



St. Bernard Parent and Student Handbook

Accredited by MNSAA July 1, 2004 2011

www.st-bernard-cologne.org

AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES

AFTER reading the St. Bernard's Parent/Student Handbook thoroughly, we ask that you sign below and return this form to the school office. Thank you.

We have received and read the St. Bernard's Parent/Student Handbook and agree to be governed by the policies contained herein.

_____ *Date* _____
Student Signature

_____ *Date* _____
Student Signature

_____ *Date* _____
Student Signature

_____ *Date* _____
Student Signature

_____ *Date* _____
Parent/Guardian Signature

TABLE OF CONTENTS

| | | |
|-----|---|----|
| I. | INTRODUCTION | 7 |
| | A. Mission Statement | |
| | B. Philosophy | |
| | I. Catholic Philosophy, Archdiocese Guideline #1100 | |
| | II. St. Bernard Philosophy | |
| | C. Goals and Objectives..... | 8 |
| | D. School Accreditation..... | 9 |
| | E. School History | |
| | F. Important Phone Numbers..... | 10 |
| II. | SCHOOL PROCEDURES | 11 |
| | A. Parental Roles and Responsibilities | |
| | B. Contacting the School | |
| | C. Attendance Archdiocese Policy #5210 | |
| | D. Make-Up Work from Absences..... | 12 |
| | E. Illness During the School Day | |
| | F. Tardiness | |
| | G. School Closing | |
| | H. Arrival/Dismissal Procedures | |
| | i. Academic Calendar | |
| | I. Visitors..... | 13 |
| | J. Telephone Usage | |
| | K. Valuables | |
| | L. Money | |
| | M. Lost and Found | |
| | N. School Supplies | |
| | O. Promotion/Retention..... | 14 |
| | P. Student Performance | |
| | Q. Achievement Testing | |
| | R. Communication with Parents | |
| | i. Parent/Student Handbook | |
| | ii. Communication Envelope/Newsletter | |
| | iii. Report Cards | |
| | iv. Parent/Teacher Conference | |
| | v. Communication Procedure..... | 15 |
| | S. School Records | |
| | T. Religious Education/Spiritual Activities | |
| | U. Preschool Programs..... | 16 |
| | V. Co-Curricular/Student Services | |
| | i. Choir | |
| | ii. Parties..... | 17 |
| | iii. Library | |
| | W. Services | |
| | i. Government Lunch Payment Policy | |
| | ii. School Lunch and Milk | |

| | | |
|------|--|----|
| iii. | Title I..... | 18 |
| iv. | Special Education | |
| v. | School Pictures | |
| vi. | Yearbook | |
| vii. | Field Trips | |
| X. | Guest Speakers..... | 19 |
| Y. | Homework | |
| i. | Homework Responsibilities of Teachers..... | 20 |
| ii. | Homework Responsibilities of Students | |
| iii. | Homework Responsibilities of Parents/Guardians | |
| iv. | Make-Up Work..... | 21 |
| Z. | Daily Schedule | |
| AA. | Parish Funerals | |
| BB. | Communications..... | 22 |
| III. | SCHOOL CONDUCT | 23 |
| A. | Discipline Policy | |
| B. | Positive Reinforcement/Rewards | 24 |
| C. | Infractions | |
| i. | Minor infractions | |
| ii. | Major Infractions | |
| D. | Detention, Suspension, and Expulsion..... | 25 |
| i. | Detention | |
| 1. | St. Bernard’s Detention Process | |
| ii. | Suspension | |
| 1. | In-house suspension | |
| 2. | Out-of-School suspension | |
| 3. | St. Bernard’s Suspension Process | |
| iii. | Expulsion | |
| 1. | St. Bernard’s Expulsion Process | |
| E. | Policies Regarding Student Conduct..... | 26 |
| i. | Smoking Tobacco | |
| ii. | Sexual Harassment | |
| iii. | Weapons/Explosives/Dangerous Items..... | 27 |
| F. | Student Directives | |
| i. | Hall Behavior | |
| ii. | Behavior in Lavatory..... | 28 |
| iii. | Lunchroom Rules | |
| iv. | Playground Rules | |
| v. | Gum Chewing | 29 |
| vi. | Books | |
| IV. | HEALTH AND SAFETY..... | 30 |
| A. | Emergency Information | |
| B. | Health Records | |
| C. | Immunizations | |
| D. | Medication During the School Day | |

| | |
|---|----|
| E. Health Screening | |
| F. Illness During the Day | |
| G. Accident/Injury/Medical..... | 31 |
| H. Report of Child Abuse/Neglect | |
| i. Child Safety Policies | |
| I. Child Safety Policy | |
| J. School Emergency Procedures..... | 32 |
| i. General | |
| ii. Bomb Threat | |
| iii. Control of Infections Agents | |
| iv. Earthquakes | |
| v. Firearms and Weapons..... | 33 |
| vi. Fire Drills | |
| vii. Lock Down..... | 34 |
| viii. Hazardous Spills | |
| ix. Tornado Drills | |
| V. SCHOOL POLICIES | 35 |
| A. General Admissions | |
| i. Wait Lists | |
| ii. Non-Discrimination Policy | |
| iii. Entrance to Kindergarten | |
| iv. Entrance to Pre-School | |
| B. Class Size..... | 36 |
| C. Attendance | |
| D. Transfer Students | |
| E. Transportation | 37 |
| i. Role of Public School District | |
| ii. Instruction and Training for Bus Safety | |
| iii. Misconduct of the Bus | |
| iv. Restriction: Bus Students Only | |
| F. Dress Code | |
| i. Shirt/Pants/Dresses/Skirts | |
| ii. Special Occasions | |
| iii. Make-Up..... | 38 |
| iv. Friday | |
| v. St. Bernard Logo | |
| vi. Shoes | |
| G. Grievance Policy | |
| H. Academic Guidelines | 39 |
| VI. FINANCE AND FUNDRAISING | 40 |
| A. Budget Process | |
| B. Tuition | |
| C. Fees | |
| D. Financial Assistance..... | 41 |
| E. Stewardship | |

| | | |
|-------|--|----|
| F. | Parish Investment | |
| G. | Fundraising | |
| i. | Recycling | |
| ii. | Scrip..... | 42 |
| iii. | Target Shoppers | |
| iv. | Office Depot | |
| v. | Labels, UPC Codes and Tops | |
| H. | State and Federal Programs | |
| i. | Non-Public Aid | |
| ii. | Transportation | |
| iii. | School Lunch | |
| iv. | State Income Tax Deduction | |
| v. | Special Education | |
| vi. | Title I..... | 43 |
| vii. | Title IV | |
| viii. | Title VI | |
| ix. | Chapter 1 | |
| VII. | SCHOOL ORGANIZATIONS..... | 44 |
| A. | Home and School | |
| B. | School Education Advisory Committee..... | 44 |
| VIII. | SCHOOL PERSONNEL..... | 45 |
| A. | Principal | |
| B. | Faculty/Teachers, School Advisory Committee..... | 47 |
| C. | School Nurse | |
| D. | Substitute Teachers | |
| E. | Maintenance Staff | |
| IX. | APPENDIX A: TUITION | 48 |
| X. | APPENDIX B School Calendar | 49 |
| XI. | APPENDIX C Disciplinary Report..... | 52 |

INTRODUCTION

MISSION STATEMENT

St. Bernard School is committed to integrating knowledge of the Catholic Faith with high academic standards producing students who demonstrate virtue, leadership and service and are well prepared for tomorrow's world.

PHILOSOPHY

I. Philosophy of Catholic Education Archdiocese Guideline #1100

The educational mission of the Catholic Church has its center in the life and teachings of Jesus, who reveals God's design for all of creation. In Jesus, the Church invites all people into communion with the Father, Son and Spirit, and into the mission of transforming all of life into God's kingdom. Through education, formation and instruction the Church seeks to prepare her members to hear, live and proclaim the good news of the gospel. The shared tradition of the Church supports, Challenges and enlightens persons at every stage of human life as they grow toward their full potential as individuals and as members of family, Church and world.

The church calls parents, as the primary educators and catechists of their children in knowledge and faith, to partnership in the mission of the Church. Parents are called to accept the responsibility for their own life-long learning, and support the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the community of faith, the learning environment, the resources, and the leadership that supports both the parents and the educational mission of the Church.

Catholic catechesis includes all the deliberate, systematic and sustained efforts of the Church community, in both formal and informal education settings, to develop the skills, knowledge and values needed for life. In today's pluralistic society, the Church offers a harmonizing perspective of faith to human culture and history. Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness and beauty.

Catholic catechesis involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all people. Through methods appropriate to differing age levels and learning styles, the Church provides opportunities for learners to explore, reflect and integrate a Christian understanding of nature, self, society and God, and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

It is the catechist, teacher, administrator, and pastor who are essential in creating the unique climate in which god's kingdom can be brought to reality. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the tradition and vision they share.

Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as guide and companion.

Archdiocese of Saint Paul and Minneapolis
August 1994

II. St. Bernard's Philosophy

St. Bernard School is an educational Faith Community in which we worship and serve the Lord in an atmosphere of caring and learning.

GOALS AND OBJECTIVES

Goal 1: To strengthen our Faith Community.

Objective 1: To show love and concern for each other through prayer, worship, and sharing.

Activities:

- 1: Continue growth in Christ through our religion program.
- 2: Create an opportunity for formal prayer, spontaneous prayer and reflective prayer.
3. Have visible signs of faith in each classroom - e.g. Bible, statue of the Blessed Mother, crucifix, and holy water.
4. Provide opportunity for the Sacrament of Reconciliation.
5. Encourage the saying of the rosary and the Way of the Cross.
6. Encourage participation at Mass.
7. Celebrate Holy Days.
8. Contribute to the Missions.
9. Encourage seasonal activities, e.g. Advent Wreath.

