



ST. BERNADETTE Early Learning Center Family Handbook

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[Facebook](#)

[Instagram](#)

When completing registration, your family reads and agrees to the St. Bernadette Parish School Handbook. Your signature agreeing to the Handbook is collected during the registration process.



St. Bernadette Parish School

"I am the vine, you are the branches. Whoever remains in me and I in them will bear much fruit because without me you can do nothing." John 15:5

St. Bernadette Parish challenges its members to commit themselves daily to actively seek out the presence of Christ in themselves, in one another, and in the wider community.

"You shall love your neighbor as yourself." Matthew 22:39

St. Bernadette Parish School Mission Statement

St. Bernadette Parish School teaches Gospel values in a Catholic environment by nurturing academic excellence, fostering diversity, and developing compassionate stewards in our community.

RESPECT Guidelines

RESPONSIBILITY for self, others and creation

EMPATHETIC listening/be aware of diversity

SERVICE to others

PRACTICE Gospel values

EXAMINE for accuracy and excellence

CONFIDENTIALITY

THINK and research before acting

These guidelines apply to students, staff, parents, family, CYO and volunteers on and off school grounds when representing St. Bernadette Parish School

SCHOOL COMMISSION and PARENT CLUB

- **SCHOOL COMMISSION**

The School Commission operates under the guidelines of the Archdiocese of Seattle. Its purpose, as a Catholic school commission, is to advise and support the pastor and principal in the formation of policy and the ongoing development of St. Bernadette Parish School.

Responsibilities: planning, policy development, finance, and public relations.

- **PARENT CLUB**

Parent Club, supported by the School Commission, operates within the framework of the parish school. Parent Club responsibilities include:

1. Maintain close relations between the home and school to support parent and teacher collaboration in the education.
2. Foster community among the membership of the school and Parish.
3. Provide regular meeting opportunities for communication among the members.
4. Contribute to the school operating budget through fundraising programs.
5. Coordinate parent volunteers for school and parish activities.
6. Offer parent education opportunities.

ST. BERNADETTE SCHOOL STAFF

Staff emails are first initial, last name, @stbernadettesea.org - ethomas@stbernadettesea.org

Principal	Mrs. Eve Thomas
Administrative Assistant	Mrs. Pamela Armstrong
Vice Principal / Admission	Mrs. Jeanne Flohr
Bookkeeper	Mrs. Teresa Mansanarez
Preschool	Ms. Kristyna Tapic
Pre-Kindergarten	Ms. Laura Rodriguez
Kindergarten	Ms. Abby Hoffman
Grade 1	Sr. Quyen Pham
Grade 2	Ms. Abby Kindt
Grade 3	Ms. Corinne Theis
Grade 4	Ms. Gretchen Seibel
Grade 5	Mrs. Tricia Harrington
Grade 6	Mr. Chris deGuzman
Grade 7	Ms. Chisom
Grade 8	Mr. Matthew DeGoede
Music & PE	Mrs. Elizabeth LaBelle
Library	Mrs. Jeanne Flohr
Band	Miss Frances McKamey
Computer Support	Mr. Jimmy Nguyen
Maintenance Engineer	Mr. Mike Jensen

St. Bernadette Parish Committees & Staff

Parish School Commission	
Chair	Tom Ngo
	Elvira Valasote
	Tricia Harrington
	Julie Mastandrea
Principal	Eve Thomas
Pastor	Fr. John Ludvik
Parent Club Leadership Team	
President	Julie Masandrea
Vice President	Jeannet Gil
Secretary/Used Uniform coordinator	Stephanie Alvarado
Treasurer	Teresa Mansanarez
Fundraiser Coordinator	Jen Pilgrim
Catholic Schools Week /Communication	Betty Cortes
Teacher Representative	Kristyna Tapic
Volunteer Coordinator	Joni Moriarty
Parish Staff	
Pastor	Fr. John Ludvik
Secretary	Shelly Coggeshell
Bookkeeper	Teresa Mansanarez
Pastoral Assistants for:	
Religious Education	Angela Cropley
Accompanist	Roger Berger
CYO Sports	Joshua & Jessica Wells

COMMUNICABLE DISEASE POLICY for CATHOLIC SCHOOLS

St. Bernadette Catholic school follows the Archdiocese of Seattle's policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES

St. Bernadette Catholic school is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the St. Bernadette Catholic school community. We acknowledge that the novel coronavirus ("COVID-19"), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to St. Bernadette Catholic school students and others in the St. Bernadette Catholic community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, St. Bernadette Catholic school is following recommendations and guidance issued by county, state, and federal authorities and agencies, including the King County Department of Health, OSPI, and the Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include, but are not limited to, illness and, in some cases, death. As of the printing of this Handbook, there is no vaccine to prevent COVID-19 and it is very possible that a vaccine will be unavailable during the 2020-21 academic year. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks.

To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities and agencies, including the King County Department of Health and the Centers for Disease Control and Prevention and Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.
2. Comply with all rules, guidelines and protocols adopted by St. Bernadette Catholic school for reducing the spread of COVID-19 and other communicable diseases.
3. Notify St. Bernadette Catholic school within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other communicable disease; or (c) has been running a fever or exhibiting other symptoms as outlined by King County Department of Health.

