

**MISSION STATEMENT OF
ST. BERNARD CATHOLIC SCHOOL**

St. Bernard Catholic School is rooted in the life and works of Jesus Christ and our patron saint, providing a peaceful, prayerful community while inspiring each student to become a lifelong learner.

TAGLINE

Peace, Pray, Learn

ST. "B" ATTITUDES

Be like Jesus, "B" Responsible, "B" Peaceful, "B" Safe, "B" Respectful

KEY MESSAGES

Created by the Site Advisory Council, 2015

LARGE SCHOOL, LARGE HEART

St. Bernard Catholic School is one of the largest and most diverse of the GRACE system schools. The intimate class setting and warm family environment is what set's us apart from other schools.

Established as a parish school in 1958, St. Bernard Catholic School is an active and engaged community where faculty and families work together to educate the whole child in a Catholic School setting.

FAITH FOUNDATION

The St. Bernard Catholic School community is a living example of a seamless integration of faith where CHRIST is alive!

ACADEMIC EXCELLENCE

St. Bernard Catholic School accommodates students throughout the learning spectrum, and continues to stay on the forefront of innovative teaching, offering students of all ability levels the opportunity and tools to excel. (interventionists/specialists, multi age rooms, PBL, Wilson phonics, etc.) St. Bernard Catholic School offers students an expansive access to technology resources, creating motivated students prepared to make an impact in the world.

ACCREDITATION

St. Bernard School is fully accredited as a member of the Wisconsin Religious and Independent Schools Accreditation. (WRISA)

PHILOSOPHY OF ST. BERNARD CATHOLIC SCHOOL

Message:

We believe the message of St. Bernard Catholic School is the message of Jesus. We come to know this message through the Scriptures, our Catholic heritage, prayer and the example of others.

Community:

We believe St. Bernard Catholic School is a faith community rooted in Jesus. Active participation in this environment fosters learning, growth, belonging, respect and responsibility.

Service:

We believe that by living the message and participating in community, we are able to choose effective ways to make a positive impact on the world in which we live.



ST. BERNARD CATHOLIC SCHOOL

School.....468-5026
School Fax.....468-3478
School Web Sitewww.saintbernardgb.com
Facebook.....#StBernardSchoolGB
Instagram.....#StBernardgb

Mrs. Crystal Blahnik, Principal.....Ext. 234
cblahnik@gracesystem.org

Mrs. Amanda Thomas, Administrative Assistant Ext. 231
athomas@gracesystem.org

Mrs. Kris Hess, Administrative Assistant.....Ext 232
khess@gracesystem.org

St. Bernard School Office.....sboffice@gracesystem.org
All email addresses are the teacher/staff member's first name initial and last name @gracesystem.org

GRACE

GRACE.....499-7330
GRACE Fax.....272-6564
GRACE Web Site.....www.gracesystem.org

ST. BERNARD PARISH

Pastor.....Fr.Mark Vander Steeg
St. Bernard Parish Center.....468-4811
St. Bernard Religious Education.....468-4390
St. Bernard Parish Web Site.....www.stbernardgb.org

SAC BOARD -SITE ADVISORY COUNCIL

President.....Mrs. Katie Sullivan
Vice-President.....Mrs. Sarah Johanski
Former Chair.....Mrs. Michaela Kulick
Secretary.....Mrs. Jennifer Ostrenga
Treasurer.....Mrs. Amanda DeGreef

MAINTENANCE STAFF

Mr. John Johnson.....Ext. 245
jjohnson@stbernardcong.org
Mr. Leo Druar.....Ext. 245
Mrs. Mo Lee.....Ext 245

DAILY SCHEDULE

8:30 Students enter school
8:35 Classes begin
11:15-12:05 Pre K3 & K4, Kindergarten, Grade 1 & 2 – lunch/recess
11:50-12:40 Grades 3-5 – lunch /recess
12:20-1:05 Grades 6-8 – lunch/recess
3:35 Dismissal for all students

Middle School (6th-8th grade) must report by 8:30 am, k-5th students must report by 8:35 am and both groups will be considered tardy beyond these times. If a student is late, a written excuse must be given.



NONDISCRIMINATION

St. Bernard Catholic School does not discriminate on the basis of race, sex, or national origin in the enrollment and participation of students or the employment of personnel.

ATTENDANCE

In accordance with the St. Bernard Catholic School handbook and the WI State Legislature on School Attendance Enforcement, section 118.16, absences will be considered “acceptable” in the following ways:

1. The student is verifiably sick. The parent will obtain a note from the doctor’s office to indicate that the student is ill and therefore needs to miss school. This note may indicate that the student needs to miss multiple days depending on the severity of the illness.
2. Planned absence due to a family trip, etc. and must be pre-approved by the school office.
3. A verifiable family illness or death in the family.

According to the Wisconsin State Legislature, “Habitual truant” means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.

If a student is absent from school, please call in the morning, 468-5026, giving the reason for the absence or email the St. Bernard Catholic School Office at sbsoffice@gracesystem.org

Please keep sick children home because they may spread the illness to others. Parents who are not home during the day should secure standby arrangements to care for sick children so they do not have to remain at school. If students become ill at school, the parent/guardian must sign out the child before the child leaves the building.

If a student has contracted a communicable disease, the parent/guardian must call the Health Department, 448-6400, to report it. Additionally, please notify the school office so that the school can take appropriate action.



Planned Absences

To be excused for any other type of absence, e.g. family vacation, a student is required to give advance notice to the school.

Appointments

If possible, schedule doctor appointments and similar engagements outside of school hours. If a student must leave during school hours, a written parental excuse is necessary and the student must be picked up at the school office.

Vacations

When possible, please schedule trips, etc. during school vacation times because vacations taken while school is in session affect the student’s education. A form requesting pre-excused absences of three or more days is available from the office or on the school website and is to be completed and returned for consideration. **NO HOMEWORK WILL BE GIVEN OUT PRIOR TO VACATION.** It is the responsibility of the student to make up the work missed after vacation.

Tardies

A child who arrives at school after 8:35 am (K-5) or 8:30 am (6-8) is considered tardy. If a child should come to school at any time other than the start of the day (8:30), he/she needs to check in at the office.