Goal 2: To maintain a creative program of education that is supportive and challenging.

Objective 2: To provide a continuous learning program to meet children's needs.

Activities:

1. Provide a variety of Arts, Math, Science, Social Studies, and Computer education learning activities.
2. Promote continuous improvement in Language and communication skills (e.g. handwriting, writing, editing)
3. Hold Parent-Teacher Conferences.
4. Attend educational workshops.

Goal 3: To develop in each child an appreciation of self and others.

Objective 3: To help each child view self and others in a positive manner.

Activities:

1. Give positive reinforcement for work well done.
2. Give verbal/non-verbal recognition to students.
3. Display children's work.
4. Provide opportunities for students to visit other classrooms.
5. Guide children in right decision making.
6. Have individual conferences.
7. Encourage courtesy and good manners.
8. Recognize children's birthdays

Goal 4: To stimulate and sustain communication and interaction with Staff, Students, Total Parish and Civic Community.

Objective 4: To foster oral, written and non/verbal communication with Staff.

Activities:

1. Have faculty meetings.
2. Report on school board meetings and Home and School Association.
3. Frequent teachers' gathering space.
4. Have faculty treats.
5. Encourage faculty handbook discussions.
6. Stop in each other's rooms.
7. Publish school news in the parish bulletin and school newsletter.
8. Publish school events in area newspaper.
9. Invite parents and community members to Open House, special activities and events.
10. Celebrate staff birthdays.

SCHOOL ACCREDITATION

The Minnesota Non-Public School Accrediting Association accredits St. Bernard and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.

SCHOOL HISTORY

The Beginnings of Our Parish

The Catholic Church in the Cologne/Benton area dates back to 1856. Nineteen families gathered together at the John Mohrbacher home for services conducted by Father Mehlmann. The area was served as a mission community from Shakopee. The first recorded baptism was in 1859 and that is usually considered the beginning of the parish. In 1876, construction of the church began. The cornerstone of the building is dated 1877. The church was completed at a cost of \$14,000.

First St. Bernard's School Built – 1880

The beginnings of a Catholic school for this area were also begun in 1876. In 1880 under the guidance of Peter Wirtz, the School's first teacher, a combined convent and school was built at a cost of \$3,500.00. By 1881 the school had an enrollment of 117 students and was staffed by the School Sisters of Notre Dame. We currently (2002 – 2003, Sister Jancy Nedumkallel and Sister Simily) are fortunate to have the services of Sisters of the FCC (Franciscan Clarist Congregation) order. Over the years, the Sisters have been very instrumental in forming the spiritual and academic life of the parish members. Many of the accomplishments of our people are a result of their dedication as teachers and servants of God.

Construction of the present school was begun in 1915. The cost of the building and furnishings was near \$50,000. For many years, the school had double grades from 1 to 8. The 7th and 8th grades were eliminated in 1970 and the school then changed to single grades 1 to 6. In the late 90's, the school once again combined classes to adapt to lower enrollment. Currently, our school has combined classes for grades 1 to 6 and separate Kindergarten and Pre-kindergarten programs. Five lay teachers and two Sisters make up our current full-time staff, with 3 part-time custodial staff and a part-time cook.

What began as a small mission church in the late 1850's has developed into a permanent institution serving about 200 families. After the Mass and the Sacraments, education of the young remains a primary goal of the parish. While it becomes more expensive, the people continue to make many sacrifices to keep the school operating.

Principals

Sister Lucile

1976-2001 Sister Christa

2001-2002 Mr. Tom Byrne

2003- present Sister Jancy Nedumkallel

Acknowledgement: This information was excerpted from a booklet called, *In Our Midst*, which was created to mark the 100th anniversary of our church. Marcia Tellers, a parishioner, compiled the information.

IMPORTANT PHONE NUMBERS

| | |
|---------------|--------------|
| School | 952 466-5917 |
| Parish office | 952 466-2031 |
| Convent | 952 466-5620 |

SCHOOL PROCEDURES

PARENTAL ROLES AND RESPONSIBILITIES

Parents/guardians are informed of the programs, regulations and policies of the school. This document, the Parent/Student Handbook, includes this information.] In assisting your child, we recommend the following:

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing of:
 - a. student illness or absence
 - b. parental status and custodial constraints
 - c. change in transportation routine
 - d. change in address, phone, emergency contact, child care, etc.
 - e. arrangement that might affect communication with the school.
3. Meet financial obligation of tuition, fees, lunch accounts or other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
 - a. policies and regulations,
 - b. goals and objectives of the Catholic schools as identified in this parent/student handbook.

CONTACTING THE SCHOOL

The school's office hours are 7:30 AM – 4:00 PM. Before or after these hours the answering machine/voice mail is available for any messages. Someone will contact you as soon as possible.

1. School office 952-466-5917
2. Parish office 952-466-2031
3. Convent 952-466-5620

ATTENDANCE Archdiocese Policy #5210

Students are expected to be present and punctual for all classes throughout the school year. Since instruction and class activities are planned in sequential order, the student's presence at school each day is very important. When sickness or serious obligations to the family necessitate absence, the following procedure is to be followed:

1. Parents/Guardians must call the office between 7:45 and 8:45 a.m. on the day the child is absent and report the reason for the absence.
2. Upon return to school after an absence, the student must bring a written note which specifically states the reason for the absence and bears the parent's/guardian's signature. The note is to be given to the homeroom teacher and kept on file.
3. Prolonged Absence: If there is need for a prolonged absence (15 or more consecutive days), please notify the principal and we will provide for homebound tutoring.

4. Prearranged Absence: Parents/Guardians who think that some activity involving the family is important enough to require the absence of their child from school should advise the school in writing. Make-up work for credit must be made up four (4) school days after returning.
5. No student is excused from school during school hours without a written request from a parent and permission from the principal.
6. No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal or arrangements made by the principal for a child leaving school because of illness as discussed below.

MAKE-UP WORK FROM ABSENCES

Parents are requested to pick up the child's work or arrange to have someone pick it up. Students are required to be responsible to make up all the work as soon as possible or within 4 school days. Recess time is also to be used to make up the work.

ILLNESS DURING THE SCHOOL DAY

The principal or the school nurse dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/Guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

TARDINESS

Students who arrive after the 8:30 a.m. bell are considered tardy and will be expected to report to the school office for an admission slip to class. Continued tardiness will warrant a call by the school office to the parents/guardians.

SCHOOL CLOSING (Emergency Or Inclement Weather)

In case of emergency or severe weather, please listen to WCCO Radio between 5:00 AM and 8:00 AM for school closings. The decision is made by the Norwood-Young America School District for their school and hours. No announcement means that school is in session. It is the rule that *St. Bernard's School* is closed if District #108 NYA is closed because of severe weather conditions. Early dismissal forms (designating alternative care for your child(ren) in the event of early dismissal) are completed at the beginning of the school year.

ARRIVAL/DISMISSAL PROCEDURES

Entrances/Exits

Use the Main entrance for arrival and for dismissal time. The doors will be locked during school hours. Use the call button for admittance.

Parking

Please use the designated area for parking. **Please do not park across the crosswalk between the church and school.**

Bikers

Bicycles are to be parked in the area south of school. School authorities are not responsible for damage to a bicycle. Bicycles are not to be ridden on school property.

Academic Calendar

St. Bernard School follows the Norwood Young America District # 108 calendar. Any exceptions to the calendar are made by the principal and communicated in advance.

VISITORS

All parents/guardians or visitors must sign in at the office before going to a classroom. Parents/guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom. These are all for safety reasons.

TELEPHONE & CELL PHONE USAGE

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten band instruments, books, assignments, etc. As a rule, neither teachers nor pupils are called to the phone during the hours of class. Messages may be left with the school office if it is necessary to contact either a student or teacher. Children may not use the school phone except in cases of an emergency or with the permission of the principal.

VALUABLES

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing radios, tape players, ipads, money, cameras, etc. to school.

MONEY

When money is sent to school, it should **be placed in an envelope and labeled** with the student's name, grade, and the purpose for the money. **Please write separate checks for each activity or due (e.g. lunch, field trips, pictures, etc.).**

LOST AND FOUND

Lost items will be kept in an appropriate place in each classroom. Encourage the student to check for lost items in the Lost and Found area when something is missing.

SCHOOL SUPPLIES

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year. Please replace supplies as they are needed.

PROMOTION/RETENTION

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians will be required to sign a waiver releasing the school of any responsibility.

STUDENT PERFORMANCE

Students' academic achievements on different subjects will be published in the school's newsletter periodically.

ACHIEVEMENT TESTING

Students are tested for achievement following the Program adopted by the Archdiocese of St. Paul and Minneapolis. The main purpose for testing is to help with curriculum planning. Students in grades 3-6th are tested in the fall and in the spring of each year. Parents/guardians will be notified of the test results by a computerized report.

COMMUNICATION WITH PARENTS/GUARDIANS

The school has established ways of communicating with the parents/ guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

Parent/Student Handbook

The Parent/Student Handbook is issued upon admission of the family to school in the fall. Please read it carefully with your child and sign it.

Communication Folder/Newsletter

This will contain newsletters, classroom notes, and pertinent notices. The youngest/oldest student from each family will take home the communication envelope each week. Parents are asked to sign and return it each week to acknowledge that you have received the information.

Report Cards

Report cards are sent out at the end of each quarter. Please sign and return them as soon as possible.

Parent/Teacher Conferences

Parent/Teacher Conferences are held in the fall and spring. Attendance is required at both conferences. Other times conferences can be scheduled upon request of a teacher or parent.

A parent/guardian and/or teacher may request a special conference at any time as the need arises.

Communication Procedure

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

- A. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- B. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
- C. If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the canonical administrator - Pastor.
- D. If still not satisfied, a written statement may be filed with the Grievance Committee of the School Education Committee, which will decide whether to pursue the concern.

