping needs, teachers are ultimately responsible for determining student academic grouping.

Topic-5-01-1

Religion Curriculum

Catholic schools are communities of faith and faith formation. They are committed to developing faith-filled, morally aware, and academically strong individuals who are of service to the Church and society.

Catholic schools provide a Catholic education that illuminates academic teaching with Christian principles and prepares students to see Christ in others by the development of their talents. Catholic schools emphasize the importance of faith in the life of the individual and of morality as the life-giving principle that guides students to become self-giving, responsible citizens and leaders.

Jesus Christ gives a transcendent meaning to human existence and this spiritual dimension should inform the intellectual journey of the human person.

With the support of the [Department of Catholic Schools](#), faculty, parents/guardians, alumni, parishioners, consultative boards, and the community, Catholic schools:

- Educate the whole person spiritually, academically, socially, and physically
- Promote the dialogue among faith, reason, and culture
- Build community through the celebration of the Church's liturgical life
- Defend the goodness, dignity, and freedom of each person
- Foster awareness of moral and social concerns
- Develop leaders for the community

Students from all faith traditions, cultures, and economic backgrounds are welcome and invited to collaborate in fulfilling the mission. All those who quest for truth contribute to and enhance the community.

The goals of the religion program in the Catholic school are to provide an environment for students to encounter Jesus Christ, to form students in the Christian faith, and to provide students with the opportunity to learn about and experience the Church's teachings and practices in an academic setting. Since Christian education and formation is carried out in a community, the entire faculty and staff are responsible for carrying out this goal. Members from all school departments form a faith-based community with students, not only in the classroom and in other school activities but also in planning and implementing the school's various religious activities and events. In this area, the religion department and campus minister together with the principal serve as catalysts and provide leadership and support.

Knowledge of the Faith

In a Catholic school all students have the privilege and the obligation to participate in religious instruction. Religion teachers have the privilege and responsibility to provide all students with an encounter with Christ and instruction in Catholic doctrine and practice. This whole process calls for witness to the way of Christ as found in the Scripture and Catholic Church teaching. As teachers promote knowledge of Scripture and sacred tradition, they seek to create an environment conducive to Christ on campus and in the classroom, and to impart what will form the students' foundational understanding of doctrine, moral decision-making, discernment of vocation, forms of worship and service, and involvement in the Christian community of faith.

All students whether Catholic or non-Catholic are required to be enrolled in a religion course for a grade/credit each semester.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Section applies to high schools.

Topic-5-01-3

Homework

Homework is an important aspect of learning at St. Bernardine School. Its purpose is to:

1. Reinforce skills and materials taught in the classrooms.
2. Allow the students to apply concepts taught to related activities.
3. Teach responsibility, time management, organization, and follow-through.
4. Connect parents with the curriculum, the student's progress, and the teachers.

Homework is usually given Monday through Thursday. Some Friday or weekend assignments may be needed for long-range projects or make-up work due to absences. Junior High may have assignments over a weekend. Assignments are due the next day or as assigned. Long-term assignments will be given when appropriate. Due dates will be given well in advance. Homework is posted on **Gradelink** so that parents will then

also have access to these assignments to guide and to help monitor their child's progress.

Homework is always to be neat, in proper form, on time, and completed. Teachers will share specific information about homework and policy for late assignments with parents.

1. Absences do not release students from any work. Generally, one day is given to return work for each day's absence. Weekend days will count when doing this work. Parents are responsible for picking up student's work on days when a student is absent. Teachers may set due dates for absentee's work. Students are responsible for getting the missing assignments and turning work in to the teacher. Students need to take the initiative for homework.
2. Make-up tests will be given at a time set by the teacher. Make-up tests may be given in a different format. If test dates were given prior to absence, students will be expected to take tests as scheduled or as designated by the teacher.
3. Be aware that some work done in class cannot be done at home or after the fact, especially group work; therefore, some work may not be given grades.
4. Long term absences require special arrangements with teachers. Teachers are not required to give work to students to take on a vacation during the school year. Teachers are not expected to give private instruction for work missed due to vacations taken or by commercial-work absences. Work permit applications are obtained by the parents and submitted to the office.

Suggested homework schedules are as follows:

- Grades K-2 Not to exceed ½ hour
- Grades 3-5 Not to exceed 1 hour
- Grades 6-8 Not to exceed 2 hours

Topic-5-01-4

Graduation Requirements

All 8th grade students who have satisfactorily completed the Course of Studies prescribed by the Archdiocese of Los Angeles will be awarded a diploma at graduation exercises in June. A 2.0 grade point average (GPA) must be earned for two (2) out of three (3) trimesters in seventh and eighth grade to graduate from St. Bernardine of Siena School.