Students must stay home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease, or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, St. Bernadette Catholic school will contact the student's parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

St. Bernadette Catholic school will close its campus if St. Bernadette Catholic school deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the St. Bernadette Catholic community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

8/20/20

DAILY PRESCHOOL / PREKINDERGARTEN SCHEDULE

SAMPLE DAILY SCHEDULE

8:15 a.m.	School Doors Open - Students Arrive
8:25	Tardy Bell - Classes Begin
8:25-8:50	Morning Meeting: Prayer, name practice, read aloud, & movement songs
8:50-9:10	Fine motor and Art activities
9:10-9:30	Handwashing and Snack
9:30-10:00	Restroom and Outdoor time
10:00-10:15	Circle Time: Practice letter recognition, letter sounds, numerals, & colors
10:15-11:15	Centers/Small Group Instruction
11:15-11:30	Handwashing and Lunch
11:30-11:50	Recess
11:50-12:00 p.m.	Restroom
12:00-2:00	Rest Time/Quiet Activities
2:00	Thursday ONLY early Dismissal
2:00-2:30	Restroom and Outdoor time
2:15-2:30	Handwashing and Snack
2:30-2:50	Free Play
2:50-3:00	Clean-Up and Prayer
3:00	Dismissal (Monday, Tuesday, Wednesday, Friday)

PS and PK students have specialist teachers for PE, Music, and Library classes.

ADMISSION

A. Admission Policy

1. St. Bernadette School exists primarily to educate those Parish students whose families are committed to a Catholic education. Further, the student must meet the acceptable academic standards for each grade level as determined by the principal and teacher.
2. St. Bernadette School admits students of any sex, race, national and ethnic origin to all rights, privileges and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, national and ethnic origin in administration of its education policies, scholarships, athletic and other school-administered programs.
3. A student shall ordinarily be 2½ years of age on or before September 1 for entrance into Preschool; 4 years of age on or before September 1 for entrance into Pre-Kindergarten; 5 years of age on or before September 1 for entrance into Kindergarten.

4. Once a student is accepted in the school and is in good standing, he/she shall retain his/her eligibility for continued enrollment. Applications are considered on the following priority basis:
 - a. Students of families who have students presently enrolled in the school and who are current in tuition and fees;
 - b. Students of families registered in St. Bernadette Parish who have students presently participating in the Religious Education Program;
 - c. Students of families registered in the Parish;
 - d. Students of families registered in a Catholic Parish other than St. Bernadette;
 - e. Students of other families.
5. All new applications are reviewed by the principal prior to acceptance into the school. In some cases, readiness assessments may be required.
6. Final acceptance is based upon completion of registration forms and payment of registration fees.
7. New students are on a one-trimester probationary period. If necessary, this trial period may be extended. Families shall receive a letter if there is to be an extension of the probationary period.

B. Re Enrollment Grades PS-8

Re Enrollment begins in February. Notification is posted in weekly school news and the Parish bulletin. Registration is complete when school has received:

The enrollment contract, including the Parent Commitment Agreement, registration fee, required health forms, and payment plan in SchoolAdmin

All financial responsibilities for the prior year must be current before a student may be registered for the following school year. Final report cards, records, and transcripts will be withheld until all tuition and fees are paid.

In the case of emergencies or financial delinquencies, student class placement will be saved if the family has made arrangements with the principal. Negligence in the agreed upon timeline nullifies holding the place in the particular class.

New PS/PK families must provide:

1. Immunization form (Washington State Department of Health Certificate of Immunization Status)
2. State-required information and medical forms completed on paper, not on-line.

C. Fees & Tuition Rates Grades PS-8

The School Commission is responsible for setting the non-refundable registration fee and tuition rates.

Parishioner rate of tuition applies only to families who fulfill conditions stated in the tuition contract:

- a. registered in the parish for a minimum of 6 months and attend Sunday Mass with our community;
- b. have a current Stewardship pledge card on file with the parish which are renewed each fall;
- c. honor the Stewardship commitment (a minimum of \$25.00 weekly is suggested); and
- d. are actively involved in some area(s) of parish life; or, who meet the requirements of Qualifications of Tuition Rate for a new parishioner.

Non-parishioner rate of tuition applies to families and individuals who regularly attend other churches and those who do not meet the criteria of being a parishioner as outlined in No. 2 above.

2022-2023 Tuition

In Parish	Annual
PS/PK	\$7,093.00
1 Student	\$7,093.00
2 Students	\$12,726.00
3 Students	\$15,226.00
4 Students	\$17,726.00
Out of Parish	Annual
PS/PK	\$9,425.00
1 Student	\$9,425.00
2 Students	\$17,556.00
3 Students	\$22,462.00
4 Students	\$27,368.00

Payment of Tuition

Tuition is paid through SchoolAdmin Tuition Management Service.

D. Qualification of Tuition Rate for a New Parishioner

Families with baptized students, who do not presently qualify for the parishioner tuition rate will qualify for the parishioner tuition rate if they have a current Stewardship pledge card on file and meet one of the following criteria:

1. Provide a written statement from their previous pastoral leadership about worship and Sunday envelope commitment that is satisfactory; or,
2. The family has been registered in the Parish for 6 months, worships with this community on a regular basis and uses their Sunday envelopes.

If the family satisfies the conditions set forth in item 1, they will immediately qualify for the parishioner tuition rate.

If the family satisfies the conditions in item 2, they will qualify for the parishioner tuition rate on the first day of the seventh month in which these conditions are satisfied. The family is responsible to notify the school office regarding the new tuition status.

E. Policy for Past Due Financial Responsibilities

Payment of school tuition is a serious responsibility and should be a priority for parents/guardians. Families are required to have a SchoolAdmin tuition payment account. Tuition may be paid in one of the following ways: One payment in full; 12 payments (June-May); or 10 payments (September - June).