SCHOOL RECORDS

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following:

1. identifying data
2. academic work completed
3. level of achievement (grades, standardized achievement test scores)
4. attendance data
5. scores on standardized testing
6. health data (separate records kept in health room)
7. family background information
8. teacher or counselor ratings and observation
9. verified reports of serious or recurrent behavior patterns.

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance.

RELIGIOUS EDUCATION/SPIRITUAL ACTIVITIES

Christian attitudes and values are developed in a child primarily by his/her parents. As you attend and participate in the Mass and the Sacraments, you are preaching a very silent, yet profound lesson of reverence, worship, obedience and love to your child. Because you are the most important people in the life of your child, whatever example you give is the most impressive and far-reaching.

As teachers in a Catholic School we are committed to support you in this development of Christian attitudes and values. The success we have in teaching religion through experiential approach to Mass and the Sacraments is related very closely to what the child experiences in his contact with his parents.

At times during the year, the students will have the opportunity to receive the Sacrament of Penance.

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is St. Bernard's School policy that all students, including non-Catholics, attend religious instruction and liturgies. Students participate in religion classes.

Classes at St. Bernard's take turns preparing the liturgy for the daily school Mass. Day and time will be announced at the beginning of the school year. Parents/Guardians are invited to attend this school Mass whenever their schedules permit.

Advent/Lent- Children will observe some sort of self-sacrifice by keeping silent for 10 minutes or saying a special prayer, etc..

Prayer is an integral part of school life. The school day begins and ends with prayer. Each teacher uses his/her judgment as to the type of prayer used through out the day. It is important that students learn the formal church prayers. Informal prayers are also encouraged to use.

Catholic Schools' Week is always celebrated during the last week of January to make the public aware that a Catholic education can give a child a strong foundation for the future, both academically and spiritually. Each Catholic School celebrates the way they choose. Among our celebrations are: Open House Wednesday, Eucharistic Liturgy, and a public hot lunch. Every year we provide a book fair for students and parents to purchase Scholastic books. This is held during Open House. Thursday afternoon is a fun afternoon for students. Friday afternoon we invite new, pre-school, and kindergarten students to visit our school and enjoy a movie and some treats with us.

PRESCHOOL PROGRAMS

Preschool programs for 3 year olds are on Tuesday and Thursday mornings. The programs for 4-5 year olds are Monday, Wednesday, and Friday in the morning or Monday - Friday afternoon as needed or requested. Parents/Guardians are encouraged to register their children for preschool in the spring due to a limited number of openings after June 1. Additional information is available in the Preschool Handbook.

CO-CURRICULAR/STUDENT SERVICES

Choir

Students from Grades 3, 4, 5, and 6 will have the privilege of being members of the student's church choir. This also applies to Faith Formation students. The choir sings one Sunday a month at the 10:00 AM mass and on Christmas, Holy Thursday, and First Communion.

At the beginning of the school year, the students from these grades will have the opportunity to sign up for choir. The requirement to join the choir is a signed promise to praise God by singing their best and to be a faithful member. At the end of the choir season, the members will attend an appreciation party to celebrate their participation in the choir. It is expected that all the members

will try to attend as many choir dates as they possibly can, but no member will be excluded if they make a true effort to participate. The choir director is Angela Jacques (466-2658).

Parties

All holiday parties (K-6) are held from 1:30-3:15 p.m. Holiday parties for Pre-school are held in the morning. Parents plan the games and snacks for these parties. All parents are expected to sign up to help with planning of a party at least once during each school year. Classroom Parties: Halloween Day, Christmas Program, Valentine's Day Program, End-of-the-year Picnic, and Field Day.

Library

Our school library has many books for students of all levels and of varied interests. During the time when students possess library books, they are responsible for those books.

- a. Appropriate quiet behavior is to be observed in the library.
- b. Library cards are to be signed with the student's name and grade.
- c. Reference books and encyclopedias may never be taken home. They may be used in the classroom, but must be returned at the end of each week.
- d. All returned books are to be returned to the classroom to be checked by the teacher and then returned to the library.

Torn, damaged, or lost books should be reported immediately to the classroom teacher. Students are responsible for paying for lost or damaged books.

SERVICES

Government Lunch Payment Policy

Our lunch program is set up for you to pay for student meals by the first of each month. A lunch envelope, with the price of lunch for the month and afternoon milk choice, is sent home as a reminder each month. Another reminder to pay will go home in 2 to 3 days if not paid by the first of the month. A third reminder will go home if not paid by the second week of the month. A phone call will be made to you if there is still no response. If you still haven't paid or contacted us about payment, your child will not be allowed to receive the lunch on the menu until payment has been made.

SCHOOL LUNCH AND MILK PROGRAM

Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct is discussed as a regular part of respecting others and health studies.

Information concerning the school lunch program will be sent to parents. Money sent to school for lunch and/or milk should be put in the envelope sent home each twenty days period. Please indicate names of children taking P.M. milk.

Price: Lunch price will be announced each year It is for a 20 day period in each month

Afternoon milk: Milk (grades Pre K to 6) price will be announced each year it is for a 20 day period in each month

The school lunch and milk program is provided by the State's matching funds to the school's established price.

Free & Reduced Lunch: Confidential and Mutually Beneficial

When families qualify for free and reduced lunch they also help the school. Applicant information is confidential. This is not public information. It is very important for families to apply for FREE & REDUCED LUNCH; as the amount of aid that we receive as a school for Title I, Technology Grants, and Federal non-public aid is based on the number of families receiving free and reduced lunches. Should your financial status change during the year, you can apply at any time. Forms are available through the school office.

St. Bernard's Wellness Policy

PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity.

GENERAL STATEMENT OF POLICY

1. St. Bernard School recognizes that good nutrition and physical activity are important components of the educational process and that good health fosters student attendance, learning and emotional well-being.
2. St. Bernard School recognizes the individual needs and development stages of students.
3. St. Bernard School's environment should promote and protect student safety, well-being, and ability to learn by encouraging healthy eating and physical activity.
4. Qualified food service personnel will provide students with access to a variety of nutritious and appealing foods that meet the health and nutrition needs of students in a Pre-K-6 site.

NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SERVED DURING THE SCHOOL DAY.

1. Foods served at St. Bernard School will meet or exceed the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
2. Food service personnel will provide students with a variety of nutritious and appealing foods that meet the health and nutrition needs of the students.
3. St. Bernard School lunch program will accommodate the special dietary needs of students.
4. St. Bernard School lunch program ensures that portion size is appropriate to the age of the child.
5. St. Bernard School lunch program will provide a clean, safe and pleasant setting and adequate time to eat.

6. St. Bernard School will provide student access to hand washing or hand sanitizing before they eat meals or snacks.

7. Food service personnel will adhere to all federal, state, and local food safety and security guidelines.

8. Food Service personnel will take appropriate measures to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.

9. St. Bernard School will provide nutrition education and physical education to foster life long habits of healthy eating and physical activity.

10. St. Bernard School discourages students sharing foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

11. St. Bernard School will determine when and if to offer snacks based on timing of the school meals, children's nutritional needs, children's ages, and other considerations.

12. St. Bernard School will discourage tutoring, club or organizational meetings or activities during meal times, unless students may eat during such activities.

PHYSICAL ACTIVITY

1. St. Bernard School strives toward physical education classes that meet or exceed the National Standards.

2. The physical education classes will reinforce the knowledge and skills needed to maintain life long personal fitness.

3. Students will have access to physical education classes regardless of behavioral or academic status.

4. Students in the elementary grades will participate in recess.

5. St. Bernard School will maintain safe and developmentally appropriate fitness equipment and activity areas.

COMMUNICATION WITH FAMILIES

1. St. Bernard School recognizes that parents and guardians have the primary and fundamental role in promoting and protecting their children's health and well-being.

2. St. Bernard School supports parents' efforts to provide a healthy diet and daily physical activity for their children.

3. St. Bernard School encourages parents to pack healthy lunches and snacks for their children.

4. St. Bernard School will make its wellness policy available in the office and on the website for parent review

IMPLEMENTATION AND MONITORING

1. The principal is responsible for the implementation of the Wellness Policy for grades Pre-K-6.

2. The food service personnel will ensure compliance within St. Bernard School's food service area and will report to the principal.

3. St. Bernard School will incorporate the wellness policy implementation plans within the school's continuous improvement plans.

LOCAL REFERENCES:

St. Paul Public School Wellness Policy

Maple Grove – District 279 Wellness Policy

Other Catholic School Wellness Policy

Minnesota Department of Health, www.health.state.mn.us

Title I (formerly Chapter I)

The purpose of Title I is to provide assistance to State and local education agencies to meet the needs of children in the areas of math and reading.

Working with the classroom teacher, the building Title I contact teacher or nonpublic school proctor identifies students and schedules them for appropriate, consistent Title I services.

Special Education

The special needs of students in the non-public school are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.
2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP may be written with the goal to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation is provided by the public school.

School Pictures

Individual and classroom pictures are taken twice each year. Notification of this will be given well in advance of the photography session. You will have a choice of fall or spring or both sets to purchase.

Parents and teachers are encouraged to take pictures of special events and keep them for yearbook.

Yearbook

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

Field Trips (Archdiocesan Guideline #6630, Form A)

Permission slips signed by parents should always be required by the principal and/or director of catechesis for student participation in field trips.

All Student-sponsored field trips should have an educational purpose and outcome.

Archdiocese of Saint Paul and Minneapolis

August 1994

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in all field trips. Parents/guardians will be notified of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parent/ guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENTS/ GUARDIANS DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

All field trip participants will travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parents/guardians will be notified, and the use of seat belts will be assured. All private vehicles used to transport students must have documented current registration and proof of insurance.

GUEST SPEAKERS/ASSEMBLIES

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities.