Persistent tardiness creates a genuine hardship for a student and is regarded as a very serious problem. A pattern of tardiness will be defined as ten or more tardies in one trimester and will be reviewed by the school principal.

Excused Tardies: car trouble, trouble at home, early morning appointment, traffic, poor driving conditions due to weather, etc.

Unexcused Tardies: got out of bed late, did not want to come to school, not sure why you are tardy, sibling troubles, etc.

B4CARE/AFTERCARE

This program is designed to meet the needs of the parents of children enrolled at St. Bernard Catholic School in EC3-8th grade. It offers convenient hours, affordable rates and a safe, friendly environment. Parents work directly with the program directors for scheduling and payments, however students are held accountable for their behavior in the same way that they are during the regular school day. The school administrator and the B4Care Director/s work collaboratively to provide a seamless transition between the B4Care program and the regular day.

Several care options are available including care on early dismissal days and care on a drop in basis. Morning care is from 6:45-8:15. A light breakfast is served. Care is provided until 5:30 after school. Children are given snack daily, and lunch on half days. Students are given time to complete homework, participate in planned activities and explore with free playing. For information please contact Kathy Martin - Director. The program phone number is 471-3684. The program email is sbsb4afterschool@gracesystem.org

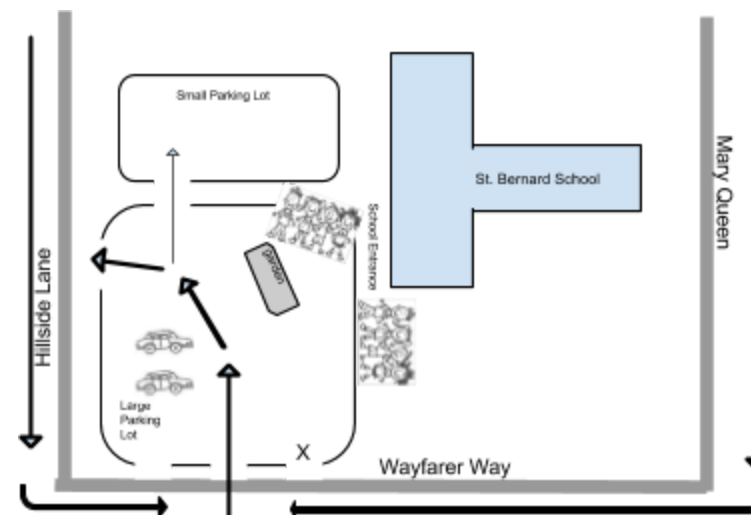
ARRIVALS/DISMISSALS

Walkers and parents delivering or picking up students at school should use the Hillside Lane playground blacktop area for arrival/dismissal. Only bus students are to leave by way of the Mary Queen Parking lot. (See map) Students should not arrive at school before 8:15 AM and should leave for home promptly at 3:35 PM if they are not participating in any after school activities.

HILLSIDE LANE DRIVEWAY IS AN EXIT ONLY AT DROP-OFF AND PICKUP



DROP-OFF MAP



At afternoon dismissal, car drivers are to come to either of the north parking lots and avoid parking in the “no parking” zones near the school entrance. **The Hillside Ln. driveway is an EXIT ONLY at pickup in the afternoon and drop-off in the morning.** Children riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. The designated bus company is responsible for the supervision of students on the bus, however the school can work as a liaison between the student/family and the bus company should there be any questions or concerns. **Parents picking up at the end of the day should walk their child through the parking lot.**

SUPERVISION: BEFORE SCHOOL HOURS

Parking lot supervision will begin at 8:15 AM. On days of inclement weather, entrance into school prior to 8:15 AM cannot be expected. At 8:15 AM, students will be directed to the Activity Center until class time.

BICYCLES

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bicycles by requiring them to be properly parked and locked in the school bicycle racks. Bicycles are to be walked to and from the street and parked in racks. Students under age eight may not ride bicycles to school.

BUS ELIGIBILITY

Students living within our defined boundary area, in conjunction with GRACE System and the GBAPS, may be eligible for free or paid busing.

Questions concerning attendance area should be directed to Jeremy Wildenberg, Green Bay Area Public Schools: *E-mail: jjwildenberg@gbaps.org*
Phone: 920-448-2130 ext. 50131

If you have any questions regarding the daily routes, late or early buses, please call: *First Student at 468-6515.*

BUS BEHAVIOR

Students who ride the bus must abide by rules of safety and courtesy. Violation of such rules may result in a warning given by the Bus Company. Repeated violations will result in a suspension from riding the bus for one day or longer. Continued misconduct will result in losing the privilege of riding the bus for a greater length of time, possibly for the remainder of the school year. Beginning in the 16-17 school year, all students who ride the bus must sign a *Bus Rider Agreement Form* distributed by St. Bernard Catholic School.

EMERGENCY RESCUE CALLS

Since January 1, 1994, the City of Green Bay charges for emergency rescue calls. Occasionally, it is necessary for school officials to call a rescue squad.

When this happens, the charges for the rescue squad will be billed directly to the student's parent(s) or guardian.

ASSEMBLIES

Assemblies are planned periodically as special events. There is often a significant investment in time and money in preparation for an assembly program. Proper behavior and good manners are expected of all students.

TELEPHONE CALLS AND EMAILS

Calls to the office, at 468-5026, can most conveniently be made from 8:00 A.M. to 4:00 P.M. Voice mail messages can be left for teachers and staff at any time. School personnel will return calls, emails and texts as soon as possible. If you have an emergency message, please call the main office.



Please do not expect teachers to read and respond to parent email and texts during the school day. They are focused on providing a high quality education to their students and will be able to respond at their planning time or at the end of the day. Emergency messages should be directed to the office staff so that the messages can be passed on as timely as possible to the teachers.

Because students should assume the responsibility for bringing books, assignments, lunches, etc. to school, calls from the office will only be allowed for serious reasons. Students will **not** be allowed to call home on the day of a field trip to obtain permission to attend the field trip.