Extended Day fees run through each family's SchoolAdmin account. Payments overdue will be automatically added to the family's next SchoolAdmin bill. Past due balances after June 30 are turned over to a collection agency.

If a payment will be late or cannot be paid, parents must contact the school office as soon as possible to arrange a plan.

1. Tuition is due on the 1st of each month. A late fee of \$50.00 will be added if the monthly rate is paid later than 10 days after the due date.
2. SchoolAdmin sends reminder emails to families who are past due.
3. A family 60 days past due in tuition will be notified by the school bookkeeper that the account must be brought current or satisfactory arrangements must be made with the principal.

4. *All financial and Parent Commitment responsibilities for the trimester must be paid by the end of each trimester.* Students may not return to class for the next trimester until financial obligations are satisfied; report cards are withheld until financial obligations are met.

5. A fee of \$25.00 will be assessed for any check returned unpaid by a financial institution due to inadequate or non-sufficient funds (NSF check). If more than one (1) NSF check to St. Bernadette Parish School is issued, the family must remit payments with cashier checks

F. Tuition and Tuition Assistance

Tuition Assistance may be requested by any family at the school.

1 The applicant must have a true inability to pay the regular monthly tuition rate for the education of the child. To be eligible to receive St. Bernadette Parish School financial assistance, the applicant must apply for a [Fulcrum Tuition Assistance Grant](#) from the Archdiocese.

2 The applicant must complete a [FACTS](#) application

3 The applicant must submit a financial statement for review by the principal and admission office.

G Voluntary Withdrawal Policy

St. Bernadette Parish School contracts with faculty and staff, resulting in financial obligations for the entire school year. In order for St. Bernadette Parish School to provide for these financial obligations, when a student is enrolled, the parent/ guardian assumes the obligation to pay the contract in full. In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31 if the student is withdrawing. Tuition, registration and fees are non-refundable. Tuition paid in full is refundable at the discretion of the principal.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

St. Bernadette School reserves the right, if any tuition payment is past due, to remove student(s) from the school. The school may refuse re-enrollment for the following school year until financial commitments are met. With the exception of medical records, no student transcripts will be provided without prior payment of tuition due to the school.

H Parishioner Tuition Rate

A family receives the parishioner tuition rate provided the criteria of being parishioners as stated in the tuition policy and included in the registration materials is met. As outlined there, the criteria are:

- (a) Registration in the Parish and attendance at Holy Mass regularly.
- (b) Use of Sunday envelopes or electronic tithing regularly.
- (c) Honor current Stewardship pledge card.
- (d) Involvement in other areas of Parish life.

These criteria do not in any way stand in judgment of a person's depth or quality of faith, but as objective ways of establishing a person's commitment to the Parish.

At the end of each trimester including June through August, families whose contributions are not current or do not have a yearly updated Stewardship pledge card on file will be contacted. Tuition for these families will be adjusted to the out-of-parish rate. In order to re-qualify for in-parish tuition, the family has the choice of either:

1. Bringing obligations current as well as maintaining the criteria of being a parishioner (see Tuition Policy); or
2. Re-establishing membership for six months by worshiping with this community on a regular basis, having a current Stewardship pledge card on file with the parish, honoring this commitment and being actively involved in some aspect of Parish life.

ABSENCE & TARDINESS

A. Absence

It is imperative that all students enrolled at St. Bernadette School are accounted for each school day. If a student will not be attending school on a given day, or days, the parent/guardian must contact the school (206) 244-4934 before 9:00 a.m. on the day of the absence giving the name of the student, grade, and the reason for the absence. (See D. Appointments for Half Day.)

The school office will call the parent/ guardian to ensure they are aware of the student's absence.

B. Tardiness

At the 8:25 a.m. tardy bell, all students should be at their desks ready for their new day of learning. By arriving at 8:15 a.m., students have time to sharpen pencils, unpack, be seated, work on morning assignments, and be ready for announcements when the school day begins at 8:25 a.m. Late arrivals disrupt class and cause loss of instructional time. Having students on time for school sets a good lifetime habit.

Students are marked tardy after the 8:25 a.m. bell.

Students who are tardy must report to the office for an admit slip. Chronic tardiness is serious. Parents/guardians will be notified and a conference scheduled if needed.

C. Arrival of Students

PS and PK Students may not arrive at school before 8:15 a.m. and must be signed into their classroom by an adult. Students arriving before 8:15 a.m. or lingering after 3:15 p.m. on Monday, Tuesday, Wednesday, Friday, or 2:15 p.m. on Thursday, or 12:15 p.m. on half days, will be sent to Extended Day. Parents/guardians will be billed for supervision via SchoolAdmin.

D. Appointments

Whenever possible, dental and medical appointments should be made outside of school time. Students must be signed in and signed out from the school office.

Late Arrivals and/or Early Dismissals require an emailed or handwritten note from the parent/guardian.

E. Vacations During School Time

Vacations taken when school is in session are discouraged. Students miss important instruction as well as the introduction of new concepts. When students will be absent from school because of vacations, parents/ guardians are asked to inform the principal and teacher in advance and in writing. Parents/guardians are responsible to ensure that students complete necessary work missed during vacation. It is not always possible to give work in advance; in such an instance, work must be made up after the student's return to school.

COMMITMENT PROGRAM

A. Service Time Policy

To build and support our community, every school family is required to volunteer 25 hours at/for school. Hours are accrued June 1 through May 26. Volunteer information and reporting of hours must be submitted online via our [school website](#).

