

St. Bernard Christian Academy

Student Handbook for Academics and Discipline

PK3-3rd Grade

2023-2024

Welcome!

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Welcome to St. Bernard Christian Academy, Home of the St. Bernard Dogs!

St. Bernard Christian Academy is approved by the Louisiana State Department of Education. SBCA meets all state requirements relative teacher qualifications, curriculum, and assessment. We are committed to following the state standards through high-quality curriculum, well-planned lessons, and thoughtful assessments.

St. Bernard Christian Academy welcomes students of all races, religions, creeds, nationalities and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, as mandated by the Federal Government for approved schools.

The instructional program at St. Bernard Christian Academy offers systematic instruction of skills and competencies through high-quality curricula. Each student is expected to meet the grade-level state standards. SBCA will provide intervention and enrichment to support students, based on age and developmental stage and ability. Students are expected to accept responsibility for his or her own learning. To ensure optimum teacher-student instruction, SBCA will provide teacher assistants in Pre-Kindergarten and Kindergarten classes for the 2023-2024 school year.

St. Bernard Christian Academy views education as a cooperative effort. The collaboration of family, school and community broadens and enriches the sense of identity vital in building the whole person. St. Bernard Christian Academy will develop students to live faithfully, think critically, and live purposefully.

Philosophy of Education

St. Bernard Christian Academy is a community based on developing the whole child through rigorous academics, faith-based activities, and community involvement. We wish to guide our students with a strong foundation in academics so that they are prepared for college and careers after their time at SBCA. SBCA provides an education that encompasses the whole person: intellectual, social-emotional, and physical.

Through high-quality curricula and rigorous academic activities, we will provide students with opportunities to meet the grade-level standards. Aside from meeting state standards, we believe students should have ample opportunities to develop their individual potential, expanding their base of knowledge and exploring their interests.

Through faith-based activities, we will provide students with the space to develop a positive self-image. We believe students should recognize their gifts and limitations, and develop the skills needed to communicate effectively and cope with change.

Through physical activity, we will provide students with a value system that will enable students to respect their bodies through wise dietary choices, proper hygiene, and adequate exercise. We believe students should understand avenues for a healthy release of energy, such as providing community service.

Academic Policy

Grading Scale

Students in grades PK-K will receive 9-week reports using the following codes: Satisfactory (S), Needs Improvement (NI), Unsatisfactory (U), Mastery (M), Good Progress (GP), Area of Concern (AC), Not Applicable (NA).

Students in grades 1-3 will receive 9-week reports using the following scale:

100-90:	A
89-80:	B
79-70:	C
69-60:	D
59 and below:	F

Honor Roll

The purpose of the honor roll is to reward outstanding scholastic achievement. Students who receive this award are being honored for their motivation, responsibility, and work ethic.

There are two honor rolls —High Honor Roll and Honor Roll. Qualifications for High Honor Roll: The letter grade “A” obtained in the following academic subjects: Math, English Language Arts, Science, Social Studies, and Classroom Conduct. Qualifications for Honor Roll: The letter grade of “A” or “B” in all subjects. Please note: A “C”, “D”, or “F” conduct grade will prohibit a student from receiving honor roll recognition as conduct is a part of St. Bernard Christian Academy’s honor roll policy.

Promotion/Retention

Promotion and retention is based on individual assessment of student progress. If a student is a possible candidate for retention, parents will be notified via written communication and/or direct conference no later than the middle of the fourth quarter grading period. A course of action will be determined which may include the child attending a summer school program at a program approved by the Louisiana State Department of Education for the subject areas of concern. However, St. Bernard Christian Academy does NOT provide a summer school program.

Any “F” in the 4th nine week grading period in any of the following subject areas will result in automatic retention (repeating the grade): Mathematics or English Language Arts (Reading or Language).

Students must have at least 1 quality point in each subject’s final grade to be eligible for promotion. Decimal numbers under a 1.0 **will not** be rounded up under any circumstances. Questions regarding final grades should be addressed with the teacher. If questions remain unanswered, the questions should be directed to the principal.

Report Cards

Report cards are distributed four times a year. Report cards must be read, signed and returned within 2 days unless otherwise stated.

Student Records

Accurate and current files for each student are maintained in the school office. Student records are always handled in a confidential manner. Records for a student's admission into another school MUST be sent directly to the forwarding school in order for the transcript to be considered official. Parent-issued or student-issued transcripts will be marked as such and be considered an unofficial copy of records.

Supplies

Parents will receive a list of school supplies that their child will need for the school year. During the school year you may be requested to purchase additional supplies based on consumption. Any remaining supplies will be returned to the student at the end of the school year. Enrichment or Science Lab fees may be requested to support our lessons and activities. The school supply list is posted on the Parent page of the school website.

