

ST. BERNADETTE PARISH SCHOOL

Family Handbook
Preschool, Pre-Kindergarten,
Kindergarten – 8th Grade



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St. Bernadette Parish Mission Statement

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.



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.

Philosophy

Acknowledging that families are the primary educators; St. Bernadette Parish School is committed to:

Launching lifelong learners who persevere and value each person's talents and abilities.

Fostering a diverse community working towards social justice as modeled by Jesus.

Creating an environment of confidence, authenticity, dignity, and respect for all.

Guiding students to develop and nurture their relationship with God.

Diversity, Equity, Inclusion, Belonging Statement

St. Bernadette Parish School strives to be an inclusive community for all people. We are committed to the principles and practices of diversity, equity, inclusion and belonging for our community: students, families, faculty, and parish family. We believe that the more voices included in our school community, the more vibrant and successful our community will be. We are committed to helping our students become the best people they can be so they may faithfully live and lead with courage and confidence in the future.

Land Acknowledgement

We acknowledge that we are on the traditional land of the first people of Seattle, the Coast Salish Tribes. With sincerity and grace, we honor the land we live on that was once and still is the land of the Coast Salish people. Living side by side with the Coast Salish people today, we strive to know and honor their heritage just as they have done for countless generations in the past unto the present day.



SCHOOL COMMISSION and PARENT CLUB

● SCHOOL COMMISSION

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.

Responsibilities:

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

A list of faculty and staff with contact information [is found here.](#)

ST. BERNADETTE PARISH COMMITTEES AND STAFF

A list of parish committees and staff with contact information [is found here.](#)

DAILY SCHEDULE

7:00-8:15 a.m.	Extended Day (PS-8)
8:15 a.m.	School Doors Open - <u>Students Arrive</u>
8:25 a.m.	Tardy Bell - <u>Classes Begin PS-8</u>
9:40-9:55 a.m.	Recess: Preschool/PreK
10:00-10:15 a.m.	Recess: Grades K-3
10:20-10:35 a.m.	Recess: Grades 4-8
11:15 – 11:45 a.m.	Recess: Preschool/PreK
11:30-11:50 a.m.	Lunch: Grades K-3
11:50 a.m.-12:20 p.m.	Recess: Grades K-3
12:05-12:25 p.m.	Lunch: Grades 4-8
12:25-12:55 p.m.	Recess: Grades 4-8
1:45-2:00 p.m.	Recess: Grades K-3
2:00 p.m.	Thursday Early Dismissal: PS - 8th
2:05 – 2:20 p.m.	Recess: Preschool /PreK
3:00 p.m.	Dismissal (Monday, Tuesday, Wednesday, Friday) PS-8
3:00-6:00 p.m.	Extended Day (PS-8)

DAILY PRESCHOOL / PRE-KINDERGARTEN SCHEDULE

8:15 a.m. School Doors Open -_Students Arrive
8:25 a.m. Tardy Bell -_Classes Begin
8:25-8:50 Morning Meeting: Prayer, name practice, read aloud, and 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, numbers, and 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)

ADMISSION

A. Admission Policy

St. Bernadette School exists primarily to educate those Parish students whose families are committed to a Catholic education. Further, the child must meet the acceptable academic standards for each grade level as determined by the principal and Teacher.

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.

A student shall ordinarily be 2 ½ years of age 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.

Once a student is accepted in the school and is in good standing, he/she shall retain his/her eligibility for continued enrollment. Applications and registrations are considered on the following priority basis.

- Students of families who have students presently enrolled in the school and who are current in tuition and fees;
- Students of families registered in St. Bernadette Parish who have students presently participating in the Religious Education Program;
- Students of families registered in the Parish;
- Students of families registered in a Catholic Parish other than St. Bernadette;
- Students of other families.

All applications will be reviewed by the principal prior to acceptance into the school. In some cases, readiness assessments may be required.

Final acceptance is based upon completion of registration forms and payment of registration fees.

New students are on a one-trimester probationary period. If necessary, this trial period may be extended. Families will receive a letter if there is to be an extension of the probationary period.