Hours not completed by May 30 are billed through SchoolAdmin. The Enrollment Contract includes details of commitment hours, fees, and options available regarding commitment hours.

B. Fundraising

Each family is required to generate funds towards fundraising. The minimum annual commitment per family is outlined in the enrollment contract. If payment for a fundraiser is not turned in by the due date specified, the amount due will be applied to the family's SchoolAdmin account the following billing cycle.

C. Concerns-Discrepancies

All concerns regarding Parent Club expectations should be in writing and addressed to the attention of the President or Committee Representative. After the concern is reviewed by the Board, a response is communicated.

D. Volunteers (Parents, Parishioners, Friends, Relatives, Community members)

Sr. MA Shaughnessy from her book, *Volunteers in Catholic Schools*, states "The principal is responsible for the total school operation; thus the principal supervises all who serve in any capacity in the school." It is, therefore, required by St. Bernadette Parish School that all volunteers uphold the moral teachings of the Catholic Church, be free from conflict of interest, and be positive role models for our students. It is required that all School Commission Members, Parent Club Officers, and Chairpersons be current with all financial commitments to the school and parish. All volunteers must have current background checks and VIRTUS training.

Volunteers cooperate with the principal in providing a positive educational climate for students. Volunteers are directly accountable to the principal and parish. Volunteers agree to abide by established policies and procedures of the Archdiocese of Seattle. Safe Environment training and background checks must be conducted for all volunteers.

COMMUNICATION

A. Weekly Communication

1. Weekly school news is emailed on Wednesday. Please check your spam folder if it is not in your email inbox.
2. Money sent to school must be in a sealed envelope with student name, grade, and purpose clearly marked.
3. The principal approves all information intended for weekly communication.

Information to be

included in the weekly email must be received in MS Word or fliers in pdf format to the office by

noon Monday of the week the information is to be published.

B. Alma Parent Portal

In fall, families receive login information to retrieve their student's information from Alma. Alma is our student information system which gives families and students access to real-time information including attendance and grades. With Alma's communication tools, everyone stays connected. Parents/guardians must update information, including: emergency phone number, new email address, new address, etc., through the Parent Portal.

Announcements

General notifications and emergency information is communicated via text, email and/or voice messaging. In order to receive this information, it is critical that parents/guardians have their most current phone numbers (cell, home, work) in Alma and that preferences are selected. In the case of an emergency, all three methods will be utilized.

C. Right to Amend

St. Bernadette Parish School retains the right to amend the Family Handbook. Parents/guardians will be given prompt notice of any amendment.

D. Procedure To Address School Policies or Decisions

Parents/guardians and teachers are to bring concerns regarding school policies or decisions to the proper authority. If a problem or misunderstanding should arise regarding a student, policy, etc., parents should:

1. Contact the staff member involved and schedule a meeting to address the concern.
2. If further action is warranted, the principal should be contacted. An informal resolution, involving all parties, will be sought. All persons commit to making a good faith effort to resolve the problem.
3. Should resolution be necessary, a hearing procedure may be requested:
 - a. The pastor or delegate acts as the hearing officer to review the facts and determine the fairness of the action.
 - b. Parents/guardians are present at the hearing.
 - c. The pastor/delegate findings and evaluation are sent in writing to the student and parents/guardians.
 - d. The decision of the pastor/delegate is deemed final

CONFERENCES

Parent/Guardian-Teacher conferences are scheduled in fall and winter. Conferences in the fall are mandatory and in person; the winter conference must be requested by the teacher or by the parent either in person or by telephone.

Parent/guardian conferences are encouraged and can be arranged at any time during the school year. To schedule a conference, call the school office or email your student's teacher(s).

CURRICULUM

The basic curriculum is within state and local requirements and provides for the harmonious development of the student's spiritual, moral, physical, emotional, and intellectual growth.

Students are expected to attend after-school events as scheduled by the school on the calendar or communicated through the Wednesday Email. The Christmas and Spring Programs are mandatory for Preschool – 8th Grade students.

REST TIME

Most children under five years old benefit from having a short period in the early afternoon when they relax. Often children don't realize how tired they are until they slow down for a few minutes. Having a scheduled rest time lets them find out what their bodies need. If students are unable to sleep after 30-45 minutes they are allowed to get up and do quiet activities while the other students sleep.

MEALS AND SNACKS

Students come to school with a lunch supplied from home meeting the meal nutrition requirements (Refer to WAC 170-295-3140-3170) listed below. Students may purchase lunch through the hot lunch program. Foods that require reheating must be in a microwavable save container. Please keep lunches needing to be reheated to a minimum and pack the appropriate eating utensils. Only in the case of an emergency should lunches be delivered after school begins. Fruits or vegetables, a dairy product, a grain product, and meat or a meat alternative should be included in lunch. A drink such as water, milk, or juice should be included in lunch. Our school participates in the state milk program at a yearly cost of \$16 for the year which can be purchased through the [school website](#). Snacks are served twice a day, once in the morning and once in the afternoon. Milk or water are offered with each snack.

DISCIPLINE / RESPONSIBILITIES

A. Philosophy of Discipline

Our philosophy of discipline flows from our basic school philosophy. St. Bernadette Parish School exists to provide a Christian atmosphere whereby the total person is developed. Rules and regulations are made for the good of all the students and must be observed so that each student is free to learn and develop as a person.

An overall goal of St. Bernadette School is to teach that each student is worthwhile and deserving of respect. With this in mind, we strive to teach students self-discipline. The

emphasis is on teaching because students need to be taught what is expected of them, they need consistent standards, and they need to know the consequences for their actions. Students need adults who will consistently model values and actions which are in accord with our Catholic-Christian philosophy. The uniqueness of each student must be considered as well as the common good.