All obligations, not limited to tuition, fundraising, service hours, and outstanding fees, must also be met. Students are in jeopardy of not graduating or participating in graduation activities if obligations are not met.

Topic-5-02-1

Assessments

Student Assessment

Assessment of student learning is a critical component of the educational program. Assessment is ongoing and integrated into the teaching and learning process. In archdiocesan schools, assessment goals may be met through standardized testing, together with curriculum-based assessment.

Roles of Principals and Teachers

Teachers will utilize diagnostic, formative, summative, and self-assessment tools to monitor the academic progress of students. The principal will review curriculum-based assessment data to monitor student progress. The principal and teachers will use the curriculum-based assessment data and standardized test scores as criteria to select the most effective instructional strategies and resources, and to communicate to parents/guardians key information about student progress in meeting curriculum content standards and grade-level expectations.

Role of

Parents/Guardians Parents/guardians will be expected to communicate with teachers and the administration regarding the children's overall progress. **Curriculum-Based Assessment** Assessment of student learning is an integral part of the instructional process. The purpose of assessment is to guide instructional decisions in meeting goals and to report student progress toward meeting content standards. Assessment should be frequent, ongoing, varied, multifaceted, and integrated into the teaching/learning process. The usefulness of assessment is dictated by the quality of the assessment in measuring student progress; therefore, teachers must carefully design appropriate, high-quality measures of student progress.

Topic-5-02-2

Grading Scale

To effectively partner with parents/guardians and meet local reporting needs, the archdiocesan report card is the official vehicle to report student academic progress as well as work habits and behavior to parents/guardians.

The purpose of report cards is to effectively communicate student progress in achieving learning goals. **The marks for content area subjects should reflect student mastery of grade-level standards. Work habits, including homework completion and behavior, are recorded separately in their respective sections.**

Grading System

The school year is divided into trimesters. **Reports cards reflect student mastery of grade-level standards**

. Kindergarten report cards are issued two times a year - at the end of the 2nd & 3rd Trimesters.

The following grading system Grades 3-8 is used by the Archdiocese of Los Angeles :

- A (97 -100%) = 4.0
- A- (93 - 96%) = 3.7
- B+ (90 - 92%) = 3.3
- B (87 - 89%) = 3.0
- B- (85 - 86%) = 2.7
- C (80 - 84%) = 2.3

- C+ (80 - 84%) = 2.3
- C (75 - 79%) = 2.0
- C- (70 - 74%) = 1.7
- D (65 - 69%) = 1.0
- F (64% or below) = 0 - Fail

Grades 1-2 grading scale:

- 91 – 100 = O
- 81 - 90 = G
- 70 - 80 = S
- below 69 = NI
- No + or – on report card; i.e.: G+, O-

BEHAVIOR

"**O**" - This indicates students who seek ways to model for everyone their manners and caring attitude on a daily basis. They are helpful, polite, and courteous to other students and adults they meet each day. They show a constant regard for other's feelings and needs. They care for equipment and property. They initiate ideas and plans to improve the school community. They are regarded as class leaders in the area of self-discipline and control.

"**G**" - This is the expected and required behavior of students at St. Bernardine. Students display good classroom and yard standards. The child responds positively to correction in these areas.

"**S**" - This indicates that students' behavior is average & satisfactory. There is room for improvement.

"**NI**" - This indicates that behavior is unsatisfactory and there is immediate need for improvement in this area.

WORK HABITS

Grade of "O" - Outstanding

- Consistently does more than is required
- Superior Work
- Excellent Study Habits
- Demonstrates initiative to do supplementary work

- Demonstrates initiative to do supplementary work
- Dependable, prompt, neat work, and attentive
- Participates in an outstanding manner

Grade of "G" – Good

- Frequently does more than is required
- Above average work
- Good Study habits
- Demonstrates interest in doing supplementary work
- Dependable, prompt, neat work, and attentive
- Participates in an above average manner

Grade of "S" - Satisfactory

- Does what is required
- Average work
- Adequate study habits
- Dependable, prompt, neat work, and attentive
- Participates in an average manner

Grade of "NI" - Needs Improvement

- Seldom does required work
- Below average or failing work
- Poor or no study habits in evidence
- Little or no interest in doing supplementary work
- Undependable, inattentive, and little interest in class work
- Poor participation

Numerous "NI" grades on a report card will jeopardize present enrollment or re-registration for the following year. The principal will make the determination as to enrollment after conferring with teachers, parents, and student.