A. Registration Grades PS-8

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

1. The enrollment contract, including the Parent Commitment Agreement, registration fee, and payment plan in Finals site.
2. Health forms as required

All financial responsibilities for the prior year must be current before a student may

register 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.

All families must provide an Immunization Form (Washington State Department of Health Certificate of Immunization Status)

We all have an obligation to love our neighbor, to protect our health and to protect the health of others.

IMMUNIZATION POLICY for CATHOLIC SCHOOLS in the SEATTLE ARCHDIOCESE

Prior to entry, attendance or transfer to Level 1 preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law. Every student enrolled in a Level 1 Catholic School 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 (M.D., N.D., D.O., ARNP, or PA.) authorized to practice in the State of Washington, including the physicians license number.

[Washington State Immunization Schedule for children 18 years and younger](#)
[Washington State Certificate of Immunization](#)

1. Release of records form (transcripts, testing)

B. Disaster Plan Information - Link Here

C. Fees & Tuition Rates Grades PS-8

3. The School Commission is responsible for setting the non-refundable registration fee and [tuition rates](#).
4. 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.

5. 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 above.

Payment of Tuition Tuition is paid by auto payment through Finalsité.

B. Qualification of Tuition Rate for a New Parishioner Grades PS-8

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.

C. 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 Finalsité 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 Finalsité account. Payments overdue will be automatically added to the family's next Finalsité 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. Finalsité 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 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.

D. 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 the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. With the exception of medical records, no transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

E. Parishioner Tuition Rate Grades PS-8

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, those 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 or admin@stbernadettesea.org before 8:15 a.m. on the day of the absence giving the name of the student, grade, and the reason for the absence.

The school office will call the parent/ guardian to ensure they are aware of the student's absence if the student has not been reported absent.

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. Arriving 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

To ensure the safety of our students, they may not be dropped off on campus in the morning without an adult supervising them. Students may not be left unattended by an adult at school before 8:15 a.m. Supervision is not provided at front parking lot or playground before or after school. Students found 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 FinalSite. Fees for services must be paid monthly.

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 26 are billed through Finals site. 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 each year's 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 Finals site 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.

Volunteers cooperate with the principal in providing a positive educational climate for students. Volunteers are directly accountable to the principal. 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. 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: Students stay on top of assignments, and parents are able to participate more fully in their student's progress. It is recommended that parents check their student's progress on a weekly basis. In addition, parents/guardians must update information, including: emergency phone number, new email address, new address, etc., through the Parent Portal.

C. All School 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.

D. 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.

E. 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 child, policy, etc., parents should:

3. Contact the staff member involved and schedule a meeting to address the concern.

4. 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.
5. 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 email or 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.

St. Bernadette provides a program which includes classes in the following subjects: Religion, Reading, Spelling, English, Social Studies, Title 1, Mathematics, Science, Music, Physical Education, Library, GRACE Safe Environments, Washington State History (Grades 4 & 7), Band (Grade 5), and Outdoor Education (Grades 5/6). Extra-curricular opportunities include Choir, Cantors, Art, Band (Grades 6-8), Karate, and CYO Sports.

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**.

PS/PK 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 children sleep.

PS/PK MEALS AND SNACKS

Children come to school with a lunch supplied from home meeting the meal nutrition requirements (Refer to WAC 170-295-3140-3170) listed below. 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 home lunches be delivered after school begins. Fruits or vegetables, a dairy product, a grain product, and meat or a meat alternative. A liquid to drink such as water, milk, or juice. Our school participates in the state milk program at a yearly cost of \$15 for the year which can be purchased from the school main office. Snacks served will be served twice a day once in the morning and once in the afternoon. Milk is served 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 child 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. Children need adults who will consistently model values and actions which are in accord with our Catholic-Christian philosophy. The uniqueness of each child 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 school administration, parental behavior seriously interferes with the school environment, the school may require parents to withdraw their students and sever the relationship with the school.