TELEPHONE MESSAGES FOR YOUR STUDENTS

Please limit your calls to the office for personal messages to your students. This should only occur infrequently for emergency purposes. Please make after school pick-up plans with your child prior to school. *The school cannot guarantee that your request for a last minute transportation change will be able to be communicated, therefore, please try to make these calls before 12:00 noon.*

DISPENSING MEDICINE

In order for school personnel to dispense medication, parents must complete and return a "Medication Consent Form". This form includes written instructions for the dispensing of medication from the doctor and written authorization from the parent/guardian authorizing school personnel to give the prescribed dosage of medication. **All** medications are kept in the school office. This form can be found on the school website.



COMMUNICATIONS

From the Teachers

To foster good communication between home and school, but to save money and be environmentally friendly, an electronic newsletter from your child(ren)'s teachers will be sent each week to the email address you have supplied. Any information from the office will also be attached to that email.

From the School Office

All forms that need to be filled out will continue to go home as a hard copy via the Brown Envelope on Tuesdays. It is IMPORTANT that the envelope is signed and returned by Thursday of that week or you will not get the information the following week. Parents may also use the Brown Envelope to send information to school. The weekly Brown Envelope can also be found on the website.

From the Principal

Additionally, the school uses Alert Solutions through the PowerSchool System to send email and phone message updates regarding upcoming events. This same program is also used for communicating emergency information and school cancellations. The principal will use an electronic email each week on Sunday or Monday to keep families informed of school-wide events, initiatives and other timely information. **Any time you have a question or concern, please feel free to call the main office at 468-5026 or stop in to talk with one of the office personnel.**

PowerSchool: Student Information System

St. Bernard School has a school management tool called PowerSchool. Parents can access secure student information online, including real-time attendance information, track grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher. There is not a way to mass-assign passwords to families. Please contact Mary Swanson at mswanson@gracesystem.org to get your parent account setup or to get support with student accounts.

Change of Address, Phone Number and Email

It is very important, for emergency and administrative reasons that every family maintain an up-to-date address, phone number and email at the school office. Notify the school immediately if you have a change of address, phone number or email during the school year. Additionally, please

notify GRACE with any communication changes that you need to make. This will ensure it is changed in all communication systems used by the Diocese, GRACE and St. Bernard Catholic School.



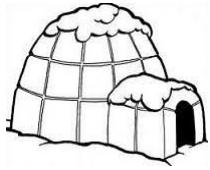
INCLEMENT WEATHER COMMUNICATION

As a general policy, we will follow the public school decisions on closing of our school due to weather conditions. **Please listen to one of the Green Bay radio or TV stations for announcements when the weather is severe.**

On days of inclement weather, proper clothing must be worn. All children are expected to dress warmly so that they can go outdoors for recess. For supervision purposes, all students will be sent outside unless restricted by a doctor's notice.

POLICY FOR COLD WEATHER DAYS

If the weather is extremely cold, zero (0) degrees or below, either regular temperature or wind chill, students will come into school in the morning at drop-off and will not go out for recess. Students are expected to have proper cold weather gear on days when snow is on the ground, and weather is cold. Cold weather gear includes mittens/gloves, snow pants, snow boots and a hat for K-5th grade students. The Preschool program will get specific directions from classroom teachers on gear that is expected and when. Students in 6th-8th grades are expected to have a jacket, hat and gloves and are exempt from snow-pants unless they are playing on the field in the snow. Students who do not have cold weather gear will play by the wall outside of the school building doors in order to ensure their safety. Students are encouraged to be responsible and bring their gear to school so that they can run around and play with their friends. Additionally, students will not be allowed to play on the blacktop when snow is on the ground or weather is at freezing temperatures due to the possibility of black ice.



INDOOR RECESS REQUEST

If, for medical reasons, a child needs to remain indoors during recess or noon hour, the parents must send a note from the doctor stating the length of time the child is to remain indoors. This is the information needed.

Child's Name _____
Beginning Date of Indoor Recess Request _____
Length of Request _____
Physician's Signature _____
Date _____

CURRICULUM

St. Bernard Catholic School is a member of the GRACE System and the Diocese of Green Bay. As such, the school follows all curricular guidelines that are put forth by the Diocese and the system works together to enhance, clarify and provide resources and materials for those guidelines. Ongoing evaluation of different subject areas, both at the Diocesan and System levels, provides for a curriculum that is relevant and up to date.

Some **examples** of curricular adaptations on the St. Bernard School campus include: Project Lead the Way (STEM Science), Wilson Phonics, Second Step (Social/Emotional), Creative Curriculum (to support a play-based approach to Early Childhood and PreSchool), Vernier LabQuest (6-8th Science) and Daily 5 and Cafe Literacy. Loyola press materials are utilized to support the religion program, along with a variety of experiential opportunities to engage students in the Catholic faith at each grade level.

Students participate in and help with the celebration of Mass each Friday. Classes sit together at Mass and are often paired with a "buddy" from another grade to build community. The Catholic faith is an infused component of the school environment. Four year old preschool students begin to attend Mass every other Friday in the Spring months.



St. Bernard of Clairvaux
Peace * Pray * Learn

HOMEWORK

Students usually have homework on a daily basis. On **average** (each student works at a different pace) students have about 10 minutes of homework per grade level; e.g., 3rd grade, 30 minutes. There are several reasons for homework:

- to provide extra practice on learned skills
- to provide further learning in areas covered in the classroom
- to provide an opportunity for students to learn good work habits
- to provide an opportunity for growth and responsibility
- to provide parents with an opportunity to see what students are studying and how well they are doing.

Learning is important and that learning should continue after school hours. Daily homework is to be viewed as a way for encouraging learning beyond the school day, and to extend and reinforce skills, concepts and knowledge that were presented in the classroom. Families may need to work to find a balance between school work and after school activities.

Proverbs 16:7

"When a man's ways please the LORD, He makes even his enemies to be at peace with him."

BOOKS

Textbooks, Chromebooks and library books are the property of the school and therefore must be taken care of properly. A replacement fee for the full cost of a new version of the text will be charged for damaged books.

