



# Family Handbook 2023-24

**St. Bernard Catholic School**  
**2020 Hillside Ln. Green Bay, WI 54302**  
**920-468-5026**  
**[https://www.saintbernardgb.com/  
gracesystem.org](https://www.saintbernardgb.com/gracesystem.org)**

## **School Mission Statement**

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.

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## MISSION/PHILOSOPHY AND IDENTITY STATEMENTS

### MISSION STATEMENT

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

### 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 sets 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 and Accessibility**

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.

### 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.

### ACCREDITATION

St. Bernard School is fully accredited as a member of the Wisconsin Religious and Independent Schools Accreditation. A full, seven year accreditation without stipulations was granted to St. Bernard Catholic School in the Fall of 2018. (WRISA)

### ADMINISTRATIVE RIGHT TO CHANGE HANDBOOK

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.

### NONDISCRIMINATION STATEMENT

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.

## CONTACT INFORMATION

### ST. BERNARD SCHOOL - GENERAL

School  
School Fax  
School Website  
Facebook  
Instagram

468-5026  
468-3478  
[www.saintbernardgb.com](http://www.saintbernardgb.com)  
#StBernardSchoolGB  
#StBernardgb

### ADMINISTRATION AND STAFF

Mr. David Gusloff, Interim Principal  
Ms. Brittany Dudzik, Assistant Principal  
Mrs. Amanda Thomas and Ms. Melissa Tilleman Administrative Assistants  
Mr. Edgar Zaragoza, Outreach Administrator  
Mrs. Amy Hurrish, Hot Lunch  
Teachers/staff -teacher/staff member's

dgusloff@gracesystem.org  
bdudzik@gracesystem.org  
sbsoffice@gracesystem.org  
ezaragoza@gracesystem.org  
ahurrish@gracesystem.org  
first name initial & last name @gracesystem.org

### GRACE

GRACE Fax  
GRACE Website

499-7330  
272-6564  
[www.gracesystem.org](http://www.gracesystem.org)

### ST. BERNARD PARISH

Parish Administrator, Fr. Adam Bradley  
St. Bernard Parish Center  
St. Bernard Religious Education  
St. Bernard Parish Website

468-4811  
468-4390  
[www.stbernardgb.org](http://www.stbernardgb.org)

### SAC BOARD -SITE ADVISORY COUNCIL

Annual Council Members are posted on the School Website  
[www.saintbernardgb.com](http://www.saintbernardgb.com) > Resources > SAC

### MAINTENANCE STAFF

Mr. Leo Druar  
Mr. Dan LaViolette

leo@stbernardcong.org  
dan@stbernardcong.org

## DAILY SCHEDULE

8:15	Students enter school
8:30	Classes Begin
11:15-12:05	Kindergarten, Grade 1 & 2 – lunch/recess
11:50-12:40	Grades 3-5 – lunch /recess
12:20-1:05	Grades 6-8 – lunch/recess
3:20	Dismissal for PK
3:25	Dismissal for K-2
3:30	Dismissal for 3-5
3:35	Dismissal for 6-8

\*8:31 am is considered Tardy

## 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)

## REPORT CARDS

St. Bernard Catholic School is on a trimester system of reporting. Grades are reported at the end of each trimester in November, March and June. PK-2nd Grade provides reports that are formative and give an indication of student progress without the added pressure of letter grades. Letter grades are reported beginning in 3rd grade.

## PK3-8th GRADE CONFERENCES (FALL/SPRING)

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 parents or teachers.

Conferences provide parents and teachers 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.

## SPECIALS CLASSES

Students PK4-8th grade take a variety of special classes including, but not limited to Art, Spanish Language, Gym and Music. The band program begins in 4th grade. Students in 8th grade have the opportunity to take High School Health for credit. The middle school fine art block also allows students the opportunity to choose between study hall, art classes, computer technology classes, forensics and drama. The fine art classes are subject to change from year to year, and rotate on a two year schedule. Grades in these classes count toward a student's potential to earn honor roll and it is important that our families encourage student effort and participation in these courses.

## 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, F or U in any class will not be eligible for the honor roll that trimester.