Since by far the greatest influence on a child'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 child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Catholic. This includes the following:

1. Support the spiritual development of your child by attending Sunday Mass together regularly.
2. Foster in students a Christ-like concern for all classmates and their reputations.
3. Send your child 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 others.
6. Consult the teacher or principal before forming an opinion regarding any situation in which a child seems to be treated unfairly.
7. Be available for conferences.
8. Assist your child 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.

- a) Model Christ's teachings about love for one's neighbor and oneself in all interactions.
- b) Arrive at school at 8:15 a.m.
- c) Be ready to begin class: materials organized and in one's desk by 8:25 a.m.
- d) 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/guardian at home or work, or other appropriate consequences. Cell 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.

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, cannabis, cannabis-derived substances, tobacco, vapes, vape supplies, 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-8 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 (Conduct)

1. **Verbal Warning:** A verbal directive from teacher, principal or staff member to student to discontinue specific behavior.
2. **Communication to Parents:** Teacher, principal and/or staff member notify parents/guardians by note, email, phone call.
3. **Principal's Action:** The following actions may be taken at the principal's discretion:

- a) Create or revise an Action Plan
- b) In-School Intervention
- c) Suspension for up to 5 days
- d) Expulsion or Required Withdrawal

Schoolwide Learning Expectations (SLE)

During the year, students work toward following the SLEs in all areas: classroom, playground, hall, with specialists, office, carpool, and CYO. The staff monitors work/study habits and academic/behavior records.

SLE Award: Students receive recognition for positive behavior. Weekly, the principal presents the PAWS Award (School Learning Expectations) to selected students.

- Persevere
- Accomplish
- Work Together
- Show Faith

ACADEMIC

1. **Verbal Warning:** A verbal directive from the teacher, such as, bring in your homework tomorrow. Verbal warnings may be given concerning late work, a missing assignment, incomplete work, or work not up to a student's ability level. The teacher will keep records regarding warnings given.
2. **Communication to Parents:** The teacher will notify parents/guardians by note, email or phone call with respect to concerns regarding academic behavior.
3. **Principal's Action:** If a student continues to ignore his/her responsibility for academic work, the principal will initiate an action plan with the student and parents. This contract will address, at a minimum, areas of concern and what the student must accomplish to meet acceptable academic standards. At the principal's discretion, the student may be assigned detention, in-school suspension, at home suspension, or required withdrawal from St. Bernadette Parish School.

Required Withdrawal

Required Withdrawal is defined as a request for the student to leave the school and find educational accommodation in another school. For many offenses, this normally occurs only after reasonable efforts have been made to resolve the problem and when, in the judgment of the principal, the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the whole. Repeated offenses without substantial improvement results in Required Withdrawal.

The commission of a single serious offense may result in Required Withdrawal if, in the judgment of the principal, the single offense is serious enough to alone justify Required

Withdrawal, efforts to resolve the problem would be futile, and the student's continued presence would be detrimental to the good of the whole.

A student accused of serious wrongdoing can be placed on a home study program pending the outcome of an investigation.

EMERGENCY SCHOOL CLOSURE PROCEDURE

WEATHER

School closures and delays will be communicated through Alma 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 crisis like Covid). In order to participate, students must register online 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 Finals site. 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 drivers' 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 child under 60 lbs. must have an approved DOT booster seat provided by the student's parents; any child 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 is available through the Fulcrum Foundation and St. Bernadette Parish School. Families who need financial aid must apply for a Fulcrum Grant 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 by December 31 of the school year prior to need.
3. Fulcrum reviews applications regarding eligibility and awards.
4. St. Bernadette School reviews applications and contacts the family regarding eligibility and awards from St. Bernadette.
5. A financial aid request is required for each school year.
6. 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 child 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.

B. Other

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.

HOMEWORK

A. General Policy

Homework is assigned on a regular basis in preschool through grade eight. Homework will generally be given on Monday through Thursday nights; homework on Friday is at the discretion of the teacher. Long-range assignments are also given and students may choose to work on them on the weekends. The amount of homework is geared to the average student but should generally fall within the following ranges:

Grade PS/PreK	10 minutes
Grades K-2	20-30 minutes
Grade 3	30-45 minutes
Grades 4-5	45-60 minutes
Grades 6-8	60-90 minutes

If a student consistently spends more time in real studying (without television and other distractions), the teacher should be notified for possible adjustments. If a student is consistently spending less time on homework, it should be determined if (s)he is doing the quality of work that is consistent with his/her ability and if perhaps (s)he would profit from more challenging, enrichment work.