TESTING

Students in first through eighth grade will take the Measure of Academic Progress (MAP) each fall and spring. Results of these tests are used by the school in evaluating and planning curriculum. Individual student results are reviewed during parent conferences. The ACRE (Assessment of Catechesis and Religious Education) is given each spring to both the 5th and the 8th grade students. Specialized testing is available, and often required, for students with special concerns and needs.

LOST OR STOLEN ITEMS

The school will not be held accountable for items lost or stolen. Children are, therefore encouraged not to bring anything of value to school, or items, which they would not like to have lost, stolen or possibly broken.

Clothing items should be labeled with the child's name. Items found will be placed in a designated lost-and-found box located near the south exit door in the main corridor.

ELECTRONIC DEVICES

Electronic devices may be used only with the teacher's permission. (Refer to technology agreement signed by parents and students). At the end of the school day, students who need to contact their parents via text message or cell phone, may do so in the main office. Otherwise, all devices must be turned off and placed in lockers. The school is not responsible for any broken, stolen or lost devices.

ACADEMICS

Diocesan Grading Scale

- A - 93 – 100- Excellent
- B - 85 – 92 - Very Good
- C - 77 – 84 - Average
- D - 70 – 76 - Below Average
- U - Below 70- Unsatisfactory
- I - Incomplete (Grades 6-8)

Parent-Teacher-Student Conferences

Parent-student-teacher conferences will be held for all students in October during the first trimester. At the end of the second trimester, optional conferences are held at the request of parent or teacher.

Conferences afford parents, as well as the teacher, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents and teachers feel are realistic and appropriate for the child. Parents are required to attend fall conferences.

Parents are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made, and is encouraged, through notes directed to the teacher, personal telephone calls, email or conferences with the teacher after school.

Honor Roll

Honor roll is a special recognition for academic achievement in Grades 6-8. The students who receive all A's with one B are on the A honor roll. The B honor roll allows for one C. Classes that do not meet daily are averaged and counted as one grade (music, art, etc.). Any student who receives a D or U in any class will not be eligible for honor roll that trimester.

Promotion/Retention

Promotions and retentions are based on each student's academic, physical, social and emotional growth, and involve consultation with parents, teacher(s), principal and any other personnel involved with students.

Records

A student's official file is kept in the school office. This file contains the student's academic records, attendance records and standardized test results. A parent/guardian wishing to review this file should give a 24-hour written notice and set an appointment time with the principal to review the file.

Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order, the school will provide the non-custodial parent access to academic records and to other school related information regarding the child. If there is a court order specifying that no information be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

EXTRA AND CO-CURRICULAR ACTIVITIES

Band

Students in grades 5-8 are eligible to participate in band. There is no charge for participation in this program.

Choir

Students in grades 6-8 are eligible to participate in choir should their schedule allow it.

Book Club

Book Club is offered to various grade levels throughout the year at the discretion of the librarian. Discussions are held during the noon recess.

National Junior Honor Society

Our NJHS club meets monthly as determined by the schedule of the advisor. The bylaws for membership are on the school's website. Members are inducted each Winter, following first trimester grades. Students in 6th - 8th grade are eligible for membership. This club is community service oriented.

Math Bowl

Math Bowl is an activity that encourages students to hone their problem solving skills. This activity is open to students in 6th, 7th and 8th grades. Students will work with their coach as needed to prepare for the regional competition.

Destination Imagination

Destination Imagination is open to teams of seven students for students in Kindergarten - 8th grades. This organization teaches students to think creatively to solve problems using limited resources. It meets before/after school hours. Restrictions will be determined by the age range of students trying out. All students must meet the age requirement for the group competition. (Group will be either primary, intermediate or middle school.) In 2015 two of the St. Bernard DI teams were invited to participate in the Global Tournament.

FIELD TRIPS

The Diocese of Green Bay states that all field trips must have an educational purpose and be safe for students. To participate in a field trip, students must have a signed copy of the school's permission slip from the parent or guardian prior to taking the trip. Field trips require a sufficient number of

chaperones/supervisors. All chaperones/supervisors must complete a background check and VIRTUS training prior to supervising or chaperoning any school event.

Field trips are a privilege afforded to the students. Students can be denied participation if they fail to meet academic or behavioral requirements as determined by a school administrator. Students may not participate in field trips if they do not have a signed school permission slip prior to departure on the trip. Parents are responsible for providing information or medication should there be a foreseeable medical issue on the trip prior to departure (e.g. an epipen for allergies).

LUNCH

Students will eat in the Commons under staff supervision. Students are expected to conduct themselves properly. If a group is planning an event over the lunch hour, please notify the kitchen and teacher/s one week before. Lunch may not be brought in for a group of students, i.e. pizza party. Lunch cards are provided to every student at the beginning of the school year. A \$7.00 fee is charged for any lost or broken cards.

HOT LUNCH/MILK

An optional hot lunch program will be provided for interested families. A monthly menu will be available. A daily lunch count will be taken. Families are required to keep an adequate amount of money in their lunch account. You will be notified, through the brown envelope, when your child's account goes below ZERO.

Children of families with lunch accounts that go below \$25.00 in debt will not be allowed to participate in the hot lunch program until the account is brought current.

Milk is included with all hot lunch meals. Students may also purchase milk for noon lunch without hot lunch.

LUNCH OFF SCHOOL GROUNDS

Students may leave only when accompanied by their parent/guardian or other adult authorized by the parent/guardian. These students need to be signed out in the school office.

DIOCESAN WELLNESS POLICY

The Catholic Diocese of Green Bay recognizes that our bodies are a gift from God and therefore promotes healthy school communities by requiring wellness education and practices. These include:

- physical and nutrition education
- physical activity
- school based activities to promote student health and wellness, and
- nutrition practices as recommended by the Diocesan Nutritional Standards and USDA Guidelines

Administrators, faculty, and staff must promote these four (4) areas of wellness not only for the students but also for themselves in order to provide an example for the students. A complete copy of the regulations is available upon request from the school principal.

The system or building level administrator(s) shall have the operational responsibility for the implementation and monitoring of the Diocesan Wellness Policy and Regulations. It is recognized that there may be rare special occasions when the system/school administrator allows a school a deviation from these Regulations. This must be documented with the Superintendent for Catholic Day School Education prior to the special occasion.