## ACADEMIC WATCH, PROBATION, AND REMOVAL (5th - 8th Grade)

A high academic standard is upheld at St. Bernard Catholic School. We monitor grades, and administration runs grade reports twice per semester, at the mid-Trimester and end of trimester. If a student is found to have "excessive low grades" (a combination of 2 or more Ds or one Fs), then the student will be placed on Academic Watch, and a letter will be mailed home. Students placed on Academic Watch will be encouraged to participate in the Homework Huddle Program.

After being placed on Academic Watch, if a student does not improve their grades, then they will be placed on Academic Probation. Students on Academic Probation will be encouraged to attend Homework Huddle, will not be allowed to participate in extracurricular activities, they will be given a mandatory study hall, they will have an academic probation card with teachers, and have to sign an academic probation contract with parents.

The academic probation contract will outline the expectations that grades must improve in six weeks or the student will be asked to leave St. Bernard School.

## PROMOTION AND RETENTION

Promotion and retention 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.

## STUDENT 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 PARENTS

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.

## 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.

- PK 3 - Must be 3 by September 1st of PK 3
- PK 4 - Must be 4 by September 1st of PK 4
- Kindergarten - Must be 5 by September 1st of Kindergarten

## FINANCIAL ASSISTANCE

Financial assistance is available for all families who qualify. Please fill out the application in TADS. Contact the GRACE office at 920-499-7330 or [graceoffice@gracesystem.org](mailto:graceoffice@gracesystem.org) for more information if needed.

## WISCONSIN PARENT CHOICE VOUCHER PROGRAM

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](http://www.gracesystem.org) for regular updates. For questions about your application or support with the WPCP, contact Edgar Zaragoza at [ezaragoza@gracesystem.org](mailto:ezaragoza@gracesystem.org) or 920-499-7330 ext. 311.

## TRANSFER STUDENTS

The GRACE Schools welcome students who transfer from another school based on availability of space. St. Bernard School will not accept mid-year transfers from within the GRACE system unless by extenuating circumstances. Students wanting to transfer into SBS at the beginning of 8th grade will be considered for enrollment on a case by case basis.

Parents/guardians who wish to transfer their student(s) into a GRACE School must first set 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 homeschooling 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
- The middle school activity fee includes the cost of the overnight camp experience

## SITE PARTICIPATION REQUIREMENTS FOR PARENTS

St. Bernard School is part of the GRACE System. There are ten schools in the system and a specialized formula is used to determine each site's fundraising contribution to the GRACE System. These fundraising dollars help keep Catholic education viable and accessible for the families living in the Green Bay, WI area. In order to meet our annual fundraising goal of approximately \$94,000 we need everyone's help.

## FUNDRAISING FOR ST. BERNARD SCHOOL PK-8th GRADE FAMILIES

Please see <https://gracesystem.org/admissions/enrollment-contracts/> for more information on this year's Enrollment Agreement.

## FAMILY SERVICE HOURS

Family service hours are essential to our fundraising success. More importantly, family volunteerism promotes community building! Families can choose to buy out their service hours if it is absolutely necessary. *Works of Love are Works of Peace - St. Mother Teresa of Calcutta*

If your family has special circumstances that make it difficult for you to fulfill your entire service hour obligation, you may contact the principal to discuss your situation and any possible adjustment to your Service Hours Commitment.

You may purchase SCRIP to help reduce your tuition costs, but you are not required to. St. Bernard will return a % of the total profits earned by the family as tuition credit. Tuition credits for SCRIP will be posted in Winter and late Spring.

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.

## ARRIVALS

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

The map illustrates the layout of St. Bernard School and its surrounding areas, including bus routes and parking lots. Key features include:

- Streets:** Mary Queen Road (top), Hillside Lane (bottom), St. Bernard Drive (left), and Wayfarer Way (right).
- Buildings and Areas:** St. Bernard School (central), Parish Office (bottom left), Upper Parking Lot (bottom left), Back Parking Lot (top left), Playground (top right), Field (top right), Gaga Pit (top right), Basketball Courts (top right), and Garage (top right).
- Bus Routes:**
  - Red Route:** Enter Back Parking Lot, 3rd - 8th grade (NO younger siblings), Walkway for 3rd - 8th grade (NO younger siblings), Exit.
  - Blue Route:** Walkway to walk kids to school, Main Parking Lot, Park in upper lot and walk children to the school, Exit Only.
  - Green Route:** Drop off line for PK - 2nd grade or 3rd - 8th grade with younger siblings. Students should exit the right side of vehicle, Main Parking Lot, Enter.
  - Purple Route:** Bus Kids Walking to Main Doors.
  - Yellow Route:** Bus Drop - Off.
- Other Features:** St. Bernard Church (bottom left), Exit Only (bottom center), and various entrance/exit points marked with 'Enter' and 'Exit' labels.