B. Bullying, Harassment, Intimidation

Students have the right and responsibility to treat others with dignity and respect. St. Bernadette Parish School is committed to keeping the school free from bullying, harassment, or intimidation of any kind. Bullying should be reported immediately to the teacher, a school staff member, or the principal. Allegations of bullying or harassment will be treated seriously and will be investigated promptly and thoroughly. Allegations will be handled in accordance with Archdiocese of Seattle guidelines.

C. Parent/Guardian Responsibilities

Pursuant to the Archdiocese of Seattle Catholic Schools Policy and Procedure Manual, the standards for parents of students attending Catholic schools are:

- (A) Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their students and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish appropriate to their resources, and conscientiously develop a sense of Catholic community among the students, parents, faculty, and parish.
- (B) It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the Administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their students and sever the relationship with the school.

Since by far the greatest influence on a student's thinking and behavior is his/her parents/guardians, the school cannot attain its discipline goal without active support from the parents/guardians. It is a parent's/guardian's responsibility to encourage in the student a positive attitude toward learning, and to guide the student in becoming a responsible, caring Catholic. This includes the following:

1. Support the spiritual development of your student by attending Sunday Mass together regularly.
2. Foster in students a Christ-like concern for all classmates and their reputations.
3. Send your student in uniform and with necessary materials to school on time.
4. Uphold the rules and policies of the school.
5. Support the authority of school personnel by refusing to criticize them negatively in the presence of students.

6. Consult the teacher or principal before forming an opinion regarding any situation in which a student seems to be treated unfairly.
7. Be available for conferences.
8. Assist your student to establish a specified time and place to complete homework.
9. Seek professional counseling and/or diagnostic evaluation, when recommended by school personnel.
10. Submit to the principal a copy of custody case/court orders. Status of these orders must be communicated yearly in writing.

D. Student Responsibilities

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior.

- Model Christ's teachings about love for one's neighbor and oneself in all interactions.
- Arrive at school at 8:15 a.m.
- Be ready to begin class: materials organized and at one's desk by 8:25 a.m.
- Obey school rules, including:
 1. Students abide by the uniform policy (see Uniform Policy).
 2. Students walk (not run) in the halls and on the stairs.
 3. Students refrain from gum chewing.
 4. Students play safely on the playground.
 5. Students walk bikes on the playground and parish property.
 6. Students may only eat in the classrooms at authorized times.
 7. Students never leave the school grounds without written permission from a parent/guardian and the principal.
 8. Students may not use skateboards at school.
 9. Grade 6-8 students may, with parent permission and at their own risk, bring cell phones/devices to school.
 10. Phones/devices must not be visible or operating in the building or on school grounds during the school day from 8:15 a.m. to 3:00 p.m.
 11. Student use of phone/device during the school day will result in confiscation of the phone/device until the end of the day.
 12. Students may not bring valuables (including money) to school without prior permission from one's parent and teacher.
 13. Students must abide by all rules.
 14. Behave in a respectful and friendly manner toward all school personnel, volunteers, and visitors.
 15. Respect all school property, including books, desks, bathrooms, school buildings, and playgrounds.

16. Cubbies and desks are the property of the school and may be opened/inspected without the presence or permission of the students who use them.
17. Display a positive example to students whose behavior does not conform to these standards.
18. Come to class prepared with necessary supplies.
19. Use acceptable Christian language.
20. Act and speak honestly.

Disciplinary Actions

Corrective actions for inappropriate conduct will be taken as necessary. These may include detention, community service during recess and/or after school, restitution for damage, loss of privileges, written accounts, a telephone call to the parent at home or work, or other appropriate consequences. Cellular phone violations will result in the item being confiscated for a period of time decided by the principal. For all Grades PS-8, the "Discipline Policy" (Academic and Conduct) will be used.

Disciplinary Probation

Probation is a formal warning that unless set conditions are met, more serious action will be taken. The students and parents/guardians will be informed of the fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and teacher, and reviewed with the student concerned. Parent(s)/guardian(s) and student sign the behavioral contract and thus indicate their commitment to behavioral improvement

Suspension

Suspension means the student remains at home for one or more school days. An in-house suspension means the student remains in school but out of the classroom. The student is responsible for the work missed while suspended. The length of the intervention or suspension will be determined by the principal based upon the facts and the circumstances. The following offenses committed by students while under the jurisdiction of the school could be reasons for suspension:

1. Willful disobedience to authorized personnel.
2. Repeated disruption of the learning environment.
3. Possession or use of alcoholic beverages, illegal substances, or drugs.
4. Possession of weapons, weapon "look-a-likes," or use of objects as weapons.
5. Threats of violence toward a student, teacher and/or staff; or threats of substantial property damage to school property.
6. Commission of a crime or physical assault upon another student, teacher, or staff.
7. Truancy.
8. Fighting, engaging in or provoking mutual physical contact involving anger or hostility.

9. Bullying/harassment/intimidation, which includes engaging in intentional written, verbal, electronic or physical bullying, intimidating or harassing conduct and repeated conduct or expression directed toward another, for the purpose of intimidation or coercion, i.e.: cruel incessant teasing, badgering, racial slurs, cyber bullying.
10. Forgery of documents and/or signature of parents/guardians or school authorities.
11. Plagiarism, cheating or copying the work of another person(s), and using it as your own.
12. Misuse of computers, inappropriate use of technology.
13. Repeated violations of school rules.
14. Failure to meet the terms of probation.
15. Conduct inside or outside school, including online postings, which could be detrimental to the reputation of the school.