Topic-5-02-3

Elementary School Grade Reporting

Assessment of individual student learning in the area of academics is ongoing and multifaceted. Teachers will administer a variety of assessments (tests, projects, oral reports) throughout the trimester in order to fairly gauge student mastery of material. Students will also be evaluated on their performance as a member of a group and their participation in class discussions.

Student assessment extends to class participation, daily and long-term assignments, projects, and collaborative learning experiences. In every assessment, students will be held to the highest standards of honesty. Students who are found to be involved in cheating will receive a failing grade on the test or assessment. To stay informed about their child/children's overall progress, parents are expected to review their child/children's curriculum,

assignments, and tests. Teachers will update student grade information on Gradelink on a weekly basis.

Topic-5-02-5

Make-Up Work/Absences

Parents must notify the school in writing when a student will be out of school for an extended period of time. **We discourage removal of students during the school term unless it is an emergency. The teacher is not required to give the student work during a sustained absence.** For vacations, students need to make up this work after returning. The students are responsible for all missed work upon returning to school. The teacher will set the time frame for work to be done during the absence and/or upon return. Being absent for extended non-medical reasons does not release the child from scheduled tests upon return. **Work cannot be guaranteed ahead of time. Students must check the Gradelink for their daily assignments.**

Topic-5-02-6

Course Deficiency/Failure

ACADEMIC PROBATION

Students who receive an F (failing) or an NI (needs improvement) in an academic subject and/or behavior and effort may be placed on academic probation. If there is no significant change, retention may be considered, or the student may be asked to transfer to another school.

RETENTION POLICY

The decision to retain a student in the present grade shall be based upon a consideration of the overall welfare of the student, (i.e., carefully weighing academic, social, and emotional factors). The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention.

Topic-5-02-7

Conduct/Citizenship Grades

BEHAVIOR

"O" - This indicates students who seek ways to model for everyone their manners and caring attitude on a daily basis. They are helpful, polite, and courteous to other students and adults they meet each day. They show a constant regard for other's feelings and needs. They care for equipment and property. They initiate ideas and plans to improve the school community. They are regarded as class leaders in the area of self-discipline and control.

"G" - This is the expected and required behavior of students at St. Bernardine. Students display good classroom and yard standards. The child responds positively to correction in these areas.

"S" - This indicates that students' behavior is average & satisfactory. There is room for improvement.

"NI" - This indicates that behavior is unsatisfactory and there is immediate need for improvement in this area.

WORK HABITS

Grade of "O" - Outstanding

- Consistently does more than is required
- Superior Work
- Excellent Study Habits
- Demonstrates initiative to do supplementary work
- Dependable, prompt, neat work, and attentive
- Participates in an outstanding manner

Grade of "G" – Good

- Frequently does more than is required
- Above average work
- Good Study habits
- Demonstrates interest in doing supplementary work
- Dependable, prompt, neat work, and attentive
- Participates in an above average manner

Grade of "S" - Satisfactory

- Does what is required
- Average work
- Adequate study habits
- Dependable, prompt, neat work, and attentive
- Participates in an average manner

Grade of "NI" - Needs Improvement

- Seldom does required work
- Below average or failing work
- Poor or no study habits in evidence
- Little or no interest in doing supplementary work
- Undependable, inattentive, and little interest in class work
- Poor participation

Section-5-03

Standardized Testing

Standardized Testing

All schools are required to participate in an archdiocese-wide standardized testing program.

School personnel must be appropriately trained to work effectively and responsibly with the archdiocesan assessment instruments and data.

Standardized test results are only one indicator of the students' overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate [professional development](#).

Principals are expected to instruct parents/guardians on how to interpret their children's test scores and evaluate these in light of the overall school program.

The [Department of Catholic Schools](#) will analyze test scores to identify achievement trends and will assist principals and testing coordinators to analyze and use test scores to improve learning.

National Catholic Educational Association Assessment of Children/Youth Religious Education

The [National Catholic Educational Association Assessment of Children/Youth Religious Education \(NCEA ACRE\)](#) is administered annually to students in fifth grade (Level 1) and eighth grade (Level 2) in archdiocesan schools.

NCEA ACRE is a tool for assessing the effectiveness of [catechetical programs in Catholic schools](#) and [parish-based religious education programs](#). NCEA ACRE includes questions about faith knowledge and religious beliefs, attitudes, practices, and perceptions. It provides information about a catechetical program's strengths and areas that may need additional attention or improvement. To preserve the integrity of the testing program, testing materials must be kept private and stored in a locked cabinet until the time of testing. Under no circumstances should specific test items be reviewed with students before or after the testing dates.