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## SUPERVISION: BEFORE SCHOOL HOURS

Parking lot supervision will begin at 8:15 am. Students will be admitted into the building at 8:15 am at which time they will head to their homeroom classes to prepare for the school day.

## ATTENDANCE AND TARDIES

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](mailto: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. Families are highly DISCOURAGED from taking their children out of school during the school year for family vacations. It is challenging for students to catch up with their academics from being gone.

## 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 and signed out by their designated adult.

## 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 for the work missed after vacation.

## TARDIES

A child who arrives at school after 8:30 am (PK-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. Students who are habitually tardy will need to speak with the school administration regarding the situation. If tardies persist, time will be made up at a date and time that is mutually convenient.

**Habitually tardy will be defined as five (5) or more tardies in a single trimester.**

**Excused Tardies:** car trouble, 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, 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 however, care is NOT provided on early release days. Morning care is from 6:45-8:20 am. A light breakfast is served. Care is provided until 5:30 pm after school. Children are given snacks daily. Students are given time to complete



homework, participate in planned activities and explore with free playing. For information please contact the school office or email the school office at [sbsoffice@gracesystem.org](mailto:sbsoffice@gracesystem.org).

## **COMMUNICATION PROCEDURES AND METHODS**

### **TELEPHONE CALLS AND EMAILS TO SCHOOL PERSONNEL, STUDENTS AND OFFICE STAFF**

Calls to the office, at 468-5026, can most conveniently be made from 8:00 am to 4:00 pm. Voicemail 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 and 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.

### **WEEKLY CLASSROOM NEWSLETTERS**

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.

### **WEEKLY PRINCIPAL NEWSLETTER**

Additionally, the school uses SwiftReach 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 approximately twice a month 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.

### **GRADES/LUNCH/EMERGENCY CONTACT INFO. (POWERSCHOOL)**

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 the main office at [sbsoffice@gracesystem.org](mailto:sbsoffice@gracesystem.org) to get your parent account setup or to get support with student accounts.

### **CHANGE OF ADDRESS/PHONE NUMBER/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, when the public school is in session, 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 when St. Bernard School is in session but the public school is not, the GRACE system president will communicate any delays, early dismissals or cancellations with the GRACE principals. The principals will in turn communicate the plan with the bus company and school community.

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.

## **COLD WEATHER/RAINY WEATHER DAYS- DRESS, PLAY AND DROP-OFF PROCEDURE**

### **THE NATIONAL WEATHER SERVICE**

The main office and the school staff utilize the National Weather Service App and Website for official information regarding temperature and wind chill. This information is used to make decisions about outside play, required clothing, drop off status, etc.

#### ZERO OR BELOW/ RAINY WEATHER

If the weather is extremely cold, zero (0) degrees or below, either regular temperature or wind chill, students will not go out for recess. This same procedure will be used on days when there is rain during recess time.

#### COLD WEATHER GEAR

Students are expected to have proper cold weather gear on days when snow is on the ground, and weather is cold (32F). Cold weather gear includes **mittens/gloves, snow pants, snow boots and a hat for K-5th grade students**. The Preschool program will provide specific directions on the gear that is expected and when students should bring that gear. Students in **6th-8th grades are expected to have a jacket, hat and gloves** and are exempt from snow-pants and boots 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.

#### BLACKTOP PLAY DURING FREEZING WEATHER

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.

#### HOT WEATHER

On school days when there is excessive hot weather, the main office will determine whether students should be allowed to participate in outdoor activities, including recess, physical education, and outdoor field trips. The heat index will be factored into the decision of whether outdoor activities are appropriate, and students will not have outdoor activities if the heat index exceeds 98 degrees fahrenheit.