VIOLENCE, HARASSMENT, THREATENING, BULLYING

GRACE schools are nurturing communities focused on building a foundation of faith and care for others. We are committed to making our schools safe and caring places for all. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools. It is the responsibility of **all parents and school staff** to model kind actions and words toward and about others. Bullying behavior is contrary to our basic school rules as well as our Catholic identity. **Bullying behavior is defined as behaviors that are purposefully and intentionally hurtful or demeaning.**

Bullying type behaviors include, but are not limited to:

- intimidation
- threatening
- exclusion
- gossiping
- perpetuating rumors
- name-calling
- cyber bullying
- physical violence
- retaliation

Sometimes, rude or mean behavior can be mislabeled as bullying. Please help your child understand the difference between bullying, mean and rude behaviors in others.

Rude behaviors include but are not limited to:

- Eye rolling
- Heavy sighs
- Touching or taking something that is not yours
- Getting in someone's personal space
- Interrupting
- Telling stories about the other person that you think are funny

Rude behaviors are often done unintentionally and unless corrected, can often continue due to a lack of awareness on the part of the person demonstrating rude behavior. These behaviors can also be considered “relational aggression” and bringing awareness to children regarding their behaviors, how they are perceived by others and the intentions of their behaviors is absolutely imperative to a peaceful community.

Mean behaviors include all of the “rude” behaviors above, but the key difference is intent. Generally, mean behaviors are done with an intention to hurt another person emotionally or physically.

Bullying can be defined as ongoing, mean behavior with an intent to harm another person in an intentional way.

Harassment/hate, defined as any act or attempted act (verbal or written) intended to cause physical injury, emotional suffering or property damage through intimidation, intentional infliction of stress, bigoted epithets, vandalism, force or the threat of any of the above, motivated all or in part out of hostility to the victim's real or perceived race, color, ethnicity, religion,

sexual orientation, national origin, ancestry, creed, marital or parental status, physical, mental, emotional, or learning disability will not be tolerated at GRACE schools.

- Any acts of bullying or harassment will result in disciplinary action such as suspension, expulsion, and/or referral to law enforcement.
- Any student, who participates in this type of behavior as an encouraging bystander, will also face disciplinary action.
- Students who witness such behavior are expected to report it to a teacher or administrator immediately.

Violence, aggressive and threatening behavior on school premises, church, buses, or at school events will not be tolerated.

All staff and faculty at GRACE schools will do the following things to prevent bullying and help children feel safe at school:

- Provide periodic 'focus' activities on positive actions that also might involve GRACE counselors.
- Watch for signs of bullying and stop it when it happens.
- Record observed incidents and report it to a school administrator.
- Respond quickly and sensitively to bullying reports.
- Provide a safe process for reporting bullying and a description of the investigation process. These processes will be disseminated to parents and students at the start of each academic year.
- Provide consequences for retaliation against students who report bullying.
- Assign consequences for bullying

Sexual Harassment Policy

GRACE is committed to creating learning environments where all people treat each other with dignity, charity and respect. GRACE follows the Diocesan Sexual Harassment policy. The GRACE administration will comply with all laws regarding the protection of children, employees and individuals at risk from harm. Sexual harassment and/or sexual abuse shall be reported to a school administrator. GRACE administrators will comply with all laws regarding the reporting of allegations of sexual abuse to proper civil authorities for investigation. Each allegation needs to be reported to the GRACE President and to the Diocese. Each complaint will be investigated. Disciplinary action may include suspension, expulsion, termination, and/or notification of legal authorities.

ADMISSIONS AND ENROLLMENT

The enrollment process begins in January of each school year. Catholic Schools Week kicks off the enrollment season with a discounted registration fee. This fee will continue to get larger as time goes on through the spring. We have a growing school community. To ensure your child's classroom placement for the next school year, it is important to register as early as possible.

Financial assistance is available for all families who qualify. Please fill out the application form in the TADS system and then contact Heidi Janowski at hjanowski@gracesystem.org for more information if needed.

The Wisconsin Parent Choice Program accepts applications during a short period of time from February through April. The rules to qualify vary from year to year. Please watch the GRACE System website at www.gracesystem.org for regular updates. For questions about your application or support with the WPCP, contact Karen Konop at kkonop@gracesystem.org.

Transfer Students

The GRACE Schools welcome students who transfer from another school based on availability of space. Parents/Guardians who wish to transfer their student(s) into a GRACE School begin the process by setting up an appointment with the School Principal. Parents are asked to provide the school with records from the previous school for the purpose of placement only. The Principal will work with the Parent/Guardian to place the student, recognizing the satisfactory completion of previous coursework. Coursework completed through another school, satisfactory completion of coursework through home-schooling and online coursework are acceptable if evaluated and approved by the principal.

Activity Fee

In order to streamline the collection of fees and provide clarity for parents, GRACE has created an activity fee. This activity fee replaces a series of individual charges for items like student planners, field trips/camp, specialized supplies and other items that were previously charged to parents separately.

- This fee will be set on a school-specific basis
- The fee may vary between three standard groupings of students, Preschool (PK3-PK4), Primary Grades (K-Grade 5), Middle School (Grades 6-8)
- The fee will be collected through the tuition collection process

Site Participation Requirements

1. SCRIP Purchase Agreement (indicate choice A or B):

A. I/We commit to the SCRIP requirement of \$280.00 (\$140.00 goes to the general budget; \$140.00 is a tuition credit for your family) or pay the balance to St. Bernard School no later than May 15, 2018.

B. I/We opt out of purchasing SCRIP to generate \$280.00 in profit and agree to pay the \$140.00 to St. Bernard School to cover the Third Source Funding requirement no later than May 15, 2018.

2. Site Fundraising Agreement

A. I/We commit to a THIRD SOURCE FUNDING goal of \$285.00 profit per family. (See explanation on the St. Bernard website for details). Profit not achieved will be billed to me and paid no later than May 15, 2018.

B. I/We opt out of participating in the THIRD SOURCE FUNDING of \$285.00 profit per family and agree to pay St. Bernard \$285.00 no later than May 15, 2018.