Section-5-04

Recess and Lunch/Nutrition

Students may bring a snack for morning recess. Snack should be of a healthy nature and able to be consumed during a limited time. **Soft drinks are NOT permitted at school.** No hot beverages are permitted at any

time. The school does not heat lunches for students. Only in an emergency situation should a student's lunch be brought to school by a parent/guardian or other person. In those rare emergency instances only, lunch must be brought to the school office before the start of the lunch period. The student's first and last name and grade must be clearly marked on the lunch container.

Students in grades K-5 eat lunch in the pavilion. Junior High students are permitted to eat in the pavilion, the courtyard, or on the playground. Please limit sugary items. Please stress with your child the importance of eating a healthy lunch. They need this nutrition to be effective in a learning environment. Please monitor the taking of a lunch and the amount of food returned uneaten. Many times the younger students are unable to eat all the food sent. We encourage students to take excess food home and discuss the matter with you. **Please do not send any glass containers.** We encourage students to recycle and conserve materials used to pack lunches.

Anyone checking a child out for lunch needs to send a note in the morning and sign the child out in the office. Upon return, the parent must sign the child back in at the office.

Only in an emergency situation should a student's lunch be brought to school by a parent/guardian or other person however, if you need to bring lunch to your child, please leave the lunch in the hallway outside the front office window. Students may pick them up there. The office staff does not take responsibility if lunches are not delivered to students. Students may not go to parents' cars to pick up lunches unless the parents come in to the office to sign the child out.

Parents may not join the class for lunch at the Pavilion. If there is a special need to eat with your child, please contact the office so we can make arrangements for you.

Choice Lunch provides options for hot lunch at St. Bernardine of Siena School. It is an outside provider that accepts online orders from our school families: <http://www.choicelunch.com>

Birthdays

We celebrate the gift of life at St. Bernardine! A student celebrating a birthday may bring individual treats on their special day and wear **free dress** according to the school guidelines. Treats should be dropped off in the morning at the office. If a birthday falls on a weekend or in the summer time, the student may work with the teacher to select another day to celebrate. In consideration for the feelings of all of our students, students are not permitted to pass out birthday invitations at school unless all the girls or boys in the class have been invited. Students must do this on their own, off campus, or by mail. Please do not send any additional items, such as whole cakes, candy, balloons, ice cream, pizza, or party bags, etc.

Section-5-05

Supplies and Textbooks

SCHOOL SUPPLIES

All supplies and instructional materials are included as part of your registration fee. Families are responsible for providing a backpack, snack/lunch bag, and water bottle.

Section-5-06

Honors and Awards

Academic Leader Awards

In an effort to support outstanding achievement in academic excellence, the faculty at St. Bernardine of Siena has revised our trimester awards qualifications, beginning in the 2015-2016 school year:

- Academic Leader Awards will be for students in Grades 5-8
- Students must earn a GPA of 3.6 or above to be eligible for the Academic Leader Award
- There is only one category for this award
- All classes are included when calculating the GPA. The Fine Arts and PE are weighted at 50% value and all other classes are weighted at 100% value in the GPA.

Students who receive an Academic Leader Award will receive a pin to wear with their uniform. Students who receive an Academic Leader Award for all three trimesters of the school year will receive a special pin for their school tie.

Servant Leader Awards

Students in Grades 5-8 may submit an application to be honored in the area of extraordinary service both inside and outside the St. Bernardine of Siena community. A faculty committee will select award winners. The criteria for this award includes:

- A minimum of 15 validated hours of service
- The student's written reflection that describes how they have been transformed into a student leader by these experiences
- The student's continued witness as a student leader in the school community

Students who achieve a Servant Leader Award will receive a pin.

Emerging Leader Awards

Students in Grades 2-4 may be selected for this award. Teachers select students for this award based on the following. Any teacher may nominate a student for this award.

- Outstanding conduct and effort
- Exemplary acts of character and kindness toward others.

Students receive a certificate for this award.

Section-5-08

Academic Probation, Retention/Transfer

ACADEMIC PROBATION

Students who receive an F (failing) or an NI (needs improvement) in an academic subject and/or behavior and effort may be placed on academic probation. If there is no significant change, retention may be considered, or the student may be asked to transfer to another school.

RETENTION POLICY

The decision to retain a student in the present grade shall be based upon a consideration of the overall welfare of the student, (i.e., carefully weighing academic, social, and emotional factors). The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention.