#### 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.

### CURRICULUM AND INSTRUCTION

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. The GRACE system works 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 material adaptations on the St. Bernard School campus include: Project Lead the Way (STEM Science), Wilson Phonics, Zones of Regulation (Social/Emotional), WMELS (to support a play-based approach to Early Childhood and PreSchool) and Daily 5 and Cafe Literacy. Sophia Institute 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.

#### HOMEWORK

Students usually have homework on a daily basis k-5 in the areas of math and literacy. Students in middle school will have homework in all subject areas. On average (each student works at a different pace) students have about 10 minutes of homework per grade level; e.g., 3<sup>rd</sup> 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.

#### BOOKS

Textbooks, Chromebooks, HotSpots and library books are the property of the school and therefore must be taken care of properly. Families are required to pay for the replacement of lost or damaged curricular materials.

## TESTING

Students in kindergarten through eighth grade will take the STAR (Renaissance Learning) Test in Reading and Math 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 ACCESS is a test given to students who have a first language other than English. The FORWARD test is given to students who are receiving the Wisconsin Parent Choice voucher. Additional, specialized testing is available, and often required, for students with special concerns and needs. Additional, ongoing monitoring and support is provided through the use of the IXL program in the classroom setting.

## DRESS CODE

### PHILOSOPHY

The purpose of a Student Dress Code is to establish a safe, respectful, professional environment, which focuses on learning and promoting the school's Catholic identity. Consistent apparel minimizes competition while also holding down the cost of school clothing. Parents/guardians are asked to support the school's enforcement of the Student Dress Code, thus reinforcing an environment best suited to the priority of learning. 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.

### PRESCHOOL

At this time, the dress code in the Preschool is established by the PK3 & PK4 teachers. Students in PK3 and PK4 do not follow the dress code as outlined here. Students will receive a handbook from the preschool teachers indicating the type of clothing that is conducive to preschool activities.

### T-SHIRT TUESDAYS: KINDERGARTEN - 8TH GRADE:

Each Tuesday, students are encouraged to wear Spirit Wear tops and uniform bottoms.

Any t-shirt, athletic jersey or club activity that is sponsored by St. Bernard School, GRACE, Notre Dame Academy, or St. Norbert College may be represented on T-SHIRT Tuesdays. PreSchool students are welcome to participate as well!

### KINDERGARTEN - EIGHTH GRADE BOYS AND GIRLS

#### **NON-MASS DAYS**

**Uniform bottoms BOYS:** solid black, khaki pants or shorts

**Uniform bottoms GIRLS:** solid black or khaki pants, capri's, skorts, jumpers or skirts (or SBS plaid skirts/skorts/jumpers)

**Length of Skirts, Shorts and Skorts:** must fall not shorter than 3" above the knee

**Uniform Shirts (long or short sleeved):** solid red, white or black knit shirt with collar - with or without school logo

**Outerwear for Classroom BOYS AND GIRLS:** Sweaters should be one solid color of red, white or black. Fleece jackets or ¾ zip sweatshirts worn in the classroom should be solid red, white or black. Sweaters, fleece jackets and sweatshirts should not have a hood in the classroom.

### KINDERGARTEN - EIGHTH GRADE BOYS AND GIRLS

#### **MASS DAYS**

**Uniform bottoms BOYS:** solid black or khaki pants, shorts

**Uniform bottoms GIRLS:** solid black or khaki pants, capri's, skorts, jumpers or skirts (or SBS plaid skirts/skorts/jumpers)

**Length of Skirts, Shorts and Skorts:** must fall not shorter than 3" above the knee

**Uniform Shirts (long or short sleeved):** Students must wear a red polo WITH a logo OR SBS plaid with red polo. 8th grade does not need the logo. Just a red polo.

**Outerwear for Classroom BOYS AND GIRLS:** Same as M/W/TH

## **VENDORS**

Families can purchase their uniform pieces from any store where they can find the needed pieces. The vendors listed below show where specialty items for our uniform code can be found.