Homework (Archdiocesan Guideline #6540)

Each local Catholic school should develop a policy on homework. This policy should:

- 1) support and enrich classroom learning;
- 2) respect the age of the students involved;
- 3) respect the needs of the student and his/her family.

Archdiocese of Saint Paul and Minneapolis

August 1994

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant - teacher, student, and parent/guardian - must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

HOMEWORK-

It is a normal part of learning experience. Homework provides student with opportunities to practice and extend the application of skills. Students in grades 1-6 are expected to spend some time each night doing homework or preparing for the next day.

Instructional Methods are the responsibility of the teachers. Teachers are expected to be knowledgeable regarding all subject matters they teach and to use appropriate instructional methods that consider the learning goals and the student learning styles.

Lesson plans are written for each class that is taught as well as for each section of each class.

Homework Responsibilities of Teachers

1. Communicate to students and parents/guardians homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
4. Assign appropriate homework according to students' needs.

Homework Responsibilities of Students

1. Know and understand the purpose of the homework assignment.
2. Be responsible for copying assignments into an Assignment Notebook, understand directions, and know what is required for completion of the assignment.
3. Be responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, others as a team effort.
5. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.

4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble, understanding directions, help them with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of a story before making a judgment.
8. If assignments are incomplete, the INCOMPLETE SECTION of the assignment will be marked wrong and scored accordingly. If the student persists in having incomplete assignments, it will affect his/her Report Card mark in that subject. The incomplete assignment will be finished either at recess or at home at the discretion of the teacher. Please sign the paper and return it to school with your child.

MAKE-UP WORK

Assignments given during a family vacation will be made up after the vacation rather than prior to the leaving. It is difficult to gauge the progress made during the absence. **No homework will be given before or during the time of vacation**

DAILY SCHEDULE

| | |
|-------|--|
| 7:55 | Leave for Mass |
| 8:00 | Mass - Monday, Tuesday, Thursday, Friday |
| 8:30 | Tardy Bell (Wednesday - 8:00) |
| 10:10 | Recess |
| 11:35 | Lunch/ Recess |
| 12:25 | Classes resume |
| 3:10 | Bell for dismissal |

PARISH FUNERALS

It has been a long-standing tradition that grades 3 and above attend parish funeral services in support of the deceased and the families grieving. Afterwards, the lunchroom is used for the funeral guests therefore all students receive a 'sack' lunch to be eaten in the classroom instead of the cafeteria during normal lunchtime.

It is understood that attending funerals may not be comfortable for some children. Parents not wishing their child attend these services will have an option for their child to attend a supervised study hall during the service and return to the classroom as the normal day resumes.

To facilitate these requests, a 'Funeral Study Hall' form will be available to place in the student's file. With a signed form, the student will not attend the services, but instead remain at the school in a supervised study hall. The omission of a signed form will be assumed that the student will attend the funeral services.

Supervised study hall time is considered quite study time and will typically take one hour during the time of the funeral service. Games and magazines will not be allowed during this time. Appropriate activities include; books from reading lists, homework assignments, spelling lists, and any classroom related projects.

Communications

Newsletters and School Information

Each week, a family folder is sent home with the oldest (or only) child in the family. It contains a weekly newsletter and any other information requiring your attention. It is in this manner that you may stay informed of the many activities and events going on at the School. These folders should be signed and sent back the following day.

Office/Principal Contact during the School Day

On occasion there is a need to contact the office or principal in regards to early dismissal, family emergencies, general questions and/or other issues. Please call 952-466-5917 to reach the school office. The principal and/or office staff may be involved with other activities at the time of your call, but leave a message, and either the principal or an office staff member will return your call as soon as possible. The answering machine is preferred over e-mail or voice mail for leaving messages.

Teacher Contact during the School Day

St. Bernard's teachers and staff are always looking to find ways to better meet the needs of our students and are interested in hearing from parents for ways to accomplish this goal. If there is a concern with your child's progress, please contact your child's teacher at school with a written note or plan to meet with your child's teacher after school hours (such as when you pick your child up from school). If additional time is needed or a conference is required, consult with your child's teacher to determine the best time for a meeting. Every teacher should be able to respond to your request to meet within a two school day time period to discuss your concerns, longer time may be required if additional information is needed to be gathered prior to your meeting. St. Bernard School does not interrupt class time during the school day to meet. If you are not satisfied with the outcome of any discussions, continue seeking resolution by following the *Grievances* procedure listed in the Parent/Student Handbook.

As part of security and safety of our children, parents should never proceed directly to the student's classroom without first checking in with the office. Outside doors are locked to prevent outside guests from entering unchecked. Please adhere to this policy for the safety of all children.

STUDENT CONDUCT

In order to maintain a Christian learning environment it is necessary to have a Code of Conduct that provides a safe and secure setting for students, faculty and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

DISCIPLINE PHILOSOPHY

St. Bernard's believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. Our goal, as teachers and parents, should be to promote self-discipline. Respect for one goes hand in hand with respect for principal, teachers, parents, and other students, as well as maintaining a safe, healthy learning environment. Students are to behave in a morally responsible way that brings credit to themselves, their family, and St. Bernard's School.

Therefore, all students will begin with an A in conduct. The conduct grade is a measurement of how the behavior of student promotes his/her moral attitude toward respect of life (Christian responsibility). This grade will be reflected and assessed by the noting of infractions. The infractions and disciplinary actions will follow.

Infractions:

- Physical violence (hitting, slapping, kicking, shoving, etc.)
- Verbal Violence (bad language, insults, put-downs)
- Disturbing or excessive talking in the classroom
- Deliberate noisiness
- Unnecessary silliness (promoting self-attention)
- Unnecessary walking around the classroom
- Cheating
- Stealing
- Idleness (Lack of personal responsibility to participate because "...I don't want to")
- Speaking out of turn (without being called on)

If a child has repeated instances of any of these infractions or displays of behavior, which is immediately affecting the learning environment in a negative way, it will be necessary to correct him/her. In these instances a child may be disciplined in the following way:

- verbal warning
- detention at recess
- continuing instances may result in a focusing of conscience on a particular commandment one is not following
- seat located facing away from others
- sent to principal's office
- parental meeting (involving both parents, teacher, and student)
- suspension
- expulsion.

If a child's behavior is negatively affecting the learning environment and he/she is sent to principal's office, a note will be sent home. This note must be signed and returned the following day for the student to rejoin the class.

POSITIVE REINFORCEMENT/REWARDS

It is important to have vehicles in place, which promote and celebrate good behavior and student success. Positive reinforcement for appropriate behavior and academic progress/success may include, but are not limited to, the following: award certificates, stickers, etc.; honor lists; plaques; hallway banners, etc.

INFRACTIONS (ARCHDIOCESAN POLICY #5310)

Discipline/Suspension/Expulsion

Each local Catholic School and catechetical program shall develop policy and procedures for discipline, suspension and expulsion of students.

The principal must notify the local public school authorities of the withdrawal of any student who falls into the age category for mandatory school attendance.

Disciplinary records shall not be placed in a student's file.

Archdiocese of Saint Paul and Minneapolis
August 1994

Minor Infractions

At the beginning of each school year, your child's teacher will send home a guideline on classroom behavior. The classroom teachers will manage discipline for minor misconduct or infractions. Samples of minor misconduct include but are not limited to:

1. Unprepared for class
2. Running in the halls
3. Improper uniform without an excuse
4. Gum/candy during class.

Repeated occurrences may result in detention, suspension, OR expulsion.

Major Infractions

Infractions of the severity listed below may result in detention, in-school suspension, out-of-school suspension or expulsion. These more serious infractions include but are not limited to the following:

1. Theft
2. Property destruction or vandalism
3. Leaving the school grounds without permission or a pass
4. Fighting
5. Inappropriate or profane language.

DETENTION, SUSPENSION AND EXPULSION

Detention:

Time spent in the school as a disciplinary consequence in addition to the regular school day. Detention is served before or after school.

St. Bernard's Detention Process:

1. First Offense--one hour detention
2. Second Offense--one hour of detention, parents/guardians are contacted, and suspension from extra-curricular activities for one week
3. Third Offense--one day in-school suspension, parent/guardian conference with administration, and suspension from extra-curricular activities for two weeks
4. Fourth Offense--out-of-school suspension or expulsion at the principal's discretion and removal from all extra-curricular activities

Suspension:

In-House Suspension

In-house suspension is removal of a student from his/her classroom by the principal for a period of time. The student shall be relocated to a distant classroom space, usually for not more than one day. Work will be assigned and completed.

Out-of-School Suspension

Out-of-school suspension is the temporary removal of a student from school by the principal. While at home, work will be assigned and completed. The re-admission process will require a family conference with the principal.

St. Bernard's Suspension Process:

1. The student will be informed about the violation and resulting suspension
2. Parents/guardians will be notified of the student's violation and resulting suspension
3. A conference may be scheduled with the student and/or parents/guardians to discuss the incident.

Expulsion:

Expulsion means the permanent exclusion of a student from school. Expulsion may be the consequence of serious or repeated offenses that disrupt the daily academic process, or if the student's presence poses danger to him/herself or other persons or property.

St. Bernard's Expulsion Process:

1. Notify the student of the punishable violation.

2. Notify the student's parents/guardians of the punishable violation.
3. Arrange for a consultation of appropriate school personnel (teachers, counselor, etc.).
4. Take action as recommended by the appropriate staff members.

POLICIES REGARDING STUDENT CONDUCT

Smoking/Tobacco

Alcohol/Chemical/Drug Abuse (Archdiocesan Policy #5750)

Chemical Use Problems

Minnesota State law directs all schools to develop comprehensive policies and procedures which will provide direction to all school employees, students, families and community members so that chemical use problems will be properly addressed.