GRADUATION REQUIREMENTS

All 8th grade students who have satisfactorily completed the Course of Studies prescribed by the Archdiocese of Los Angeles will be awarded a diploma at graduation exercises in June. A 2.0 grade point average (GPA) must be earned for two (2) out of three (3) trimesters in seventh and eighth grade to graduate from St. Bernardine of Siena School.

All obligations, not limited to tuition, fundraising, service hours, and outstanding fees, must also be met. Students are in jeopardy of not graduating or participating in graduation activities if obligations are not met.

STUDENT TRANSFERS

Whenever a pupil transfers from one school to another, the former school upon a request shall transfer a copy of

the Cumulative Student Report and the original Health Record from the school where the pupil intends to enroll. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. Official transcripts are not given to students or parents. The school grants full credit for all work accomplished up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

Section-5-11

Summer School

St. Bernardine of Siena School does not offer a summer program.

Section-6-01

Before & After School Policies and Programs

Day Care Program

St. Bernardine of Siena School provides a special service of Day Care for students enrolled in our school. Morning Day Care is offered from 7:00-7:30 every morning. St. Bernardine School's After School Day Care Program is from 2:45 p.m. until 6:00 p.m. - Monday through Thursday and 12:45 p.m. until 6:00 p.m. on Fridays. St. Bernardine is not required to accept all students into the Day Care Program. Students who do not follow behavioral expectations may lose the opportunity to use this service.

Sign-up sheets with current Day Care rates are available in the school office. This is an additional service provided by the school at a low cost. Day Care rates are not negotiable and there is no financial assistance for Day Care.

Families who miss a monthly Day Care payment will not be permitted to use the service until payments are up-to-date.

- All Day Care activities take place in the designated room in Building Two and on the school playground or courtyard.
- **Students attending Day Care must bring their own snacks and need to bring a lunch on Fridays.**
- All students not picked up by 3:00pm who are not enrolled in Day Care will be sent to Day Care and parents will be charged.

Enrichment Programs

St. Bernardine of Siena School offers the opportunity for students to participate in enrichment programs provided by outside organizations. Families register independently for these classes. Students are under the supervision and policies of the organizations offering the enrichment classes. Parents should communicate directly with the enrichment program providers if they have any questions about the

classes. Please see *Gradelink* for registration information.

Section-6-02

School Field Trips and Excursions

Field trips are an important way to make learning come alive. Field trips are encouraged and must be educational in nature and grade level appropriate. No student may attend any off-campus trip without completion of the proper field trip permission slip. No phone permission will be acceptable. School tuition includes two field trips per year. This does not include any overnight trips. Field trips may be on a school bus or in cars. Anyone driving students to any event, field trip or extra-curricular activity must have proof in the school office of a valid driver's license and current auto insurance. All drivers must be 25 years of age or older to transport students. **Since Field Trips are a privilege, students may be required to stay on campus during a trip if they have not been demonstrating expected conduct and academic performance.**

Section-6-04

Student Government

St. Bernardine of Siena School provides a wide variety of activities outside the classroom. It is our hope to develop leadership, character and fair play, as well as physical or mental skill through these activities. We encourage our parents to participate in these activities by volunteering to help or be present at these events.

STUDENT COUNCIL

Student Council (with guidance from the staff moderator and principal) plans many activities throughout the year for the entire student body. Qualifications to run for Student Council are different from other activities. The requirements are listed below and subject to change at the discretion of the principal and/or staff moderator.

Qualifications of Candidates for Office:

1. Commissioner General

(The runner up to Commissioner General may serve as the 8th Grade Advisor)

Assistant Commissioner General

Needs to be in 8th Grade.

- Must have experience in student leadership roles at St. Bernardine.
- Must have been an academic and servant leader* first and second trimester in 7th grade.
- **No "NI's" or "S's" in Work Habits/Behavior in all classes, all year.**

2. Secretary

Commissioner of Finance

- Needs to be in 8th Grade.
- "C" average (2.0) with no grade lower than a "C" all year.
- **No "NI's" or "S's" in Work Habits/Behavior in all classes, all year.**

3. Commissioner of Publicity

Commissioner of Boys' and Girls' Athletics
Commissioner of Safety and Ecology
Commissioner of Religious Affairs
Commissioner of School Spirit

- May be in 7th or 8th Grade.
- "C" average (2.0) with no grade lower than a "C" all year.
- No more than 3 "S's" in all classes, all year will be allowed for the Commissioner Offices listed in #3.
- No "Nl's" in Work Habits and Behavior all year long.