Parents/families and teachers need to communicate homework problems immediately.

B. Make-Up Work / Homework Requests

Students are expected to be responsible for making up assignments missed through absence. Arrangements to pick up work may be made by calling the office by 10:00 a.m. or via email to the teacher(s) by 8:25 a.m. Work may be picked up in the office after 3:00 p.m.

HONOR SOCIETY AND SLE AWARD

Students in Grades 6-8 may qualify for Honor Society each Trimester. Students in Grades Preschool-8 also have the opportunity to receive the SLE Award at the end of the school year.

A. Honor Society (Grades 6-8)

Students must meet the following criteria to be eligible for Honor Society:

- Honor Society eligibility is determined each trimester.
- Students must earn a minimum of 3 for each grade standard.
- Students must meet satisfactory requirement in Effort/Perseverance and Citizenship/Christian Responsibility

B. Grading – Grades Preschool - 8

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 applications of concepts and skills without assistance.
- 1 The student demonstrates little to no understanding of the foundational material even with assistance from the teacher.

Students who fail to meet academic expectations may be placed on an Academic Action Plan and probation.

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 – 8th Grade 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. **Lunch must be nut-free.***

MANDATED REPORTING

We follow the state reporting laws regarding child abuse and neglect. If there is a “reasonable cause” to believe that a child has supported abuse or neglect, the teacher shall report such incident or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW26.44.040.

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 are asked to contact the teacher or principal in advance to arrange a time and day. They must be VIRTUS compliant. To eliminate disruptions to the class, small students may not accompany the parent(s)/guardian(s).

PARENT-TEACHER/STUDENT LED CONFERENCES

Conferences are scheduled twice a year, in the fall and winter. Preschool through 2nd grade have Parent Teacher Conferences, where the student is not present. Grades 3 through 8 have Student-led Conferences, where the student has prepared to lead their conference, starting with Prayer and sharing sample work and assessment data. During fall conferences, families receive Measures of Student Progress reports from fall testing. Families receive winter MAP reports through their Wednesday envelope and spring MAP reports are sent home with final report cards in June. Parents or teachers may request conferences at any point in the year. Student grades are always accessible and up to date in the Alma Parent Portal and/or Alma App.

PARTIES

On special occasions, a simple party may be arranged through consultation with the teacher. A small treat may be brought to celebrate a student's birthday. Treats must be ready to serve and plates or napkins provided. Parents must notify teachers in advance if a birthday treat is planned. When bringing treats, check with the teacher regarding food allergies so that accommodations can be made. ***All treats must be nut-free.***

PS/PK class parties may serve only store-bought treats due to licensing requirements.

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. Such invitations are distributed only in consultation with the teacher. Invitations not including everyone must be distributed off campus. Hurt feelings result when it is obvious that some students are not included in an invitation. Volunteers must be VIRTUS compliant.

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 at parental expense.

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. Hardballs, skateboards, and frisbees are not 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.

Standards grades of 2 or greater are required to participate in graduation for eighth graders. Students in danger of failing to meet this requirement will be notified, along with their parents, after second trimester report cards are issued.

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

Educational Records Education records are available to parents and others as provided by

Federal Law.

Procedure:

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.

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

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.

RELIGION

St. Bernadette Parish School exists to teach the message of Jesus Christ to its students. Therefore, the 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 the daily activities. All students, whether Catholic or not, must take Religion 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 child(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.

STUDENT COUNCIL

Student Council members are chosen each spring to serve during the following school year.

1. A Student Council candidate may not be on a current behavior or academic action plan.
2. Student Council candidates must have approval of all their teachers.