The following should be included in these policies and procedures:

- 1) Training to ensure that all staff have the knowledge and skills to recognize and minimize chemical use among the students.
- 2) A drug prevention program for students with age appropriate information and developmental experiences necessary to assist students in making responsible decisions.
- 3) Intervention efforts for students who demonstrate behaviors causing concern.
- 4) Mandatory counseling through a program approved by the school.
- 5) Penalties, including expulsion, if need be, that will be imposed by the school, and an appeal process that may be used by the student and his/her parent/guardian/

Archdiocese of Saint Paul and Minneapolis
August 1994

Information about school procedures regarding Searches, False Fire Alarms, Bomb Threats, Assault/Violence and Gambling can be found in each classroom and in the school office.

Sexual Harassment (Archdiocesan Policy #3750)

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, sexually motivated physical conduct, or other verbal conduct or communication of a sexual nature. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Each local school and/or catechetical program shall maintain learning and working environment that is free from sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

Archdiocese of Saint Paul and Minneapolis August 1994

St. Bernard's School will maintain learning and working environment that is free from sexual harassment and sexual violence. Sexual harassment is against the law and will not be tolerated at St. Bernard's School.

Definition of Sexual Harassment:

Sexual Harassment: Unwanted/unwelcome behavior of a sexual nature which makes a person feel uncomfortable, intimidated, degraded, or discriminated against, or create an atmosphere/environment of disrespect, hostility, or intimidation.

It will be a violation of the policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature. Behaviors may include but are not limited to:

name calling, jokes, extreme aggressiveness, cartoons/pictures, spreading sexual rumors, notes, verbal comments, gestures, pressures for sexual activities, leers, too personal conversation, blocking/shoving, sexual assault or attempted, touching, sexual assault, encouraging sexual inappropriate behavior in others

St. Bernard's School will investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school.

Weapons/Explosives/Dangerous Items

Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

St. Bernard's School takes the position of zero tolerance on real and look alike weapons, including, but not limited to:

1. all firearms, whether loaded or not
2. other guns of all types including pellet or B-B
3. switch blades or automatically opening knives
4. explosives, including firecrackers, live ammunition.

STUDENT DIRECTIVES

Squirt guns, guns, knives, bean shooters are prohibited on school property and during school hours. Snowball throwing, rock throwing, and spitting are never permitted.

Hall Behavior

Students go directly to the classroom when they arrive from home in the morning and a quiet atmosphere is to be promoted.

When walking in the hallway, students are expected to reflect concern for the learning

atmosphere by not running, by speaking in a quiet voice, and by keeping their hands to themselves.

Behavior in Lavatory

Respect privacy of others; Keep the floor dry; avoid shouting, pushing, marring walls and doors. Remember to flush the toilets and wash your hands and place paper towels in the receptacles.

Lunchroom Rules: Go through the line quietly until you are being served and seated. Talk after you are being seated. This will help the line move smoothly and orderly and also will help the servers to get to lunch on time. A “Yacker Tracker” will monitor student noise level, as a reminder to the students to keep their inside voices. Be respectful of everybody.

1. Remain seated until the bell rings for recess.
2. Demonstrate good table manners.
3. Speak with regular classroom voices.

If the noise level becomes louder than regular inside voices, the Yacker Tracker light changes from green to yellow

If the noise level gets loud enough to cause the Yacker Tracker light to turn red and the siren to go off, the students will sit quietly for 5 minutes.

4. Clean up their untidiness.

Playground Rules

1. No food is to be brought out or eaten on the playground at recess unless there is a special circumstance (e.g. birthday treat).
2. No tackle football or tackling games of any kind, hog piling, king of the hill, or horseback rides.
3. No snow, snowballs, or ice throwing or kicking, etc.
4. No fighting, pushing, shoving, or taking of another person’s belongings.
5. No throwing rocks and sticks.
6. No jumping off of any equipment.
7. No sliding of the ice anywhere.
8. No jumping off, twisting or bumper cars on swings.
9. Students are to sit on the swings and swing back and forth. Once a child leaves the swing, the swing is considered available for other children. There is no saving of swings.
10. All students must stay within the boundaries of the playground.
11. Boots, snow pants, hats, and mittens are to be worn during winter months.

Students will not be allowed to play in the snow or in the equipment without them.

Put away borrowed equipment in proper place.

12. Students are to line up quickly and quietly when the bell rings to go in. Hold all balls and equipment while going to or in line

13. Special sliding rules will be sent home with a permission slip when the snow season begins.

14. Students are expected to follow all rules and regulations and obey the playground supervisors at all times.

*When violations of these rules occur, the students will be sent inside to the teacher or the principal, and an incident report may be documented. Incident reports are sent home for parents to sign and return. Any student who receives 3 incident reports in a school year, parents will be required to come to school for a conference with the teachers or supervisors who issued the reports.(See Appendix B)

Gum Chewing

Gum chewing is not permitted in our school hours unless permission from the teacher is granted.

Books

Books should be carried to and from school in a book bag. Winter gear should be in a separate bag.

HEALTH/SAFETY

EMERGENCY INFORMATION

An emergency card on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

HEALTH RECORDS

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up to date.

IMMUNIZATIONS (Archdiocesan Policy #5810)

Each local Catholic school shall follow the regulations contained in the Minnesota School Immunization Law, Minnesota Statutes 1991, Section 123.70

Archdiocese of Saint Paul and Minneapolis
August 1994

The school nurse will advise the enforcement of Minnesota School Immunization Law, (Minnesota Statutes 1991, section 123.70) which describes the immunization requirements.

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parents/Guardians are responsible for providing this information in writing to the school office, and to update the school records as new immunizations are administered by the family's physician.

MEDICATION DURING THE SCHOOL DAY (Archdiocesan Policy #5720)

A written statement is required of the parent who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing school personnel from liability should reaction result from the medication.

Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label.

Aspirin and similar over-the-counter medications should be considered the same as prescription medication.

HEALTH SCREENING

Vision and hearing examinations are conducted for all students each school year and annual scoliosis examinations are conducted for the 5th and 6th grades.

Fifth and sixth graders will have a Health Wellness class in the spring of the year.

ILLNESS DURING SCHOOL

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. No over the counter medication, including aspirin cannot be given to a student for any reason. No student will be sent home without a parent/guardian's permission. The student must be signed out in the office by the parent/guardian at time of departure.

ACCIDENT/INJURY/MEDICAL

School will keep an accident report and follow the Catholic Mutual guidelines.

REPORTING OF CHILD ABUSE OR NEGLECT(Archdiocesan Guideline #5640, Appendix B)

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse that may be summarized as follows:

neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance;

abuse can be physical, sexual, or emotional mistreatment.

Protection of Children & Reporting Abuse

It is the determination of St. Bernard Church and School in Cologne to provide a Catholic Christian environment that is safe, both for those receiving its ministries and for those providing its ministries. Sexual abuse, sexual exploitation, sexual harassment and physical abuse will not be tolerated. If employees or volunteers who provide the ministries of the church and school should engage in sexual abuse, sexual exploitation, sexual harassment or physical abuse, they would violate the terms of their employment or voluntary service. A violation of these guidelines will result in disciplinary action, termination of employment, or dismissal.

If you have any concerns regarding sexual abuse, notify the school principal, the pastor, your county's social services office (Carver: 952-361-1600; Hennepin: 612-596-1300) or the Archdiocese of St. Paul and Minneapolis.

Background Checks: All paid employees of St. Bernard Church and School in Cologne are required to have background checks for terms of employment. The Archdiocese of St. Paul and Minneapolis mandates this. In addition, **all volunteers** who work with children or vulnerable adults are required to undergo background checks.

Child Safety Policies

St. Bernard School maintains learning and working environment that is free from child abuse. This policy applies to all students, faculty, staff, administrators, members of the School Board, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

Child abuse consists of acts and threatened acts, which are physical, sexual, or verbal in nature. Physical child abuse means physical injury inflicted or threatened by a person responsible for a child's care in a school program. Sexual abuse means intentional physical contact or threatened contact with a student, which is sexual in nature. It also includes comments and actions that the student perceives as having sexual meaning or purpose. Verbal child abuse means a mental injury to a child's psychological capacity or emotional stability as seen by observable or substantial impairment of the child.

Any member of the St. Bernard School community who experiences or witnesses any type of child abuse is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to the principal or pastor.

Mandated Reporter Law. If a teacher or any other professional in the building has reason to believe that a student may have been the victim of abuse or neglect, he or she is legally required to make a direct and immediate confidential report to local police or welfare authorities. Anyone making such a report is advised to inform the principal immediately.

SCHOOL EMERGENCY PROCEDURES

General Procedures

All school personnel should be acquainted with pertinent school, city, and state regulations along with any policies regarding health and safety in education environments. This includes knowledge about first aid, fire, tornado, crisis situations, personal safety, bicycle regulations, school patrol, the school's responsibility for supervision of students, and liability issues.

Bomb Threat Emergencies

In the event of a bomb threat or an actual bomb, the building will be evacuated immediately and the authorities will be contacted.

Procedures

- Dial 911 immediately (an adult)
- Principal or designated personnel will inform the staff
- Follow the fire alarm procedures; students are to be as far away from building as possible.

Control of Infectious Agents

A process shall be in place for control of infectious agents in the school. (Such as the cleaning and disinfections of the students' environment, established practices for all adult personnel in the handling of blood or body fluid situations, and proper instruction for all in hand washing procedures, etc.)

Earthquakes

In the event Minnesota faces an earthquake, the procedures are as follows:

- Stay in the building
- Assume Civil Defense position (hands over the base of the head and neck)
- If possible, take shelter under desks, tables or furniture. Hold onto a leg of furniture.
- Stay away from windows, electrical equipment and cabinets.
- If outdoors, stay clear of buildings, trees, and power lines. Stay outside.