4. Acceptance of Office:

- Election to these Offices is based on the assumption that the requirements will be met and maintained the rest of the Third Trimester and reflected on the last report card. If not met, the Office will be assumed by the candidate receiving the next highest number of votes in the election.
- As a member of Student Council, if you fail to meet or maintain the qualifications, you will be removed from Student Council until your grades improve.

5. Appointed Positions:

- The positions of **Technology Coordinator**, **Junior High Coordinator**, and **School Family Coordinator**. The appointed positions must follow the same requirements as in #3 above. These students are selected by the junior high teachers and school administration.

Topic-6-04-1

Election rules

General Information:

- Eligibility forms
- Speeches and posters
- Campaigning
- Speeches/Voting

Preliminary Meeting

Campaign Rules:

1. Each candidate will be allowed **ONE** campaign poster in the form of a google slide. **Poster must include candidate's name, candidate's photo, the office, and three ideas for the office.** The poster may also include pictures or slogans (school appropriate).
2. You may not distribute any stickers, buttons, candy, treats -- **NO CAMPAIGN merchandise.** Any candidate in violation of this rule will be disqualified.
3. You may not use social media to campaign for office. This includes parents posting campaign messages to social media, or friends posting campaign messages to their social media. **No Social**

Media. Any candidate in violation of this rule will be disqualified.

4. Candidates will be expected to give a **one-minute speech** on the day of elections. **Candidates must submit the video of their speech to Google Classroom Student Council Slideshow.** The Student Council Moderator and Administration will preview the speeches for approval. The focus of your speech needs to be on why you want the office you seek, your qualifications, and your ideas for the office. No props, no video or music, no costumes, no helpers during your video. You must be in uniform.

Election Day:

Speeches (videos) will be shown **during the school day.** Voting will follow speeches in the homerooms (grades 4-7). Results will be shared with candidates by the end of the school day. Results will be announced to the school students and emailed to all school families after the candidate meeting.

Topic-6-04-2

Authority

St. Bernardine of Siena School Student Council

Commissioner General

- 1] Conduct Student Government meetings on a regular basis
- 2] Oversee all Student Council projects
- 3] Oversee all Student Council officers
- 4] Plan agendas for meetings and submit to moderator for approval
- 5] Submit all ideas, calendar items, suggestions, projects, etc. to the principal for approval
- 6] Set the tone for the Student Council: standards, enthusiasm, pride, etc.

Assistant Commissioner General:

- 1] Assist the Commissioner General in any way required
- 2] Take in the absence of the Commissioner General

Secretary

- 1] Take minutes at all meetings, keep a file of these minutes and distribute to other members involved in the council
- 2] Read the minutes at meetings
- 3] Handle any correspondence needed for activities
- 4] Keep a record of all activities

Commissioner of Finances

- 1] Keep an account of income and expenses of the Student Council
- 2] Report to the Council on financial matters on a regular basis
- 3] Organize fundraisers for Student Council for Student Council

Commissioner of Publicity

- 1] Keep a scrapbook of activities of the Student Council for the year
- 2] Make announcements over the P.A. when needed
- 3] Work on community publicity for the school
- 4] Advertise school activities on and off campus

Commission of Boys and Girls Athletics

Work with Athletics Director to:

Oversee game schedules both during and after-school.

Announce upcoming games, results, practices, etc.

Section-6-05

Clubs/Organizations/Honor Societies

CJSF

As you know, St. Bernardine of Siena has always had the well-earned reputation of academic excellence. The distinguished honor that these students are receiving today is due to their hard work, perseverance, and dedication. In CJSF a student's qualification is not based upon a grade point average, but upon earning a minimum of three A's and two B's in their core subjects of Math, Language Arts, Foreign Language, Science, and Social Studies. Given the rigorous percentages assigned to grade points in the Catholic school system, this is no small feat.

NJHS

The National Junior Honor Society is based on 5 tenets: scholarship, leadership, service, citizenship, and character. It is in each of these areas that a member of NJHS is called upon to excel. They realize that they are not alone in this journey. Their faith and relationship with God, along with their families at home and at school lend them support, guidance, and provide a model for how they can best serve. This year, students worked on College Readiness modules and prepared for future careers through the #futuready program.

Section-6-06

Dances

This section applies to high schools.

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

Form for Parent/Guardian Release for Student of Minor will be completed annually.

Section-6-10

Student Identification Cards

This section applies to high schools.

Section-6-11

Yearbook

This section applies to high schools.