The plaid can only be purchased at Dennis Uniforms

Any embroidered item can be purchased at Dennis Uniforms and Valley Apparel

### **WALMART, TARGET, CHILDREN'S PLACE, ETC.**

GENERIC PIECES - Solid pants, skirts, jumpers, shorts

Solid shirts

Solid sweaters and sweatshirts

## OTHER DRESS CODE DETAILS

### 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/TIGHTS/SOCKS

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

### ACCESSORIES/TATTOOS/EARRINGS

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 for male and/or female students alike. Nail fashions that are extreme (pointed, longer than ½ inch beyond the tip of the finger, etc.) are prohibited. Visible tattoos are not acceptable for the student body and should be covered by a bandaid when on campus. Hats cannot be worn during the school day inside the building as a sign of respect to the nature of our educational environment. Fashions such as "plugs", diamond earrings worn by male students for status/fashion will also not be permitted. Hair can be pulled back for activities as needed by male and female students. *Addendum dated 1/31/23*: Boys are welcome to wear non-distracting studs in one or both ears.

### MAKEUP/JEWELRY

Male or Female Students in 6th-8th grades who wear makeup should apply it at home. Students younger than 6th grade should not wear makeup to school. Students should not bring makeup to school. For sanitary reasons, no sharing of makeup or hair brushes should occur. Additionally, jewelry should not be distracting or pose a safety concern.

### HAIR

Male and female hair must be neat, clean, well-groomed, and non-distracting, not obstruct the student's vision. 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.

### COLD WEATHER DRESS

Students are expected to dress weather-appropriately because 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 AND NUT CARD DAYS

On designated special dress days, uniforms need not be worn. These vary from "jeans" day to "Packer" day etc. N.U.T. Cards (No Uniform Today) cannot be redeemed on a day the students are attending Mass. On these special dress days, 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.

## FAITH LIFE

Students participate in and help with the celebration of Mass each Friday at 8:45 AM. 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. The school puts an emphasis on school-wide service projects in order to provide students with the opportunity to live the faith and see faith in action.

St. Bernard Parish is our partner in bringing our children and their families closer to God. For this reason, families are encouraged to attend Mass as a family. Families who consider St. Bernard School their home will be asked to respond to an annual parish commitment letter. In this way we will know that you are actively involved in the parish faith life.

#### **St. Bernard of Clairvaux**

Feast Day: August 20th

Peace \* Pray \* Learn

#### **St. Bernard Parish Mass Times:**

Saturdays - 4:00 pm

Sundays - 8:00 am, 10:00 am

#### **Confessions:**

Saturdays - 2:30 pm

## 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. No Exceptions are made to this requirement.**

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).

### **Field Trip Themes Include, but are not Limited to:**

PK	pumpkins, apples, animals, fire safety
K	pumpkins, apples, animals, fire safety, public performance
1st/2nd	(depending on A/B year curriculum) astronomy, weather, public performance, animals, sacramental prep.
3rd/4th/5th	Wisconsin state history, Wisconsin outdoors (survival, weather, habitats), Wisconsin economy (farming, manufacturing, etc.), public performance
Middle School	Overnight retreat/camp experience each year (Tekawitha, U-Nah-Li-Ya, Anokijig), public performance, and WI religious art, history, architecture and traditions

## **GRIEVANCE PROCESS**

### **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 follow the Principle of Subsidiarity. Which is to say that as a matter of justice and respect for human dignity, disputes should be handled at the lowest level possible and, if possible, directly with the person whom there is a conflict with.

*"One of the key principles of Catholic social thought is known as the principle of subsidiarity. This tenet holds that nothing should be done by a larger and more complex organization which can be done as well by a smaller and simpler organization. In other words, any activity which can be performed by a more decentralized entity should be."*  
- Bosnich

With this in mind, the following is the 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.

## **HEALTH/WELLNESS AND SAFETY**

### **GRACE WELLNESS POLICY**

GRACE 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.

[WELLNESS POLICY LINK](#)

### **BIRTHDAY TREATS**

To honor the Diocesan Wellness Policy as well as to provide a safe environment for students with food allergies, St. Bernard School is a "No Food Birthday Treat" Campus. Students will be given a special birthday treat from the main office and the classroom

teacher will allow them to select a special "Birthday Treat" in the classroom that is non-food related. Students are discouraged from bringing any treats for their birthdays, non-food items included.

#### **FOOD/DRINK IN THE CLASSROOM**

Students should follow the Wellness Policy and refrain from drinking anything other than water in the classroom setting. Water Bottles should only have water in them. Snacks should be healthy and should only be eaten in the classroom with teacher permission.