Firearms and Weapons Emergencies

Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering onto or departing from school premises, property or events. An example of a firearms/weapons situation follows:

The school takes the position of zero tolerance (i.e., immediate dismissal from the school) for real weapons, and serious consequences (i.e., out-of-school suspension) for look-alike weapons or other items that could cause harm. For both situations, the school examines in a parent/student conference the student's intent. These include, but are not limited to:

- all firearms, whether loaded or not
- other guns of all types including pellet or B-B
- knives including switch blades or automatic opening knives
- explosives, including firecrackers, live ammunition.

The initial steps are:

1. The item when discovered is immediately taken away.
2. The parent is called.
3. The student is not to attend any classes until the principal and parent have communicated.
4. The parent and principal decide the next steps during the telephone conversation regarding staying in school, consequence, and time to hold the parent/principal, student conference.

Fire Drills

The school population participates in fire drills (weather permitting) with varied circumstances drills according to agreed-upon procedures. There are **five drills** a year. The school's overall plan: leave homeroom at the sound of fire alarm; walk single file in hallways; no talking; go to places farthest from the building and line up with the teacher. The teacher is to count all her/his

students as they arrive at the designated location outside. Each homeroom is to post the procedures within the classroom.

If a fire breaks out, an adult is to pull the fire alarm to evacuate the building. The designated individuals to call the fire department (911) are: the custodians, the principal, the school secretary, or in the parish office.

Lock Down: The school population participates in five lock down procedures during the school year with varied circumstances drills according to agreed-upon procedures. There will be **five lock-down drills** a year.

Hazardous Spills

The school is aware of hazardous materials in the school building and is prepared to deal with potentially dangerous situations. All hazardous materials are properly stored and labeled. The school is concerned about the welfare of all persons in the school's care.

Spill Procedures

- Proper labeling of all potentially hazardous materials
- Poison Control number posted at every phone
- Hazardous materials stored separately and properly
- Protective items available such as earplugs, masks, gloves, aprons, etc.
- The school office is notified immediately in the event of a hazardous spill, and they, in turn, will notify the proper authorities. The principal or designated person determines if evacuation of the building is to take place.

Tornado Drills

A school wide tornado drill is held in April. We may do if other needs arise.

Inside Procedures

The students and teachers are to proceed to the shelter area without talking. Once they are in place, they should kneel down facing the wall and place their hands over the base of their heads to protect their necks and heads.

Outside Procedures

If students are outside, a designated person will blow a whistle blast three times to alert students and staff to seek emergency shelter if possible. Stay away from the building, trees, and power lines.

Note: In the school office and the faculty room, there is an emergency radio that will be turned on when there is an emergency situation for a tornado watch and/or tornado warning. If there is a tornado warning issued by the National Weather Service, the Civil Defense alarm for the area

will sound. Then follow the tornado drill procedures listed above. The Carver County sheriff's Department calls in the event of severe weather.

SCHOOL POLICIES

GENERAL ADMISSIONS

No child whose parents/guardians desire to enroll him/her in a Catholic School in the Archdiocese of St. Paul/Minneapolis should be denied on the basis of race, ethnicity, or gender or religion.

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

Students are accepted in the following priority:

1. All students presently attending the school.
2. New students who are brothers and sisters of students in the school.
3. New students who once had brothers and sisters in the school.
4. Students on a first year registration in school who are members of the parish.
5. New students who have transferred from another Catholic school and are members of the parish.
6. Students who are not members of the school but are members of another Catholic parish.
7. Students applying for transfer to the school and are non-Catholics.

Waiting Lists

Waiting lists will be established when grades are filled. The decision to open another classroom would be made at a later date by the School Education Advisory Committee.

Non-Discrimination Policy

It is the policy of St. Bernard's School to comply with State and Federal laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Entrance to Kindergarten (Archdiocesan Policy #5110.1)

St. Bernard's School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll.

Entrance to Preschool

- 3 year olds or 32 months by September 1 of the year in which they will enroll.
- 4 year olds by September 1 of the year in which they will enroll.

CLASS SIZE

The class size for grades K-3 at St. Bernard's School will be set at 25 students per classroom. Grades 4-8 will have a maximum of 30 students per classroom. All students beyond these numbers will be placed on a waiting list.

ATTENDANCE

It is St. Bernard's policy that it will adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school (also discussed in Section on School Procedures of this manual). Excessive absences often result in poor schoolwork. When an absence is necessary these steps are to be followed:

1. Parent/Guardian will call the school each morning of a student's absence by 9 am.
2. Parent/Guardian will write an excuse giving name, date, days of absence and reason for absence, which the student will present to the office upon return.
3. Student will make immediate plans to do all make-up work due to absence upon return to school.
4. All homework should be requested in the morning before classes begin.
5. If absence is due to work, travel, or some other reason, parent /guardian should notify the school prior to the absence. Work will not be issued ahead of time for students who anticipate being out of school. This will need to be made up upon the student's return.

Minnesota truancy law states that any child missing 15 consecutive days without a medical release is considered truant and the name of said child must be referred to the Department of Education Social Services.

Students are considered truant when they skip class or part of a class, or are absent from school all-day or part of a day without permission. This is considered an unexcused absence.

Children arriving late must report to the school office. Excessive tardiness (more than 3 times per month) will result in parents/guardians being called and the student must make up the time missed.

TRANSFER STUDENTS (Archdiocesan Policy #5110.5)

All students transferring to St. Bernard's School during the school year will be on a probationary period of two weeks. After two weeks, the student's academic and behavior standing will be reviewed and a determination made as to whether the probationary period be extended to one month. After one month, another determination will be made as to whether the student is able to abide by the rules of the school, and whether his/her academic needs can be met by the school.

In general, students will not be accepted at the school after the beginning of the school year unless there has been a change of residence, or other extenuating circumstances. Admission to the school is contingent upon having met all financial obligations at a previous private school.

TRANSPORTATION

Role of the Public School District

The local Public school District handles bus arrangements. Bus transportation is a privilege as well. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents whose children do not follow the bus rules will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus. Those who transfer buses are expected to wait together as a group for next bus. If you know your child will not be on the bus, please notify the bus driver.

Instruction and Training for Bus Safety

Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

Misconduct on the Bus

Denial to ride the bus may be given for misconduct on the bus. Parents/Guardians are notified when such action is necessary.

Restriction: Bus Students Only

Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops.

DRESS CODE (Archdiocesan Guideline #5910)

Shirts/Pants/Dresses and Skirts

All shirts must be solid colors (any color) and with collars (i.e. polo shirts). No stripes or patterns and no logo/words are allowed except on Fridays as noted below.

Girls' shirts must cover their midriff area. Shirts should be long enough to tuck it in. It's not a requirement that the shirt be tucked in but keep in mind that if it can't be tucked in, it's too short.

Students are not allowed to wear halter-tops, sun suits or tank tops. Solid color sweaters and sweatshirts may be worn over a collared shirt. St. Bernard's logo apparel (T-shirts, sweatshirts, etc.) may be worn at any time.

Any solid color dress pants are allowed. Jeans may be worn but may not have any holes in them or extra pockets on the legs. Basic five-pocket jeans are acceptable. No cargo pants, carpenter jeans, sweat pants, wind pants, camouflage pants, tight leggings or faded or torn pants.

Students may change into shorts after mass if the temperature reaches 80 degrees or more but they should not be tight around the leg or short-short style. The bottom of the shorts should fall at least midway between the top of the thigh and the top of the knee.

Dresses or skirts of any solid color may be worn, but the length must be appropriate for schoolwork and playground activity. No low-cut necklines or bare midriffs will be allowed. Again, no stripes, patterns, logos/words are allowed.

Special Occasions

You will be notified of special occasions that require dress pants or solid colored skirt with a collared shirt, so each student will need at least one pair of dress pants or a solid colored skirt.

Make-Up

Students are not allowed to wear make-up.

Friday's

Students can wear striped or patterned shirts or skirts/dresses on Fridays, but again, no words/logos are allowed.

St. Bernard's Logo Apparel

St. Bernard's logo apparel can be worn at any time, with the exception of special occasions as noted above.

Shoes

Tennis shoes or dress shoes are fine. For safety reasons, however, heels on shoes or boots are not allowed. Heels should not be higher than 1" (including platform shoes). Also, slip-on shoes such as clogs or slides cannot be worn for recess or physical education because they can fly off the students' feet if they kick a ball.

GRIEVANCE POLICY

If a grievance between parents/guardians or a student and a teacher or school Principal should arise, the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the Committee will make its recommendation to the pastor. The Committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate

either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

ACADEMIC GUIDELINES

Core subjects of Religion, Reading, Language Arts, Spelling, Handwriting, Mathematics, Social Studies and Science are part of St. Bernard's curriculum. In addition, Art, Music, Physical Education, Spanish, Library, Computer and other pertinent units are to be integrated into the weekly curriculum. Curriculum outcomes are kept on file in the school office. Curriculum mappings are also in the office.

FINANCE AND FUNDRAISING

BUDGET PROCESS

The school's budget planning is a process that coincides with the parish(s) budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor/canonical administrator and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

TUITION

Each school should have an established and published tuition policy. The policy should include tuition rates (parishioner and non-parishioner), family size tuition scales, when applicable, payment plans, and delinquent tuition policies.

St. Bernard's Education Committee sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs.

The following tuition policies have been set by the Education Advisory Committee:

1. Registered members of St. Bernard's parish who have completed a Stewardship of Time, Talent and Treasure will be charged the parish amount. Non-parishioners will be charged the actual cost of educating a student.
2. All monthly payments are due on the fifth of the month; quarterly payments by the fifth of August, November, February and May; semi-annual payments are due by the fifth of September and January; and annual payments are due by the fifth of September. Alternate payment plans are arranged through the parish administrator's office.