3. Service Hours Agreement

A. I/We commit to working a minimum of 15 hours as a volunteer at a school related event during the 2017-2018 school year. Hours not worked will be billed at a rate of \$10.00 to be paid not later than May 15, 2018.

B. I/We opt not to work, but to pay \$150.00 no later than May 15, 2018.

4. Tuition Credits

Tuition credits for SCRIP will be posted in February if a family has met the \$280.00 profit goal by that time or in July. June credits will apply to the 2017-2018 school year tuition. All other tuition credits will be posted as received.

Please contact your school Site Advisory Committee or Principal for any questions concerning this information. By completing the GRACE TADS registration process for your child, you are agreeing to the terms listed above for the site listed.

FAMILY SERVICE HOURS PROGRAM (FSH)

Mission: The FSH Program is a way to bring together the families of our school to work together toward improving and enhancing our students' Catholic education experience. Through our efforts, we will be able to provide financial support to the school and work toward being more self-sufficient.

Specifics: Each family will be asked to commit to working a minimum of 15 volunteer hours at St. Bernard school related events during the school year. Two hours of the 15 hours must be completed at a Third Source Funding Event. Third source funding events are income-generating events with the proceeds going directly to the operational budget of St. Bernard. Family members or friends may fulfill hours as is appropriate. Families wishing to buy out of the obligation can pay \$10.00 per hour. Families not fulfilling this service agreement will be billed for the number of hours not volunteered at the end of the school year.

If your family has special circumstances that make it difficult for you to fulfill your entire service hour obligation, you may contact Mrs. Blahnik to discuss your situation and any possible adjustment to your FSH commitment.

Timeframe: The FSH program will run from June 1, 2017 through May 15, 2018. The hours worked will count based on the date of the given event (i.e. if the event takes place in June, 2017, the hours worked would count for the 2017-2018 school year requirement).

VISITORS

Anyone other than students, faculty or staff is considered a visitor. All visitors to the school must check in and out at the school office. Parents are welcome to visit the school during the school day. If a parent wishes to visit a classroom for any period of time, the parent should inform the school office prior to the visit. Parents or others who serve as volunteers are required to complete VIRTUS (Protecting God's children) awareness session (www.gbdioc.org under Protecting Our Children - Virtus).

PARENT/VOLUNTEER/VISITOR BADGES

For the safety of the children, all non-staff members must report to the office to sign in and pick up a temporary badge. Before leaving the school grounds, return to the office to sign out and return the badge.

BEHAVIOR INTERVENTION

PBIS (*Positive Behavior Intervention and Support*)

St. Bernard School uses the Positive Behavior Intervention and Support (PBIS) program. We feel that in order for students to succeed academically, we need to create a safe, orderly environment for our students to learn. Students will continuously be taught the St. “B” Attitudes of “B” Safe, “Be” Respectful, “B” Responsible and “B” Peaceful throughout the school year. It is our hope that the students will have a clear understanding of these expectations so that they can be successful at St. Bernard.

Discipline Philosophy

In 1972, the American Catholic Bishops stated that Catholic schools are communities of faith. This means that the students and the teachers of that community recognize the presence of Jesus in themselves and in every other member of the community. This undertaking challenges us to model respect, justice and responsibility to one another in our discovery of God’s creation.

In general, St Bernard School will follow the philosophy of the National Catholic Education Association guidelines, “Discipline in the Catholic School.” The principal, teachers and staff realize that students learn best in an environment that promotes positive and trusted interactions. Therefore the discipline process is one that recognizes the worth and respect of every individual.

In-School Suspension:

The student will spend the entire day or days (no more than two) separated from the rest of the class in a designated area under supervision of the administrator; assigned work to be completed by the end of the day; and the student will be expected to make up missed tests or classwork. The purpose of an in-school suspension is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue. Parents/Guardians will be notified by the administrator of an in-school suspension and a parent/guardian conference will be scheduled. This suspension will be recorded in a student’s file.

Out-of-School Suspension:

Suspension, the temporary prohibition of a student’s attendance at school and school-related activities, is within the jurisdiction of the administrator(s) at each GRACE school. Suspensions may be recommended by teachers, but

may be implemented only by the administrator(s) after conference with teacher(s). The student and parents/guardians must be given notice. The parents/guardians must be given an explanation of the evidence that the school administrator(s) possesses. A conference must be scheduled between the student, parents/guardians and administrator within five (5) school days following the beginning of the suspension.

There are two general situations that may lead to an out-of-school suspension:

1. When the moral or physical well-being of the student body or staff, or personal or school property, is endangered.
2. When there is a prolonged and open disregard for personnel.

If the administrator(s) determines that a suspension is justified due to a serious violation of school rules, the student may be suspended for no more than five consecutive school days unless the suspension is pending expulsion, in which case it may be for no more than 15 days.

Students who receive out-of-school suspension will not be allowed on campus during the time of their suspension or allowed to participate in or attend any school related activity including all extra-curricular activities. Students will complete all missed classwork, homework, tests and quizzes.

After an out-of-school suspension and prior to the student returning to school, the student may be placed on probation with a behavior contract which is for a limited time during which a student must fulfill the terms of the behavior contract or the student faces expulsion. This suspension will be recorded in the student’s file.

Expulsion:

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

1. Acts which, in the judgment of the administrator, endanger the moral, academic, or physical well-being of the student body;

2. Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons;
3. Prolonged and open disregard for school authority;
4. Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Expulsion from GRACE schools begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent/guardian of the suspension with the possibility for expulsion and the specific charges. The administrator informs the GRACE President and the Chairman of the GRACE Board of Trustees.

A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspension. This documentation shall include written communication between the administrator and family. In the case of serious circumstances, as described in above, the student shall be immediately suspended until the process can be completed.

Following the decision of the administrator for expulsion, the student and parent/guardian are notified in writing of their right to appeal to the Executive Committee of the GRACE Board of Trustees within five (5) school days of the expulsion. The request for appeal must be in writing. The request for appeal must be in writing and forwarded to the GRACE President at the GRACE office.