#### **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 the VIRTUS (Protecting God's children) awareness session ([www.gbdioc.org](http://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. Please be sure to sign out when you leave campus.

#### **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.

#### **WEAPONS/FIREARMS/TOY WEAPONS**

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.

#### **DAILY BUILDING SECURITY**

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 and must wear a "visitor's badge" during the duration of their time on campus. Security cameras are in use both inside and outside the school and parish facilities.

#### **ESCAPE \* BARRICADE\* PROTECT - RESPONSE TO INTRUDERS**

Each GRACE school shall have a specific procedure for their building developed by the administrator(s) in conjunction with law enforcement, and reviewed with staff periodically. This is a comprehensive plan and a copy of it can be found in any classroom or common area in the school building enclosed in a YELLOW folder. During intruder situations, students have been trained by the Green Bay Police Department to ESCAPE\*BARRICADE\*PROTECT. Lockdowns will no longer be used for active intruder situations. Lockdowns are, however, part of our safety plan in specific situations.

#### **LUNCH PROGRAM**

Students will eat in the Commons under staff supervision. Students are expected to conduct themselves properly. Lunch may not be brought in for a group of students by a parent, i.e. pizza party. Parents may however, bring in a lunch for their child only. Lunch cards are provided to every student at the beginning of the school year.

#### **HOT LUNCH/MILK**

An optional hot lunch program will be provided for interested families. The price is subject to change from year to year. The annual price can be found on the school's website under resources >lunch. 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 a text message, 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 to current. Milk is included with all hot lunch meals. Students may also purchase milk for noon lunch

without hot lunch.

## NUTRISLICE

A monthly menu is available on our website, under Resources > Lunch > Nutrislice. All of the nutrition information for the lunches can be found here as well.

## 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 and must return by the end of the allotted recess time.

## MEDICAL INFORMATION

### MEDICAL EMERGENCIES

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.

### MEDICATION AT SCHOOL

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 accessed in the main office. All medications will be sent home at the end of the school year.

## PERSONAL PROPERTY ON CAMPUS

### 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. Students who violate this expectation will have their device taken away. If it belongs to the student, a parent will be called and asked to pick it up. If it belongs to the school the student may have his/her access to the device revoked.

## PRESCHOOL PROGRAM

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 8<sup>th</sup> grade, the mission of Preschool is to encourage the growth of each child spiritually, emotionally, intellectually, physically, creatively and socially. 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.) | 8:30 to 11:30 am |
| • EC3 2 Full Days (Tues. & Thurs.)           | 8:30 to 3:20 pm  |
| • EC3 3 Half Day Program (Mon./Wed./Fri.)    | 8:30 to 11:30 am |
| • EC 3 Full Day Program (Mon./Wed./Fri.)     | 8:30 to 3:20 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 3:20 pm  |
| • PK4 5 Half Day Program (Mon. thru Fri.) | 8:30 to 11:30 pm |
| • PK4 5 Full Day Program (Mon. thru Fri.) | 8:30 to 3:20 pm  |

Preschool classes generally follow the same calendar as the K through 8<sup>th</sup> grade students.

## **SITE ADVISORY COUNCIL (SAC)**

The St. Bernard Catholic School Site Advisory Council (SAC) serves as an advisory board and fundraising group with the School Principal, the GRACE President and the GRACE Board of Trustees. The Site Advisory Council operates in accordance with the mission statement of St. Bernard School, GRACE and the Diocese of Green Bay by fostering Catholic leadership and witnessing the Gospel message, embracing a stewardship way of life and striving for moral and academic excellence.

The role of the SAC is to educate parents and students on school and GRACE matters, support efforts for marketing, enrollment and retention of school families and oversee site-based fundraising – including the GRACE Budget Contribution (Third Source Funding). The SAC will also make recommendations and support the Principal on matters related to practice, operation, budgets and programming at the school. The SBS Site Advisory Council consists of 4-15 members and includes parent representation, staff, pastor and parish representation.

## **STUDENT ACTIVITIES**

### **ATHLETICS**

The 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. The athletic program includes basketball, cross country, soccer, tennis, track, and volleyball. The requirements for participation are as follows:

- Maintain Academic Eligibility
- Registration online using sports engine
- Fee per student for each sports (scholarships available if needed)

To register visit our website and go to the Athletics page to find the link for sports engine, the registration website.