Tuition

Tuition for the upcoming school year is set in the preceding spring. See the Appendix for current tuition.

If finances are a problem, grants or interest-free loans are available. Please contact Father Martin Shallbetter for confidential information.

FEES

In addition to tuition, some programs/activities require an additional participation fee. These programs may include but are not limited to: athletics, band, clubs, and field trips.

FINANCIAL ASSISTANCE/TUITION ASSISTANCE SCHOLORSHIP

Each school should establish a process and criteria for the evaluation of financial need. Confidentiality must be maintained. The school's financial assistance policy should be published and made available upon request.

Tuition assistance is available to parish families who have been registered and active at the school for at least one year. Distribution of funds is based on need and availability of funds. Tuition application forms are due in the parish office by May 15th –April 1st.

STEWARDSHIP

Parish stewardship is an important part of the relationship between the school and the parish. Parish subsidy levels are based on estimated income taken from stewardship pledges.

One way of establishing parishioner status is the annual completion of a steward-ship pledge card. Families must complete a stewardship pledge card to receive parishioner tuition rates.

PARISH INVESTMENT

Since the entire parish benefits from Catholic educational programs, the entire parish shares in financial responsibility for the education of children. Parish subsidy is that amount contributed by the parish annually to the school. The percentage of parish subsidy level is determined at the local level.

St. Bernard's School receives subsidy from St. Bernard's parish. The subsidy represents approximately 30-35% of the school's operating budget.

FUNDRAISING

All fundraising efforts require prior approval by the school principal. This process eliminates scheduling conflicts and insures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/ events.

St. Bernard's families are expected to participate in fund raising activities during the year. Major fund raising projects include the Marathon for Nonpublic Education in the fall and the school winter carnival.

Recycling

1. Can collection

St. Bernard's will be collecting aluminum beverage cans on the 3rd Saturday of each month. Bring your cans to CENEX.

2. Newspapers

Recycling newspaper three to four times a year. Please save papers and cardboards at home.

3. Cartridges

We collect cartridges big and small and also cell phones. Please collect it from your work place and bring it to school.

SCRIP

Scrip Certificates can be purchased at school on school days. Students should be instructed at home to bring the check for Scrip Certificates **DIRECTLY TO THE OFFICE**. Scrip certificates should then be sent home that day. For questions, please call Marcia Tellers at 466-5863.

Target Shoppers

Apply for Target VISA Card - 1% of your credit purchases goes to school.

Office Depot gives 5% to school. Please remember St. Bernard when you shop at Office Depot.

Labels, UPC Codes and Tops

Save: Campbell Soup UPC codes. This includes products from any Campbell's Products, Milk Caps and Box tops from General Mills

STATE AND FEDERAL PROGRAMS

There are several state and federal programs that nonpublic students may participate in on an equal basis with public school children. These programs are administrated through the local public school district.

State programs include:

Education Aids for Nonpublic School Children - provides textbook and related individualized instructional materials, health services and secondary guidance and counseling.

Transportation

Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

School Lunch Program

State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day.

State Income Tax Deductions: Taxpayers who itemize deductions may deduct up to \$650 per dependent in grades K-6. This amount may vary from year to year. Please refer to your State Income Tax Manual's directions.

Federal Programs include:

Special Education: Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a nonpublic school. The district must provide assessment, periodic observation, and review of progress and establish an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher.

Title I - This program provides supplementary instruction in math, reading and language arts to students who have been identified as "at risk." Computer-aided instruction may be an acceptable alternative to direct services.

Title IV - Safe and Drug-Free Schools - Nonpublic schools receive monies, on a per-pupil entitlement basis, for programs which address drug and safety issues.

Title VI - Block Grant - Nonpublic schools receive monies, on a per-pupil basis, to be used for technology-related reform programs, professional development and other student-directed improvement programs and materials identified in the school's improvement plan.

Chapter I

Chapter I will again be available in our school. Students who qualify for extra help in Reading and/or Math will receive service at ST. BERNARD SCHOOL. At the present time the help will be given at 8:00 A.M. four days a week.

SCHOOL ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION

St. Bernard's School has a parent/guardian group, the Home and School Association, which is responsible for the following activities: parent/guardian education, socials, and fund raising. It is the Home and School Association's responsibility to support the administrator, teachers and the overall school program.

The Home and School Association has monthly meetings on the third Tuesday of the month. This is a casual setting and a time for parents/guardians to socialize and work on future projects for the school. All parents/guardians of students enrolled in St. Bernard's School are automatically members of this group and are welcome to the meetings. The Home and School Association has four elected officials who serve alternating three-year terms. Elections will be held in May.

SCHOOL EDUCATION ADVISORY COMMITTEE

St. Bernard has an Educational Advisory Committee that serves school and the community in a consultative capacity to the pastor.
(*Archdiocesan Policy #8110*)

The School Education Committee serves in an advisory and consultative capacity to the pastor(s) and the principal of the school. The purpose and role the School Education Committee is stated in the Articles of Incorporation, the Constitution, and the By-Laws of the school. This information is available in the school office. (*Archdiocesan Policy 8110.2*)

SCHOOL PERSONNEL

The following is a brief job description of our various school personnel. These positions include: school principal, business manager, secretary/receptionist, nurse, teachers, substitute teachers, aides/tutors, playground/lunchroom supervisor, counselor, athletic director, and maintenance staff.

PASTOR (Archdiocesan Policy #2210)

The code of Canon Law states that the pastor is the shepherd of the parish entrusted to him by the Bishop and, as such, must carry out the duties of teaching, governing and sanctifying. Therefore, the pastor should be the parish chief administrator of all education and formation, e.g., school and catechesis, and must represent the parish in all juridical matters.

As chief administrator, the pastor shall be informed about all important school and catechetical matters. In the case of merged schools and/or catechetical programs, the pastors of the various parishes involved shall serve as a group on a governing board, or the Bishop appoints one of the pastors to serve as Canonical Administrator.

Archdiocese of Saint Paul and Minneapolis
August 1994

PRINCIPAL (Archdiocesan Guideline #2302.2)

St. Bernard's employs a full-time principal. The principal's major responsibilities include: faith leader, instructional leader, supervisor of personnel, director of school programs, development of policy, management of the daily operation of the school, chief financial officer of the school and Executive Officer of the School Board. The principal is employed by the parish and is supervised by and directly accountable to the pastor.

FACULTY/TEACHERS

The faculty of St. Bernard's is made up of full and part-time fully licensed and accredited professional teachers. All teachers hold current licensure in the State of Minnesota and are qualified to teach in their assigned subject area.

SCHOOL NURSE

St. Bernard's School receives health services through the school district. The school nurse maintains school health and immunization records, conducts periodic health screenings, handles all emergency medical situations and oversees the general good health of the student body. The school nurse is employed, supervised and directly accountable to the school district.

SUBSTITUTE TEACHERS

When a teacher is out of school due to illness or personal business, a qualified licensed substitute teacher will be hired using Archdiocesan listings and private contacts. In the case of family leave or extended illness it may be necessary to hire a long-term substitute. Every

effort will be made to hire a teacher familiar with our school's philosophy, programs and students. The substitute will work closely with the classroom teacher and principal to ensure a smooth and consistent transition. Substitutes are supervised by and directly accountable to the principal.

MAINTENANCE STAFF

The maintenance staff is employed by the parish and supervised by the parish administrator. The school principal coordinates all building maintenance needs with the maintenance staff.

St. Bernard School Staff 2009-2010

| | |
|---------------------------------|-------------------------|
| Administrator/Pastor | Rev. Martin Shallbetter |
| Principal | Sr. Jancy Nedumkallel |
| Preschool & Kindergarten | Mrs. Carolyn Pogatshnik |
| Grades 1 & 2 | Mrs. Nellie Hennen |
| Art & Grades PreK-2 Helper | Sr. Pranitha Parambil |
| Grade 3 & 4 | Mrs. Sherry Urness |
| Grades 5 & 6 | Mrs. Judy Glander |
| School Nurse | Mrs. Monica Kooiman |
| Hot Lunch Program | Mrs. Sharon Wolter |
| Music & Church Choir | Mrs. Angela Jacques |
| Custodial | Maria Vasques |
| Custodial | Bob Symanitz |
| Custodial Subs | Roger and JoAnn Schmitz |
| Before and After School Program | Sr. Pranitha Parambil |

St. Bernard School Advisory Committee Members

| | |
|----------------------------|--------------------------------------|
| Mr. Casey Jones | School Advisory Committee Chair |
| Mrs. Pam Kunkel | School Advisory Committee Vice-Chair |
| Mrs. Margaret Wickenhauser | Treasurer/Secretary |
|Mrs. Cheryl Borst | Committee Member |
|Mrs. Christine George | Committee Member |
| Mr. Jim Richter | Ascension Parish representative |
| Rev. Martin Shallbetter | Pastor |
| Sister Jancy Nedumkallel | Principal |

APPENDIX A: TUITION

The tuition for 2009-2010 is as follows:

Standard Tuition \$2050 (Tuition Auto-Grant \$250 for parishioners)

\$1800 for the first child

\$1350 for the second child

\$1015 for the third child

\$ 150 per month for Preschool (5 days)

\$ 140 per month for Preschool (3 days)

\$ 100 per month for Preschool (2 days)

If finances are a problem, grants or interest-free loans are available.
Please contact Father Martin Shallbetter for confidential information.