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

- Students **MUST** have their cell phones turned off during the school day.
- Cell phones will be out of sight during the school day (inside and outside of classrooms).
- Cell phone charging is not allowed on campus.
- AirPods are not allowed at school. Students must use corded earbuds or headphones so classroom management and the learning atmosphere is equalized.
- The school is not responsible for lost, damaged, or stolen phones.
- If a student is caught using a cell phone during the school day, in the halls, restroom, choir etc. the following consequences will apply:
- *First Infraction* – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to the principal's office. Principal will review expectations with the student and the cell phone will be returned to the student at end of school day.
- *Second Infraction* – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to principal's office. Parents/Guardians will be notified by school personnel. Principal returns the cell phone to a parent/guardian at the end of school day.
- *Third Infraction* – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to principal's office. Parents/guardians will be notified and the cell phone will be returned to a parent/guardian at end of school day. If the student is seen with a phone on campus during the rest of the school year it will be taken to the principal's office until the end of the day.

Certain infractions will result in students immediately losing the privilege to carry a cell phone on campus. This penalty will be decided by the principal and includes, but is not limited to, infractions such as:

- Posting harmful material about students and/or members of the school community
- Refusing to give the device to school personnel who request it

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)

Pedestrians must obey the crossing guards and use the marked cross walk.

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**

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.

C. 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.

Important Note: Parents/guardians are responsible for the safety of a student once s/he leaves a designated waiting area.

Back Playground – Grades PS – 3 Morning drop off and Afternoon pick up

Enter from the alley near basketball courts.

- Continue in a single line of traffic following lines indicated OR park in the wait area.
- If your student/s are not in the waiting area, continue to circle so traffic moves.
- After loading, cars remain in line to exit - **PLEASE-NO PULLING OUT OF LINE.**
- Exit from the south entrance next to the convent fence.
- Please NO WALKING between parked cars.

Parents/guardians who need to enter the school must park in the designated area.

Pedestrians must use the crosswalk along the side of the upper building. **Front Parking Lot (128th) – Grades 4-8 Morning drop off and Afternoon pick up**

Please pull into the marked area along the curb to drop off and pick up student/s. This is necessary in order to reduce traffic in back of the school where younger students are dropped off and picked up.

TRANSFER STUDENTS

Admission of students transferring from other schools is dependent upon the results of interviewing, testing, and review of school records.

UNIFORMS

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

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

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 [Lands' End](#) 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.

Grades 6-8:

Black, khaki, or 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.

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 Grades PS-4, Lloyd Plaid jumper (available at [Lands' End](#)).

Skirt Grades 5-8, Lloyd Plaid Skirt (available at [Lands' End](#)). Skirt length should be not more than 2" above the knee. Shorts must be worn under skirts.

Skort Grades PS-5, Lloyd Plaid Skort (available at [Lands' End](#)). Skort length should be not more than 2" above the knee.

Socks Matching socks, solid color without logos/pictures, in 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 shoe style up to ankle height, with a closed toe and closed heel that is comfortable, practical and neat in appearance may be worn. Laces must be tied. Sandals, flip flops, Crocs, backless, and heeled shoes, may not be worn for safety reasons.

Sweatshirts St. Bernadette school logo sweatshirts may be worn Monday through Thursday.

- Shorts** **Grades PS-5:** Navy blue uniform shorts must be walking length, not athletic type or oversized or below the knee style.
- Grades 6-8:** Black, khaki, or 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, and exotic-colors are not allowed.

Out of Uniform Dress Code

Panther students are expected to dress like serious students. Jeans/pants in good condition; clothing must have appropriate message/design i.e. no alcohol, weapon, tobacco, or drug logos allowed. Spandex, cutoffs, tank tops, halter tops, spaghetti straps, midribs, short-shorts, short skorts, too-tight jeans/pants, low necklines, and oversized clothes are not acceptable.

Make-up & Jewelry

Face paint, fake tattoos, and writing on skin with ink or markers is not allowed.

Light make-up is allowed for grades 7-8. Make-up, body spray, cologne, perfume, fragrances, and hair spray do not belong at school. These items will be confiscated if used at school.

Nail polish in pale colors is acceptable if unchipped and in good condition.

Students may wear no more than two pairs of earrings. No dangles or hoops may be worn for safety reasons.