Registration and fees must be turned in before uniforms are issued. If these are not completed 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.

### **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

#### **Concert Band, Jazz Band and Pep Band**

Students in grades 4-8 are eligible to participate in band. Instruments available for rent through local music shops.

#### **Liturgical Choir**

Students in grades 3-8 are eligible to participate in choir should their schedule allow it.

#### **Book Club**

Book Club is offered to 8th grade throughout the year at the discretion of the librarian. Discussions are held during the noon recess one time per week.

#### **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 7th - 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.

#### **Homework Huddle**

3rd-5th and Middle School each have a Homework Huddle room before and after school three days a week. Students can come on a drop in basis as needed or they may be invited to come based on academic need.

#### **Other:**

Chess Club (K-8), Robotics (4th-8th), Art Club (K-8), Student Council (K-8 Membership, 7th/8th Officers), Altar Serving (training in 4th grade), Morning Announcement Team (4th-8th grade), Environmental Club (4th - 8th grade)



## STUDENT DISCIPLINE

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 expect respect in return. 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.

### PROGRAMS TO PROMOTE POSITIVE BEHAVIORS

In order to promote a positive school culture among students, teachers and parents the school is deeply committed to the PBIS program and the ZONES of Regulation. The CHAMPS program is used in the classrooms to help promote a systematic approach to correcting unexpected behaviors. A key component to the CHAMPS program is a "menu of corrections."

While PBIS promotes positive behavior through learned procedures and expectations, the ZONES of Regulation seeks to teach students the language of emotions for the purpose of self regulation. These two programs together help create a learning environment that is focused on the positive. The list below is an example of the types of behaviors that elicit written documentation by a classroom teacher or school administrator.

**TIER 1 - Classroom Managed.** Whole Group PBIS/CHAMPS System, use of Paw Pride System and CHAMPS Menu of Corrections.

#### **TIER 2 Classroom or Admin. Managed**

Mean / Rude Behavior  
Cheating / Plagiarism (on Daily Work)  
Technology Misuse  
Name Calling  
Minor Stealing  
Food / Drink / Gum Chewing  
Disrespectful  
Unkind behavior towards others  
Non-compliance  
Dress Code Violations  
Minor Vandalism  
Fake Fighting  
Attendance (late for class)  
Minor Disruption  
Horseplay  
Cell phone use

#### **TIER 3 Administrator-Managed**

Major Vandalism  
Major Defiance  
Major Disruption  
Major Stealing  
Chronic Staff Managed Behavior (3+)  
Chronic Dress Code Violations (3+)  
Major technology misuse  
Profanity directed at adult / peers  
Bullying / Harassment  
Cheating / Plagiarism (on major assignment / test)  
Absent from class without permission  
Misuse / Forged Hall Pass  
Cell Phone Violation  
Used / Brought a weapon  
Substance Abuse or Possession  
Fighting/Physical Violence Directed at Another Person  
Verbal/Physical Intimidation of Another Person

### RUDE/MEAN/BULLYING BEHAVIORS

**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. The school will always look to the [Diocesan School Policies](#) when it comes to handling true bullying behaviors.

### [HARASSMENT/HATE](#)

### [SEXUAL HARASSMENT](#)

### [BULLYING](#)

### FACULTY/STAFF/VOLUNTEERS/PARENT RESPONSE TO REPORTS OF BULLYING BEHAVIORS

- 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/harassment reports.
- Provide a safe process for reporting bullying and a description of the investigation process.
- Provide consequences for retaliation against students who report bullying.

- Assign consequences for bullying/harassment.

The Diocese of Green Bay's Board of Education Policies apply to GRACE as a school system within the Diocese- [LINK HERE](#).

#### WRITTEN DOCUMENTATION - TIER 2 AND TIER 3

**Staff/Classroom Referrals** - These can be given by any staff or the administrator at the TIER 2 level. These referrals are meant as a written warning for the student with the expectation that their behavior will be corrected. Students who receive 3+ Staff/Classroom Referrals for the same behaviors will be contacted via phone by the classroom teacher.