PS DISCIPLINE POLICY

A safe, Christian, and orderly environment helps to provide each student with a positive opportunity for learning. Simply stated, students are expected to come to class ready to learn: on time, with assignments completed and all necessary supplies, and with a positive attitude toward their school work, teachers and fellow classmates. To further this goal, a discipline policy is in effect that is reviewed yearly.

BEHAVIOR

1. Verbal Warning: A verbal directive from teacher, principal or staff member to student to discontinue specific behavior. Teacher, principal and/or staff member will keep records regarding warnings given.
2. Communication to Parents: Teacher, principal and/or staff member notify parents/guardians by note, email, phone call, together with a copy of the student's written reflection on behavior in question. Teachers will keep behavior logs and communicate with staff concerning individual students.
3. Action Plan: Parents/guardians together with the teacher and/or principal conference with the student to form a written plan to modify behavior.
4. Revise Action Plan: Principal, parents/guardians, teacher, and student conference to modify existing Action Plan when necessary.
5. Principal's Action: The following actions may be taken at the principal's discretion:
 - a) In-School Intervention
 - b) Suspension for up to 5 days
 - c) Expulsion or Required Withdrawal

Rewards: Students receive recognition for positive behavior. Weekly, the principal presents SLE Awards (Schoolwide Learning Expectations) to selected students. Examples of areas of positive behavior are:

- **Persevere**
- **Accomplish**
- **Work together**
- **Show faith**

EMERGENCY SCHOOL CLOSURE PROCEDURE

Weather

School closures and delays will be communicated through PowerSchool and messages will be sent via text, email, voice message, and the [website](#). Emergency late start schedule begins at 10:30 a.m. (two hours late). The Extended Day Program is closed when school is closed and is not open on late start mornings.

EXTENDED DAY

Extended Day before and after school is open to all students (except during health crises like Covid). In order to participate, students must register with their SchoolAdmin account before using Extended Day. Students present before or after school, or at other unauthorized times, will be placed in Extended Day, and parents/guardians will be billed through SchoolAdmin. All rules apply pursuant to the Discipline Policy.

FIELD TRIPS

Field trips are a privilege for students. Written permission is necessary for students to participate in the field trip. Forms with trip details are sent home for families to complete. If a student fails to meet academic or behavioral requirements, the student can be denied participation.

To chaperone, adults must have a completed Volunteer Background Check on file in addition to current and [Safe Environment Training](#). If a chaperone is driving, the following must be on file:

1. Completed Diocesan driver/insurance form;
2. Provide the office with a copy of the driver's current insurance status.

All forms are kept on file in the school office. The school does not carry liability insurance for injuries; thus, driver insurance will be liable. Non-school employees who drive must be 25 years of age or older.

Drivers must follow all arrangements for field trips. Drivers are responsible to see that students assigned to their car leave and return, seat belted, in the same car.

Any student under 60 lbs. must have an approved DOT booster seat provided by the student's parents; any student under the age of six must have an approved booster seat provided by the student's parents.

FINANCIAL AID - ARCHDIOCESAN / ST. BERNADETTE PARISH SCHOOL

Financial Aid for PS and PK is available through St. Bernadette Parish School. Families who need financial aid must apply for financial assistance through FACTS. All financial aid materials remain confidential. To request financial assistance, please complete the following:

1. The FACTS Grant & Aid Application is accessed on St. Bernadette's [website](#).
2. Complete the [FACTS Financial Aid application](#) online, including your previous year's 1040 tax form.
3. St. Bernadette School reviews applications and contacts the family regarding eligibility and awards from St. Bernadette.
4. A financial aid request is required each school year.
5. The family must notify the school office when their financial aid application is complete.

FIRST AID

In the case of illness or injury, students are sent to the school office. Scratches or scrapes are treated by washing and covering the wound.

If a student becomes ill at school, a call is made to the parent/guardian according to the information on the emergency card. Sick students must be picked up as soon as possible (a student who vomits or has a fever above 99° must go home immediately) Students who have had a fever, diarrhea, or vomited are required to be kept home for a 24 hour period before returning to school.

Parents of Preschool and PreK students receive an "Ouch Report" to inform them of an injury and the details.

FUNDRAISING

A. Parent Club

Fundraisers and sales within the school are at the discretion of the principal with the pastor, School Commission, and Parent Club. Major fundraisers are planned annually to subsidize tuition.

Volunteers collecting money from fundraising are required to turn in funds to the office within one week of receipt. A summary sheet listing the total amount submitted along with a listing of sources must accompany the money, i.e., 5th Grade Camp, etc.

HEALTH

Health tests, such as hearing tests, may be performed periodically at school. Students will be tested unless the parent/guardian informs the school office in writing that the student should not be tested. These basic health tests are not intended to replace professional examinations and regular health checkups.

SCHOOL-WIDE LEARNING EXPECTATIONS: PAWS

Persevere

Accomplish

Work together

Show faith

GRADING –PRESCHOOL AND PREKINDERGARTEN

Grading is on a scale of 1 to 4, 4 being the highest.

4 The student independently demonstrates advanced mastery of the content knowledge and skills and makes in-depth inferences and applications with success.

3 The student independently demonstrates proficiency of knowledge and skills related to the content standards.

2 The student demonstrates an understanding of the foundational material, but is still working to master application of concepts and skills without assistance.

1 The student demonstrates little to no understanding of the foundational material even with assistance from the teacher.