No facial piercings may be worn at school.

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
2. Parent/Guardian is notified of uniform infraction and may be required to provide change of clothes
3. Parent/Guardian is notified of uniform infraction and student may miss recess or detention may be assigned

Repeated uniform violations will be subject to progressive disciplinary action, up to and including suspension or expulsion

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.

MANDATORY REPORTING LAW

We follow the state reporting laws regarding child abuse and neglect. If there is a “reasonable cause” to believe that a child has supported abuse or neglect, the teacher shall report such incident or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW26.44.040.



ST. BERNADETTE PARISH SCHOOL TECHNOLOGY USE AGREEMENT

This is signed by parents/guardians online when registering students.

Internet access is available to students at St. Bernadette Parish School. The Internet offers diverse and unique resources to students, and our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation and communication. St. Bernadette Parish School has taken precautions to restrict access to inappropriate non-educational information. However, it is impossible to control all materials that a student might encounter on the Internet. We believe the valuable information available far outweighs the possibility that some users might procure inappropriate materials which are not consistent with the educational values and goals of St. Bernadette Parish School.

The use of the school computer system and Internet access is a privilege, not a right. Students are encouraged to use school technology for educational or school related activities and to facilitate the efficient exchange of useful information. The equipment, software, and Internet capacities provided through the school are and shall remain the property of the school. All users are expected to conduct Internet activities in an ethical and legal fashion. If users violate any of these provisions, their use and access privileges may be denied.

The use of the St. Bernadette Parish School technology is subject to the following terms and conditions:

1. Acceptable Use The use of the school technology and Internet access must be in support of educational research goals and be consistent with the educational values and objectives of St. Bernadette Parish School. Use of any other organization's network or computing resources must comply with the rules of that network and resource. Transmission of any material in violation of any federal, state, or local regulations is prohibited. This includes, but is not limited to, transmission of copyrighted material, material that is profane or obscene (pornography), material that advocates or condones the commission of unlawful acts (illegal), or material that advocates or condones violence or discrimination toward other people (hate literature). Use of the school's computer system and Internet access for commercial activities, product advertisement, or political lobbying is also prohibited.

2 Privileges The use of the computer system and Internet is a privilege, not a right. Inappropriate

use will result in cancellation of the privilege. The system administrator will deem what is appropriate use, and the administrator's decision will be final. Also, the system administrator may prohibit use by anyone at any time as deemed necessary and appropriate.

3 Disclaimer St. Bernadette Parish School makes no warranties or guarantees of any kind, whether expressed or implied, for the Internet service it is providing. St. Bernadette Parish School is not responsible for any damages incurred by any person. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions, whether caused by the system or any user. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of any information obtained through this service.

4 Security Security of the system is a priority. If a user feels s/he can identify a security problem on the Internet, the user must immediately notify the system administrator, teacher, or staff member. Do not demonstrate the problem to other users. Do not use another individual's name, password or account. Attempts to log onto the Internet using another user's name, password or account will result in cancellation of user privileges.

5 Vandalism Vandalism of the system will result in cancellation of user privileges. Vandalism includes, but is not limited to, any attempt to change, delete, erase, or destroy data of any user or other network system, including the intentional transmission, creation or use of computer viruses.

Any violation of these regulations may result in termination or revocation of a user's privileges, and may further result in school disciplinary action and/or appropriate legal action.

I understand that I can be denied access if I violate the rules. While using the Internet at school:

I will never give out personal information such as my home address, telephone number, or the name and location of my school.

I will tell my teacher immediately if I come across information that makes me feel uncomfortable.

I will tell my teacher immediately if I come across information that is inappropriate.

I will never send a person my picture or anything else without first checking with my teacher.

I will always treat people online with respect and treat them as I want to be treated.

I will not reply to any messages that are mean or make me feel uncomfortable. I understand that it is not my fault if I get this type of message. If I receive this type of message, I will tell my teacher immediately.

I will use only the password given to me by my teacher. I will not give my password to others.

I will not download anything without first checking with my teacher.

St. Bernadette Student Technology Use Policy is [found here](#).