Section-6-12

Athletics

Topic-6-12-01

School Athletic Handbook [if applicable]



St. Bernardine of Siena School

Sabers Athletics Agreement

St. Bernardine of Siena Athletics strives to develop strong and confident student-athletes. The aim of our program is to build a sense of appropriate sport competition, build teamwork, and enhance leadership and commitment. With these goals in mind, each student and parent is required to join in an agreement before beginning any athletics activity. Failure to adhere to any of the conditions in the agreement will then require the participant to be placed on probation status or dropped from the activity.

Student Requirements/Agreements:

1. Must maintain a 2.0 or above grade point average, with **no** F's and **no** NI's in behavior.
2. **Must** attend school on practice day or game day to participate in a practice or game. **This includes**

leaving school early unless the Athletic Director has been previously notified.

3. If illness, injury, or appointment do not allow for attendance, the coach must be notified in advance.
4. Must adhere to all the school policies as stated in the Parent/Student Handbook.
5. Must be a role model of good sportsmanship, character, and demonstrate fair play.
6. Agree to leave all game areas, rooms, or grounds clean and organized before, during, and after usage.
7. Agree to keep my uniform in a good condition and return uniform when asked. If uniform is not returned at the end of the season, student may not participate in the next sport.
8. Must waive liability and follow all safety protocols while participating on a St. B sports team.
9. A student-athlete that demonstrates inappropriate behavior in school will be ineligible to play in the next game.
10. A student-athlete who displays a lack of sportsmanship while on the field will be placed on probation and/or dismissed from the team. This includes:
 1. arguing with the official
 2. complaining about the official's decisions
 3. inappropriate language
 4. fighting or inappropriate physical contact
 5. being uncooperative with the coach
11. Playing time on a sports team is not always equal due to practice attendance, skill development, and lack of communication with the coach. But, students should expect to play in every game.
12. Above all, always demonstrate good sportsmanship. You are representing yourself, your school, your parish, your community, and your family.

Parent Agreement:

You have read, understand, and will abide by the above criteria for your child to participate in the listed activity. In addition, parents are asked to:

1. Create positive atmospheres at all practices and games.
2. Be models of good sportsmanship and character. While being competitive, do your best to make sure that the game is fun for all participants and spectators.
3. Understand we are all representatives of our school, and we must trust our coach to take care of our student-athletes during practices and games. (**Parents must stay on the sidelines unless coaches advise you to come on the field/court during play**).
4. Support the goals and policies of the school and the athletics conference in which we participate.
5. Follow through to see that you and your child adhere to all criteria.
6. Read and understand all the requirements and agreements for St. Bernardine Athletics as listed above.

Any students, parents, or coaches who jeopardize the standing of our school will not be allowed to participate in any additional sports this year and will immediately be placed on probation within the school.

We must all be accountable for our own actions.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

After School Sports Program for Grades 4-8 provides team sports under the direction of the Valley Sports Conference, coaches and the principal. These are in competition with other Catholic schools in our area.

Boys' Sports: Flag Football, Basketball, and Volleyball.

Girls' Sports: Volleyball, Basketball, and Softball.

Try-outs for each team will be announced.

When possible, the school will provide additional sports opportunities in addition to those listed above.

Inter-mural play may also be provided for students who are in grades that do not qualify for Valley Catholic Sports League competition.

Parish Teams

Parish Sports Teams are open to parishioners who do not attend the parish school. Parish teams are directed by the school athletic director and follow all policies and procedures of the school athletic program.

Swim Team is for all grade levels (K-8). It is a fall sport - *****Additional Fees Apply**

Topic-6-12-03

Selection Process/Requirements for Participation

This section does not apply to elementary schools.

Topic-6-12-04

Athletic Medical Clearance

This section does not apply to elementary schools.

Topic-6-12-05

Injuries and accidents

Accidents occurring on school grounds should be reported to the principal before 3:00 p.m. on the day the accident occurs. If an accident occurs during after-school hours, it should be reported before 8:00 a.m. the following day. Student accident insurance claim forms may be obtained in the school office and must be submitted within ninety days of injury.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

Athletic Fees, Equipment and Uniforms

This section does not apply to elementary schools.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

1. A student-athlete that demonstrates inappropriate behavior in school will be ineligible to play in the next game.
2. A student-athlete who displays a lack of sportsmanship while on the field will be placed on probation and/or dismissed from the team. This includes:
 1. arguing with the official
 2. complaining about the official's decisions
 3. inappropriate language
 4. fighting or inappropriate physical contact
 5. being uncooperative with the coach

Topic-6-12-08

Varsity Jackets and Sweaters

This section does not apply to elementary schools.□

Topic-6-12-09

Sportsmanship Code for Spectators

Spectators are asked to:

1. Create positive atmospheres at all practices and games.
2. Be models of good sportsmanship and character. While being competitive, do your best to make sure that the game is fun for all participants and spectators.
3. Understand we are all representatives of our school, and we must trust our coach to take care of our student-athletes during practices and games. (**Parents must stay on the sidelines unless coaches advise you to come on the field/court during play**).
4. Support the goals and policies of the school and the athletics conference in which we participate.
5. Follow through to see that you and your child adhere to all criteria.
6. Read and understand all the requirements and agreements for St. Bernardine Athletics as listed above.