ILLNESS

Students who are ill must be kept home until they may return to the regular routine of school. Students may not return until their temperature has been normal and flu/diarrhea symptoms have ceased for 24 hours. When a student is too sick to go outside at recess, that student is too sick to be at school.

IMMUNIZATIONS

Prior to entry, attendance or transfer to an Archdiocese of Seattle Catholic School, preschool through high school, students must present [proof of immunizations](#) as required by Washington State law.

Each student enrolled in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the [immunization schedule adopted by the Washington State Department of Health Services](#). The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption

signed by a licensed physician (MD, DO, ND, ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number.

LIBRARY

All students are encouraged to use the Panther Library. Books are checked out for one week and may be renewed. Full cost of damaged or missing books will be charged and must be paid each trimester. Report cards will be held until books are returned or paid in full.

LUNCHES

Preschool and Prekindergarten students may bring lunch from home or purchase lunch through the [Lunch Program](#). Only in the case of an emergency should home lunches be delivered after school begins. Student lunches must be delivered to the office no later than 11:00 a.m. Fast-food lunches are discouraged.

MEDICATIONS

Students at St. Bernadette Parish School are not permitted to have prescription or non-prescription medication in their possession while at school. Neither faculty nor staff at St. Bernadette Parish School will administer medication to students except in compliance with applicable state law (RCW 28A.31.150).

Forms for the authorization for administration of oral medication at school are available on the [website](#) or the school office. The form must be completed by the student's physician and parent/guardian.

MONEY SENT TO SCHOOL

All money sent to school should be in a sealed envelope and labeled with the student's name, grade, purpose, and amount. Students should not bring money to school unless needed. When necessary, large amounts of money may be checked into the office. Under all circumstances, the school is not responsible for money lost or otherwise misplaced.

PARENT/GUARDIAN VISITORS TO CLASS

Parents/guardians, while always welcome, must contact the teacher or principal at least one day ahead to arrange a time and day for a visit. Visits for parents/guardians only are scheduled for an hour at most.

PARENT-TEACHER CONFERENCES

Conferences are scheduled twice a year, in the fall and winter. Preschool and Prekindergarten families have Parent Teacher Conferences where the student is not present.

PARTIES

On special occasions, a simple party may be arranged in advance with the teacher. A small treat may be brought to celebrate. Treats must be ready to serve and plates or napkins

provided. When bringing treats, check with the teacher regarding food allergies so that accommodations can be made.

Invitations to parties are not to be passed out in school unless everyone is invited; either all the boys or all the girls or both. Invitations are distributed with the teacher's help. Invitations not including everyone must be distributed off campus.

PLAYGROUND

School staff, support staff, or volunteers supervise the playground during the morning, noon and afternoon recesses. The playground is not supervised before or after school. Students present before and/or after school must report to Extended Day.

Playground rules are designed to ensure the safety of all students and to provide an environment in which students can enjoy play time with classmates. Students are informed of playground rules by their classroom teachers, staff, principal, and playground supervisors.

PLAYGROUND EQUIPMENT:

1. No hardballs, skateboards, or frisbees are allowed at school.
2. Tech devices, including cell phones, are not allowed on the playground.
3. Water bottles are not allowed on the playground, unless for PE or Field Day and authorized by the teacher.
4. Jump ropes are to be used for jumping only and used in a manner which will not interfere with other games. (No swinging overhead or playing horse.)
5. Students may not bring their own equipment from home.

PROMOTION/OUTSIDE INTERVENTION

A. Promotion and Retention of Students

Students are promoted once a year in June. Promotion is based on the student's fulfillment of grade level requirements. A student may be required to repeat the work of a grade whenever, in the judgment of the principal and the teacher, it would be to the student's educational advantage not to be promoted to the next grade. Whenever a student may be retained, the parents/guardians will be advised of the situation at least three months prior to the end of the school year.

OUTSIDE INTERVENTION

Parents/guardians may be required to provide testing and/or counseling for a student when the judgment of the principal and the teacher determine additional intervention is in the best interest of the student. Such testing or counseling for the student may be necessary to re-establish appropriate academic achievement and/or social behavior.

RECORDS

A. Educational Records

Education records are available to parents and others as provided by Federal Law.

1. Through a written request, the parent/guardian asks to view the student's educational records.
2. Within a reasonable time, the principal sets a specific date and place for viewing the file with the parent/guardian.

B. Health Cards

Health cards and CIS (Certification of Immunization Status) are required for every student. They are transferred to the new school at the time of a student's transfer.

C. Attendance Records

Student attendance is recorded daily at the beginning of the day. Attendance records are kept permanently on file and are available to parents via PowerSchool.

D. Non-Custodial Parents

The school abides by the requirements of the Buckley Amendment and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the office.

E. Family Directory

The Family Directory is available to school families at a password secured site on the school website.

1. Directory information includes the following:
 - (a) Names, addresses, telephone numbers and grade level of students;
 - (b) Names, addresses, telephone numbers, and e-mail address of parents/guardians;
2. A Student's Directory Information may be released to anyone in the school or parish who requests the information, unless the School Office receives written notification from the parent/guardian by September 30 of the school year that their family information should not be included.

RELIGION

St. Bernadette Parish School exists to teach the message of Jesus Christ to its students. Catholic religion is taught daily and is of primary importance in our curriculum. The school day includes prayer with Christian attitudes and actions fully integrated in daily activities. All students, whether Catholic or not, must participate in Religion classes and attend Mass and Prayer Services. Although students attend Mass on Fridays, weekend Mass is expected of all Catholic school families.