If the student or parent/guardian files a petition for a hearing within the prescribed five days, the hearing according to Diocesan policy shall be set as soon as practical. The Executive Committee of the GRACE Board of Trustees shall conduct the hearing. The student and parent/guardian are informed of the date, time, and place of the hearing.

Hearing procedures: The administrator states the reason for expulsion and provides documentation. The student or parent/guardian presents his/her case. The hearing panel then asks whatever questions are necessary for their understanding of the facts and circumstances. Cross-examination is allowed. All expulsion hearings shall be closed hearings. Legal representation at the hearing is not permitted.

Decision process: When the hearing panel decides it has enough information to make a determination, the panel will go into executive session. The student, parent/guardian and the administrator will be informed of the panel's decision in writing.

The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a separate file and apart from the student's permanent record. The student's permanent record shall indicate that the reason for transfer was expulsion. Expulsion must be reported to the GRACE President and the school to which the student transfers.

Expulsion from GRACE schools may be permanent, or the building administrator or the Executive Committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

Alcohol/Drugs/Smoking/Vaping

The possession, sale, or use of alcohol, drugs, or any other controlled substance, including tobacco and vapes, on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

Any student of St. Bernard School using, in the possession of, or under the influence of controlled substances or intoxicants, or a substance which is represented as a drug or an intoxicant, or in the possession of related drug paraphernalia at any time (24 hours per day – 365 days per year) shall automatically be subject to the Board of Education policy. (1996)

Alcohol During School-Sponsored Functions for Adults

It is the policy of the Diocese of Green Bay to have a non-alcohol environment during student activities and/or events.

Purpose

It is the purpose of this policy to provide an appropriate environment for student activities.

Responsibility

It is the responsibility of the administrator to ensure that alcohol is not served at student activities and/or events. It is the responsibility of staff and parents to assist in providing an appropriate non-alcohol environment on school grounds at student activities and/or events.

Procedure

1. Administrators shall notify director/coordinators of student activities and events regarding the policy
2. Administrators or directors/coordinators of activities shall monitor activities/events to ensure compliance with policy.
3. Administrators shall enforce the policy.

SAFETY/DRILLS

Fire drills, severe weather drills, and school safety drills are held throughout the year in accordance with Wisconsin Statute 118.07. Students are shown the proper method and route to take to exit the building safely and where their class should seek shelter. Emergency procedures for fire (fire drills), tornado (tornado procedure), bomb threat, hazardous spills, and crisis situations are on file in the office and located in each teacher's handbook. Evacuation procedures and routes are posted in each classroom. The building administrator will keep and maintain a log of all drills performed at the school.

Firearms, weapons, and other dangerous objects are not permitted in schools, religious education buildings, or any other facility owned, used or operated by the school, parish, or religious education program, or on any field trip, extracurricular activity, or at any other school-sponsored activity or event. The possession or use of such by employees, volunteers, or students is not permitted (Diocesan Policy # D/B code 4604). Toy weapons should neither be brought to school to play with nor to share at "show and tell", including as part of a Halloween costume. Students found with look-alike weapons will be disciplined accordingly.

The school building will be secured at all hours (7 days a week, 24 hours a day). Access to the school building for authorized personnel will be granted with an ID badge for the applicable hour(s). Access to the school building for those without an ID badge, including parents, during school hours will be granted by school office staff at the front door. All visitors must check in and out with the office prior to entering and exiting the school building.

Each GRACE school shall have a specific lock-down procedure for their building developed by the administrator(s) in conjunction with law enforcement, and reviewed with staff periodically.

DISPUTE RESOLUTION

The school and parents work together to educate a child academically and spiritually in a Catholic environment. To assure the best solution for concerns, issues, or grievances, parents are asked to comply with the following procedure for dispute resolution:

- First contact is normally with the person directly responsible for the action in question. For example, if it is a classroom issue, then it should be taken up with the classroom teacher.
- Second contact is with the immediate supervisor of the person directly responsible. The supervisor will normally arrange and facilitate an appointment between the parent and the employee/volunteer. For any faculty concerns, the supervisor would be the school administrator.
- If concerns continue, one should contact the supervisor (again).
- Final recourse is to bring concerns to the President of the GRACE School System.

The Site Advisory Councils are not involved in the day-to-day operations of the school and therefore are not appropriate avenues for dispute resolution.

ATHLETICS

Our sports program is open to all students in Grades 5-8. Basketball is open to students in grades 3-8, and there is an annual Track & Field Meet for all students in grades K-4th. It includes basketball, soccer, tennis, track, and volleyball. The requirements for participation are as follows:

- Maintain Academic Eligibility
- Physical exam every two years
- Registration Form and Medical Emergency Form
- Activity/Sports contract
- Fee per student for each sports (scholarships available if needed)

Forms are sent through the Brown Envelope and are available on the school website and at the school office or from the Athletic Director.

All completed written and signed documentation listed above must be turned in before uniforms are issued. If these are not returned by the time of the first league game, it will automatically be assumed the student has decided not to participate and his/her name will be removed from the roster.

There will be no reinstatement once the name is removed and no exceptions will be made. St. Bernard Athletic Club helps to implement and financially support our athletic activities. Your interest and support of the association helps all students.

ST. BERNARD SCHOOL DRESS CODE

The purpose of a Student Dress Code is to establish a safe, respectful, professional environment, which focuses on learning. Consistent apparel minimizes competition while also holding down the cost of school clothing.

Parents/guardians are expected to support the school's enforcement of the Student Dress Code, thus reinforcing an environment best suited to the priority of learning. The color of shirts, sweaters, shorts, and pants are the same for boys and girls.

Preschool: At this time, the dress code in the Preschool is established by the EC3 & PK4 teachers. Students in EC3 and PK4 do not follow the dress code as outlined here.

Tops: Solid red, white or navy blue polo shirts with or without a logo and without contrasting colors.

Sweaters, undershirts and turtlenecks should be one solid color (navy, red, white). Turtlenecks **MUST** be worn under a regulation school shirt with a collar. Undershirts must be tucked in and camisoles must be modestly out of sight.