**Administrator/Office Referrals** - These referrals can be given by the school administrator when student behaviors have escalated beyond TIER 2. Referrals will be followed by a phone call home from a school administrator.

#### DETENTION/SUSPENSION/EXPULSION

There are times when a student has worked themselves through the PBIS FYI and Referral process. In these special cases student disciplinary action will be a team effort with the school administrator, the student and any other pertinent adults necessary for a fair and just approach to the student's ongoing formation as a person.

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 a conference with the teacher(s). Suspensions become part of a student's discipline file and are discarded at the end of the current school year. Behavior plans and expulsions implemented as a result of ongoing behaviors and/or suspensions, however, become part of a student's school records.

##### **In-School Suspension:**

Parent meeting or phone call.

One to two days in the main office separated from peers and student activities.

No after school or co-curricular participation while on suspension.

Restitution and/or a consequence that fits the situation.

The suspension will conclude with a family meeting and the implementation of a behavior plan to help support the student's ongoing success.

##### **Out-of-School Suspension:**

Parent meeting or phone call.

Maximum of 15 school days total

Meeting held within 5 school days

No after school or co-curricular participation while on suspension.

Restitution and/or a consequence that fits the situation.

The suspension will conclude with a family meeting and the implementation of a behavior plan to help support the student's ongoing success.

##### There are two general situations that may lead to suspension:

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

##### **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:

- Acts which, in the judgment of the administrator, endanger the moral, academic, or physical well-being of the student body;
- Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons;
- Prolonged and open disregard for school authority;
- 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.

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.

### **SPECIAL ANNOUNCEMENT: 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 the disciplinary process explained here.

## **TRANSPORTATION**

### **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 Green Bay Area Public Schools 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. Students are expected to demonstrate behaviors in alignment with our PBIS and CHAMPS programming. The school and the bus company will work together on any consequences that a student has earned as a result of their behavior.

## **VOLUNTEERING AND VIRTUS**

Volunteering is an important part of a parent's involvement in their child's school experience. Volunteers are needed for fundraising, the school lunchroom, classroom helpers and field trips. Anyone who volunteers in our school building must follow the Diocesan Policy for Safe Environment Training. This includes a VIRTUS class and background check and is MANDATORY if volunteering.

While there is a small investment of time at the beginning, it helps us ensure that all of the children in our care are safe at all times. More information on this process can be obtained on the school website, in the school's main office, in new family folders from BEAR FACTS, and on the Diocesan Website at: <https://www.gbdioc.org/protecting-our-children/virtus>

### **[GRACE FAMILY HANDBOOK](#) (Links to an external site)**

The GRACE Family Handbook is an Addendum to this site-based Parent/Student Handbook, please be sure to access it online.

### **[Diocesan School Policies](#) (Links to an external site)**

## **PARENT EXPECTATIONS**

School officials are partners with parents and families in educating all children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and productive environment. You share in this responsibility when you:

- Nurture and Support your Child's Faith Life and Spirituality
- Make sure your student(s) attend(s) school, on time, every day.

- Support your students in doing their homework and studying at home.
- Make learning a priority.
- Attend parent-teacher student-led conferences to discuss your student's progress and how you can support their success.
- Understand and follow district rules and the rules of your child's school.
- Support school administrators in enforcing these rules.
- Support the school and the GRACE System in maintaining high expectations of all students.

### **THE MEMORARE - St. Bernard's Prayer**

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.

### **ADDENDUMS:**

#### **Honor Roll (2022/2023 SY)**

\*The final grade of first semester classes will be considered in the 2nd trimester Honor Roll. For example: if a student receives a D or F in a first semester class, they may receive 1st trimester honor roll (if they qualify) but they would not be eligible for 2nd trimester Honor Roll as that is when the student receives their final grade.

*\*Some courses, such as 8th grade health, are offered on a semester basis instead of a trimester due to the fact that they are earning a high school credit for their participation in the class.*

Trimester 1 (First day of school through the third Friday in November)

Trimester 2 (Third Monday in November through the fourth Friday in February)

Trimester 3 (Fourth Monday in February through the fourth Friday in May)

Semester 1 (First day of school through the midpoint of the 2nd trimester)

Semester 2 (The midpoint of the 2nd trimester through the fourth Friday in May)