REPORT CARDS

Trimester report cards are issued. Parents/guardians are encouraged to discuss these reports with their student(ren) and to work cooperatively with teachers in efforts to help students develop their full potential. Parents/guardians are encouraged to confer with teachers if any area indicated on the report card warrants concern.

Parents/guardians or students wishing to question a grade on a report card must do so within one week of receiving the grade. The request must be in writing and addressed to both the teacher and to the principal.

TELEPHONE

A. Incoming Parent/Guardian Calls

Messages to students will be delivered in an emergency only. Calls received after 2:45 p.m. are not always possible to deliver before dismissal.

B. Outgoing Student Calls

The office telephones are available for student use if needed.

C. Student Phones

Student phones must be turned off/silent during the school day. Phones may not be used until the student has left the building at the end of the day. If phones are used during the school day they will be held in the office until the end of the school day.

TRAFFIC PROCEDURES

A. Pedestrian

1. Students walking to and from home

St. Bernadette Parish School does not provide crossing guards at street intersections; therefore, it is the responsibility of the parents to teach traffic safety procedures to their students. Safety procedures are periodically reviewed at school. Students with a signed release on file in the office will be allowed to walk home.

2. Carpool Crossing Guards (back parking lot)

All pedestrians are asked to obey the student crossing guards.

B. CARPOOLS

Students from the same carpool are to wait in the same carpool area. In order to ensure the safety of students, parents/guardians must observe the following traffic procedures for dropping off and picking up students from school parking areas. The staff parking lot, between the field and church is not a load or pickup area

C. *Morning Drop Off*

School doors open at 8:15 a.m. There is no adult supervision outside the school buildings prior to 8:15 a.m. Extended Day is available for students arriving early from 7:00 a.m. to 8:15 a.m. every school day during normal operation. To ensure safety, students arriving on school grounds prior to 8:00 a.m. are sent to Extended Day and parents/guardians will be billed accordingly.

D. *Parking During School Hours*

Visitors to school during the day must park in front of church on 128th. Visitors may not park on the playground. Handicap spaces may only be used with state issued permits.

UNIFORMS

School uniforms are worn every day unless an Out-of-Uniform day is announced. The school uniform includes sweater/pullover, shirts/blouses, pants/jumper/ skirt/skort. The red sweater is required on Friday Mass days, Picture Days and Holy Days of Obligation.

Parents are expected to help their student/s maintain high standards of personal appearance. This demonstrated sense of pride means that uniforms are in good condition and clean at all times.

Sweaters Grades PS-8

Red sweaters are part of the uniform and are required for weekly Mass and prayer services. They must be purchased from [Dennis Uniform](#) or the St. Bernadette Parent Club used uniform sale.

Pants Grades PS-5:

Navy blue corduroy or twill pants with no contrast stitching. Ankle length, straight or slightly flared, no adornments. No sweat or yoga style pants are allowed, K-8. Preschool and PreK students may wear navy blue sweatpants.

Belts Pants must be worn at or above hips. Belts will be required as needed.

Shirts Long or short-sleeved white dress shirt, white knit polo pullover or Turtleneck. Shirts must be tucked in. No printed or colored T-shirt to be worn under the uniform shirt.

Jumper Lloyd Plaid jumper (available at [Dennis Uniform](#)).

Skort Lloyd Plaid Skort (available at [Dennis Uniform](#)). Skort length should be not more than 2" above the knee.

Socks Matching socks, white, dark green, black, navy blue or red, must be worn. Tights or unadorned leggings in the solid colors listed above may also be worn.

Shoes Any style up to ankle height that is comfortable, practical and neat in appearance for school. Laces must be tied. Sandals/flip flops and backless shoes may not be worn for safety reasons.

Pullover School pullovers may be worn Monday through Thursday.

Shorts Navy blue uniform shorts must be walking length, not athletic type or oversized or below the knee style.

Hair Hair must be neat in appearance at all times. No unnatural hair color or colored extensions. Sensational haircuts or hairstyles such as shaved designs, Fauxhawks, mohawks, exotic-colors are not allowed.

OUT OF UNIFORM DRESS CODE

Panther students are expected to dress like serious students. Jeans/pants in good condition; shirts must have appropriate message/design. Spandex, cutoffs, tank tops, halter tops, spaghetti straps, midriiffs, short-shorts, short skorts, too-tight jeans/pants, low necklines, and oversized clothes are not acceptable.

Church Functions Students are expected to be in full dress uniform.

Failure to Adhere to Uniform Policy

It is the intent of the principal, staff, School Commission, and Parent Club that the Uniform Policy be strictly enforced.

Progressive Discipline for Uniform Violations

1. Verbal warning and loaners given.
2. Parent/Guardian is called for change of clothes or loaners given.
3. Uniform infraction submitted, parent/guardian notified, change of clothes or loaners given, detention assigned.
 - Repeated uniform violations will be subject to progressive disciplinary action, up to and including suspension or expulsion

Exception: Brownie and Scout Uniforms may be worn on meeting days.

USE OF SCHOOL GROUNDS

The school does not accept responsibility for any accidents occurring on school grounds during weekends, vacation days, or before or after regular school hours.

VISITORS

All visitors are required to sign in at the school office upon entering the building to maintain building security and avoid interruptions of the instructional program. All exterior doors are locked during the school day. Visitors must ring the doorbell and sign in and sign out at the main office. St. Bernadette's Student Technology Use Policy is [found here](#). Parents/Guardians sign and agree to it when enrolling.