APPENDIX B: School Calendar

ST. BERNARD SCHOOL
Cologne, MN 55322
2009-2010

| | | |
|-----------------|------------------------|---|
| | Aug. 31-Sept. 4 | Teacher Workshop |
| Sept. 3 | | Open House-Class visit 3-6 PM/KG conferences |
| Sept. 7 | | No School – Labor Day |
| Sept. 8 | | Opening of School Mass at 8:00 AM Lunch Money Due |
| | Sept. 9 | Preschool first day –4 year olds |
| Sept. 10 | | Preschool first day – 3 year olds |
| Sept. 3 | | Marathon Sheets go home |
| Sept. | | School Advisory Meeting, 6:30 PM |
| Sept, 18 | | Waconia Historical Society K-6 |
| Sept. 19 | | 150th year celebration Mass-Archbishop Nienstedt |
| Sept. 22 | | Hearing and Vision Test K-6 |
| Sept. 24-29 | | Book Fair Sept 24-Sept. 29 |
| Sept. 27 | | Family Belgian Waffle Breakfast 8 AM -12:30 PM Catechetical Sunday 10:00 AM mass |
| Sept. 28 | | Picture Day (Starts at 8:30 for Preschool) |
| Sept. 30 | | 5 th & 6 th Water Festival |
| Sept. 14 | | Virtus Training at Chaska |
| Oct. 2 | | Marathon starts with Picnic Lunch Walk at 12:30 – 2:30 |
| Oct. 6 | | School Advisory/Carnival Chairpersons Meeting 6:30 PM |
| Oct. 8 | | Candy Bar Order Form Goes Home |
| Oct. 11 | | Sacrament of Reconciliation Parent Session 9: 00 AM |
| Oct. 14 | | Open House- Public invited to lunch |
| Oct. 15-16 | | MEA No School |
| Oct. 20 | | Candy Bar Order Forms Due |
| Oct .27. | | Candy Bar order pick up |
| Oct. 29 | | Marathon Money Due |
| Oct. 29 | | School Picture Retake Day |
| | Oct. 30 | All Saints' play |
| Nov. 1 | | All Saint's Day |
| Nov. 2 | | All Souls' Day |
| Nov .2 | | Lunch money Due |
| Nov. 3 | | School Advisory Committee meeting/ Nominations |
| Nov. 3 | | Cologne Community Center 12:30-2:30 |
| Nov. 4 | | Poinsettia forms due |
| Nov. 6 | | End of First Quarter (42 student days) |
| Nov. 6 | | Veteran's Day program |
| Nov. 9 | | Faculty Workshop - No school |
| Nov. 12 | | Report Cards go home |

| | |
|------------------------|---|
| <i>Nov. 13</i> | <i>P. T. Conferences - Dismiss at 12:00</i> |
| <i>Nov. 17</i> | <i>Cologne Community Center 12:30-2:30</i> |
| <i>Nov. 17</i> | <i>Home & School meeting at 6:30</i> |
| <i>Nov. 25-27</i> | <i>Thanksgiving vacation</i> |
| <i>Dec. 1</i> | <i>Lunch money due</i> |
| <i>Dec. 1</i> | <i>School Advisory Committee Meeting at 6:30</i> |
| <i>Dec. 5 & 6</i> | <i>Carnival Sign Up</i> |
| <i>Dec. 15</i> | <i>All Candy Sale Money Due</i> |
| <i>Dec. 15</i> | <i>Cologne Community Center 12:30-2:30</i> |
| <i>Dec. 17</i> | <i>Christmas Program, 1:00 Afternoon Performance 7:00 Evening Performance</i> |
| <i>Dec. 24- Jan. 1</i> | <i>Christmas Vacation</i> |
| <i>Jan. 4</i> | <i>School resumes</i> |
| <i>Jan. 4</i> | <i>Lunch money due</i> |
| <i>Jan. 5</i> | <i>School Advisory Committee Meeting, 6:30 PM</i> |
| <i>Jan. 5</i> | <i>Carnival Chairpersons' Meeting (Work List) 6:30 PM</i> |
| <i>Jan. 12</i> | <i>Cologne Community Center 12:30-2:30</i> |
| <i>Jan. 15</i> | <i>End of 2nd Quarter (38 student days)</i> |
| <i>Jan. 16</i> | <i>Reconciliation Retreat at St. Bernard</i> |
| <i>Jan. 18</i> | <i>Teacher Workshop –No School</i> |
| <i>Jan. 19</i> | <i>Home & School meeting</i> |
| <i>Jan. 21</i> | <i>Report Cards</i> |
| <i>Jan. 26</i> | <i>Cologne Community Center 12:30-2:30</i> |
| <i>January 30</i> | <i>Sacrament of Reconciliation for Grade 2-9:00 AM</i> |
| <i>Jan. 31-Feb. 5</i> | <i>Catholic Schools Week</i> |
| <i>Jan. 31</i> | <i>Opening Mass for CSW 10:00 AM, KC Pancake Breakfast</i> |
| <i>Feb. 1</i> | <i>Lunch money due</i> |
| <i>Feb. 2</i> | <i>School Advisory Committee meeting</i> |
| <i>Feb. 3</i> | <i>Open House, Special Liturgy, Public invited to Hot Lunch</i> |
| <i>Feb. 9</i> | <i>Cologne Community Center 12:30-2:30</i> |
| <i>Feb. 11</i> | <i>Easter flower order</i> |
| <i>Feb. 14</i> | <i>Winter Carnival</i> |
| <i>Feb. 15</i> | <i>No School-Presidents' Day/Carnival Cleanup</i> |
| <i>Feb. 16</i> | <i>Home & School meeting</i> |
| <i>Feb. 17</i> | <i>Ash Wednesday 8:00 AM Mass/2:45 Stations</i> |
| <i>Feb. 23</i> | <i>Cologne Community Center 12:30-2:30</i> |
| <i>Feb. 24</i> | <i>Stations, 2:45</i> |
| <i>Feb. 25</i> | <i>Preschool & Kindergarten Open House/Registration</i> |
| <i>Feb. 25</i> | <i>Cookie Dough Forms go home</i> |
| <i>Feb. 28</i> | <i>First Eucharist Parent Session</i> |
| <i>Mar. 1</i> | <i>Lunch money due</i> |
| <i>Mar. 2</i> | <i>School Advisory Committee Meeting 6:30 PM/Carnival Feedback</i> |
| <i>Mar. 3</i> | <i>Stations 2:45</i> |
| <i>Mar. 9</i> | <i>Cologne Community Center 12:30-2:30</i> |
| <i>Mar. 10</i> | <i>Stations 2:45</i> |
| <i>Mar. 16</i> | <i>Cookie Dough Form Due</i> |
| <i>Mar. 16</i> | <i>Father Shallbetter Birthday</i> |

Mar. 16 Home & School Meeting
 Mar. 17 Stations 2:45
 Mar. 23 Cologne Community Center 12:30-2:30
 Mar. 24 Stations 2:45
 Mar. 25 End of 3rd quarter (46 student days)
 Mar. 25 Pick-up Cookie Dough
 Mar. 25 Talent Show & Art Exhibit
 Mar. 26 No School/Workshop Day
Mar. 27 First Communion Retreat with Parents at 9:00 AM
 Mar. 30 Sr. Jancy Birthday
 March 31 Sorrowful Mystery/Passover Meal/ Stations of the Cross.
Mar. 31 Report Cards
April 1-9 No School- Easter Vacation/Spring Break NCEA
 April 1 Teacher workshop
 April 6 School Advisory Meeting, 6:30 PM
 April 11 First Communion 10:00 AM Mass
 April 12 Lunch money due
 April 13 First Communion Reception Mass 8:00 AM
April 14 Spring Picture Day
 April 20 Home & School meeting
 April 23 School Yard Clean-Up Day 12:30 -2:00
 May 3 Lunch money due
 May 3 Confirmation
 May 4 School Advisory Meeting, 6:30 PM
 May CAA Breakfast
 May 12 May Crowning - 1:00 PM
 May 10 State of the School Parent Meeting
May ? Field Trip Gr. K-6
 May 20 Choir Party
 May 18-21 Inventors Fair Grades 3-6
 May 21 End of the Year Dance
 May 24 Preschool Graduation 10:00 am
 May 26 Kindergarten Graduation PM /Track and Field day
 May 27 6th Grade Graduation - Special Mass - 7:00 PM
 May 28 Last Day of School/Family Picnic/Early Release
****PE – Community Center Nov, Dec, Jan, Feb, & Mar**
****School Advisory Committee (SAC) Meetings First Tuesday 6:30 PM**
****Home & School Meetings 3rd Tuesday 6:30 PM**
**** Paper Drive dates will be announced (Sept. January, April, July,.)**
****Aluminum Cans drop at Cenex**
****Fish Fry – During Lent. Date will be announced**
****Parish and School Volunteer Appreciation**

St. Bernard School 300 Church Street E. Cologne, MN 55322 # 952-466-5917
DISCIPLINARY REPORT

Student Name: _____ **Date** _____

Person Issuing Report: _____

INFRACTION:

- | | | |
|--|---|--|
| <input type="checkbox"/> Physical Violence | <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Verbal Violence |
| <input type="checkbox"/> Cheating | <input type="checkbox"/> Destructive to School | <input type="checkbox"/> Stealing Property |
| <input type="checkbox"/> Idleness | <input type="checkbox"/> Not following Dress Code | <input type="checkbox"/> Lack of Cooperation |

EXPLANATION OF BEHAVIOR:

ACTION TAKEN:

- | | |
|---|---|
| <input type="checkbox"/> Gave Verbal Warning | <input type="checkbox"/> Removed Student From Group |
| <input type="checkbox"/> Changed Student's Seat | <input type="checkbox"/> Sent to Principal |
| <input type="checkbox"/> Detained Student at Recess | <input type="checkbox"/> Telephoned Parent |

Please discuss this Disciplinary Report with your child and return this form, signed, to your child's classroom teacher.

After three consecutive report sent home, parents will be required to come to school for a conference with the teachers or supervisors who issued the reports.

- 1st Incident** **2nd Incident** **3rd Incident**

Parent Signature

Student Signature

Absence Note

Date _____

Dear _____

Please excuse _____'s absence from _____

on _____

My child was absent because of

Thank you,