Any students, parents, or coaches who jeopardize the standing of our school will not be allowed to participate in any additional sports this year and will immediately be placed on probation within the school.

We must all be accountable for our own actions.

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

Anyone interested in coaching a sport needs to be certified with the Play Like a Champion course and maintain a

current coach's card. Recertification needs to be done every two years and can be done online.

Topic-6-12-11

CYO/CIF

St. Bernardine of Siena School participates in the Catholic Youth Organization (CYO).

Chapter-7

TUITION AND FEES

 [Tuition Rates 2024-2025.pdf](#)

Section-7-1

Tuition and General Fees

Section-7-2

Tuition Collection

Please see attached Tuition Rates document.

Section-7-3

Tuition Assistance

Please see attached Tuition Rates document.

Section-7-4

Parent Service and Fundraising Requirements

Please see attached Tuition Rates document.

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Please see attached Tuition Rates document.

Topic-8-1-01

Discipline and Procedures

St. Bernardine of Siena is a school of formation in living the Gospel of Jesus Christ. Our focus is to help students to grow in understanding and demonstrating how to live like Jesus.

Teachers and school staff are required to hold students to strict account for their conduct in the classroom, in school buildings, on school and church grounds, during recess, or at any school event regardless of location. Teachers and staff may exercise the same degree of physical control over a student that a parent would be legally privileged to exercise, provided that does it not exceed the amount of physical control reasonably necessary to:

- protect the health and safety of pupils and other persons
- maintain order
- protect property, or
- maintain proper and appropriate conditions conducive to learning

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

RULES AND REGULATIONS

Growth in self-discipline is a goal of education at St. Bernardine of Siena School. Self-discipline is an aspect of moral guidance and is necessary to provide a classroom environment conducive to learning. A school and classroom discipline program is designed to help the student choose right rather than wrong, order rather than chaos, virtue rather than vice. Teachers and staff will strive to have a positive approach to discipline within the classroom and schoolyard.

The principal and the pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

There are two broad policies in regards to school discipline:

- 1. ANY BEHAVIOR WHICH DISTRACTS FROM A TEACHER TEACHING OR ANY STUDENT LEARNING IS UNACCEPTABLE.**
- 2. EVERYONE AT ST. BERNARDINE SCHOOL MUST SHOW RESPECT FOR OTHER PEOPLE, PROPERTY, AND IDEAS.**

All Students are Expected to:

1. Be on time for school with materials ready for class. We are very concerned with the tardies and will be stressing this aspect of responsibility.
2. Come ready to learn and exhibit pride in their work.
3. Respect the rights of others and their right to learn.
4. Admit mistakes, ask for help, seek adults who can assist with situations, be accountable.
5. Remain in appointed play areas.
6. Play safe approved games without chasing, tackling, fighting.
7. Show acceptable, non-violent behavior in play, language, or gestures.

Behavior and Work Habits Grades are an indication of the student's self-discipline. These grades are extremely important. See "Grading" section for general descriptions of what each grade indicates.

Cell Phones

Students may carry a cell phone to school. **When a cell phone is brought to school, it must be turned off, kept in the backpack at all times. Cell phones may not be used while on school grounds (including Day Care) unless in the presence of a teacher who has given permission.** No photographs, videos or voice recordings may be taken with a cell phone on campus. Texting is not permitted at school. Non-compliance with these rules will result in confiscation of the phone that will only be returned to the parent.

Recording without Permission

In the state of California it is against the law to record someone without his/her explicit permission. Students and or parents who make recordings of teachers, students, staff without permission will be reported to local law enforcement and may be asked to leave the school.

Use of School Logos, Mascot, Artwork

All logos and images generated by the school are school property. These images may not be reproduced without the permission of the principal.

Topic-8-1-07

Academic Dishonesty Policy

Having academic integrity means valuing and demonstrating positive regard for:
Intellectual honesty

Personal truthfulness