Mass Uniform: Students will wear a red polo shirt with or without the new logo along with regular uniform bottoms (navy, tan/khaki or black). The only change here is that we will be unified in our shirt color on Mass days.

Polos with the logo: Families may choose to purchase shirts with the logo embroidered on it and those will be available in **red and white only**. Purchase of a shirt with a logo is not mandatory but purchase will initially be available through Lands End and Elite, information on website.

Bottoms: Pants, shorts, skorts, capris, jumpers, skirts should be one solid color (navy, black and khaki-tan, and St. Bernard Plaid while still available).

Shorts may only be worn by boys (k-8) and Middle School (6th, 7th & 8th grade) girls.

Boys - the length must not be more than 3" above or below the knee.

Girls - the length must be mid-knee (hitting the middle of the knee cap).

Capris may be worn by girls and must be a few inches below the knee

Skorts (k-8), jumpers (k-4), skirts (k-8) may be worn by girls and must be no shorter than 3 inches above the knee

Pants should be an appropriate length and fit and should not resemble jeans

Outerwear: Sweaters should be one solid color of red, white or navy. Fleece jackets worn in the classroom should be solid red, white, navy or black. Sweaters, fleece jackets and sweatshirts should not have a hood in the classroom.

Note: As of the 15/16 SY, any fleece or sweatshirt that has the St. Bernard School logo can be worn as part of the uniform as long as it does not have a hood and is in good shape (free from holes, tears or discoloration).

Shoes: Athletic shoes of any type can be worn. For safety reasons, flip flops and open toed shoes are **NOT** allowed and socks must be worn with any style of shoes. Socks and shoes should fit well and not be distracting.

Leggings and Tights: Leggings and tights that are worn under the school uniform skirt, skort or jumper must be of a solid red, white, navy or black. No patterns or fishnet-type socks are allowed.

Accessories/Make-up: Any fashion (dress, accessory or hairstyle) that disrupts the educational process that is deemed as inappropriate, provocative, or presents a safety risk, will not be permitted. Visible tattoos are not acceptable for the student body and should be covered by a bandaid when on campus.

If an upper division female student wears make-up, it should be applied appropriately at home. Students should not bring makeup to school. Because of the high probability of infection no sharing of makeup or hair brushes should occur. Jewelry should not be distracting or pose a safety concern.

Male students should not wear makeup, earrings, hats or headbands during the school day or at school functions.

Hair must be clean and neatly groomed and not hanging in the student's eyes. Hair must be neat, clean, well-groomed, and non-distractive, not

obstruct the student's vision, and worn in a manner that does not endanger the student. Hair color must be non distracting and be in a naturally-occurring color. Temporarily colored hair for school spirit activities is acceptable. Feathers, and other decorative hair items that are visible will not be allowed.

Other

Students are expected to dress weather-appropriately, as all students will go outdoors for recess. Snow pants and boots, hats, mittens (gloves) are required for K-5 students for all winter months. See "Policy for Cold Weather Days" for more specific information.

Special Dress Days & NUT Cards

On designated special dress days, uniforms need not be worn. These vary from "jeans" day to "Packer" day etc.

If for some reason a student is not in appropriate clothing, a written excuse from the parent must be presented to the homeroom teacher, otherwise a parent will be called to bring proper clothing. The school reserves the right to interpret and take disciplinary action on violations of the Student Dress Code.

Shorts, skirts and dresses should adhere to the uniform code and be no shorter than three inches above the knee. Shirts should have sleeves and should be free from inappropriate messaging. Pants and jeans should be free from holes or ragged edges/hems. Shoes, hair and accessories should be in accordance with the regular dress code.

N.U.T. Cards (No Uniform Today) CANNOT be redeemed on a day the students are attending Mass.

SITE ADVISORY COUNCIL (SAC)

The Site Advisory Council (SAC) is responsible for the governance responsibilities of St. Bernard School. It will serve as an important parent and parish member body for feedback and consultation body for the St. Bernard School Principal, the GRACE System President and the GRACE Council of Trustees.



The school principal and GRACE System President, retain the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made. We encourage you to call if you have a question or concern.

St. Bernard's Prayer: The Memorare

REMEMBER, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided.

Inspired with this confidence, I fly to thee, O Virgin of virgins, my Mother; to thee do I come; before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

The 5 Finger Prayer

PRESCHOOL PROGRAM

The St. Bernard early childhood program is open to three and four year old children. Classes for the 3-year-old children, turning 3 prior to September 1, are held:

- EC3 2 Half Day AM Program (Tues. & Thurs.) 8:45 to 11:15 am
- EC3 2 Full Days (Tues. & Thurs.) 8:45 to 3:15 pm
- EC3 3 Half Day Program (Mon./Wed./Fri.) 8:45 to 11:15 am
- EC 3 Full Day Program (Mon./Wed./Fri.) 8:45 to 3:15 pm

Classes for the 4-year-old children, turning 4 prior to September 1, are held:

- PK4 3 Half Day Program (Mon./Wed./Fri.) 8:30 to 11:30 am
- PK4 3 Full Day Program (Mon./Wed./Fri.) 8:30 to 3:30 pm
- PK4 5 Half Day Program (Mon./Wed./Fri.) 8:30 to 11:30 pm
- PK4 5 Full Day Program (Mon. thru Fri.) 8:30 to 3:30 pm

Preschool classes follow the same calendar as the K through 8th grade students, except for the last day of school in June.

The Preschool program focuses on social development and preparation for kindergarten by using a “hands-on” approach to interactive learning. Multi-sensory activities are designed to enhance the total development of the child’s perceptual, as well as fine and large motor skills. Like the K through 8th grade, the mission of the early childhood is to encourage the growth of each child spiritually, emotionally, intellectually, physically, creatively and socially.

Thumb: Those closest to you, your family.

Pointer: Those that point you in the right direction (teachers, doctors, priests) ask for wisdom & support.

Index: (tallest) Those that lead us, (Government) ask for guidance & wisdom.

Ring: (weakest) Those that are weak, in trouble, or in pain. We cannot pray too much for them.

Pinkie: (smallest) Our prayers for ourselves & our own needs.



...as attributed to Pope Francis