Withdrawal or Transfers

In the event of student withdrawal or transfer, parents should contact the school office and give the name and grade of the student, the date of the last day of attendance, and the name and address of the school to which the student is being transferred. All transcripts and records of the student must be mailed directly to the new school. In case the name and address of the new school is not definite at the time of departure, please notify the school office as soon as this information has been established, and records will be forwarded. NO records may be released without written parental permission or until payment or arrangement for payment of delinquent tuition is made.

If the St. Bernard Christian Academy Administrative office has not received a Record Request by mail or facsimile after 10 school days from the student withdrawal, the school principal or administrative assistance will be required to contact the local truancy agent with the St. Bernard Parish Sheriff's Office.

If a parent chooses to transfer their student after the year term, the student must be enrolled in another school by the third day after our start date of the next school year. In the event of homeschooling, the parent must register with the Louisiana Department of Education prior to the same time period. The name of any student, who is not enrolled in school or registered as homeschooling, will be submitted to the proper authorities.

Responsibility of the Parent/Guardian

Academics and Behavior

A student must be responsible for certain aspects of his/her academic development. Parents will be notified when a student does not accept responsibility for their coursework, including, but not limited to, classwork, completed projects, homework, assessments, and returning signed papers. Additionally, parents will be notified if a student is not accepting responsibility for their misconduct.

Attendance and Absenteeism

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Children must attend school punctually and regularly. Students who miss fourteen (14) or more days will be subject to administrative review to determine if the student will proceed to the next grade. Parents are asked to contact the school office by 9:00 a.m. to report the nature of the absence. In addition to the call, parents should send a

hand-written note with the child on the date of return with the reason for absence. Students are responsible for making up all work missed because of absence.

Doctor's notes must be hand-delivered or faxed to the school within 3 days of the child returning to school. Any notes received after the third business day will be considered null and void and will not be accepted. Doctor's notes do not negate the absence. A day absent from school is still a day absent from school. Doctor's notes are used only in cases whereby a student exceeds the number of days allowed.

Arrival after 8:00 a.m. regardless of the reason is considered tardy and after 9:00 a.m., a ½ day absence is recorded. Chronic tardiness is strongly discouraged and will not be excused. A student arriving late must report to the office with their parent/guardian. If the class is taking a test and cannot be interrupted, the tardy student will remain in the office until the classroom teacher calls the office for admittance. We will not allow a habitually tardy student to interrupt the learning of other students in the classroom. A parent/guardian must accompany the student to the office.

After 5 tardies, age-appropriate routine consequences may be issued for tardiness (except for documented doctor's visits). A student arriving late for school must report to the office before going to class.

Students that are checked out early must be signed out by a parent, or adult specifically designated by the parent. A student that checks out before 2:45 p.m. is considered a ½ day absent. Checkout after 2:50 is not allowed except for emergency purposes only. If students are leaving school early due to a planned appointment, a note from the parent stating the time of the early dismissal is recommended. This will assist the teacher and students to be prepared. Parents must come to the school office to sign out their child.

Louisiana State law mandates that promotion will be withheld for students whose absences exceed twenty days per year.

Makeup Work

Students are responsible for making up all work missed because of absence.

If a parent knows in advance that they will be checking out their child, or that the child will be missing school, they should provide the teacher with notice of at least five school days, or as soon as possible, to prepare work to be sent home with the student. If the child is in grades 5 through 9, the parent should notify each teacher separately through email or written notice. The teachers will coordinate a schedule for missed assessments.

If the tardiness or absence is unexpected, work will be sent home based on the following:

- If the child is absent 1-2 days, he/she is responsible for getting make-up work upon returning to school.
- If a student is out for more than two consecutive days, please call the school office to make arrangements to pick up the student's work.

Work that is not made up will affect the student's grade.

Teachers are not expected to meet the students outside of the normal class periods to make up work due to absenteeism resulting from vacations not on the school calendar.

Involvement

St. Bernard Christian Academy will offer several school-related events. Events include, but are not limited to, orientation, assemblies, Back to School night, Open House, Grandparent's Day, Fall Festivities, Thanksgiving Luncheon, Christmas Program, Talent Show, Art Show, Mardi Gras Festivities, and Closing Ceremonies. Additional events are noted on the school calendar.

St. Bernard Christian Academy will develop and articulate an effective school-community interaction plan that fosters quality partnerships between the school and community to promote academics and community service. As a part of our Christian values, it is our intention to bring students to the community for service work.

Parents will be encouraged and motivated to take an active role in the planning process of the school. St. Bernard Christian Academy will provide opportunities for parent education and participation in school activities.

Non-School Related Activities

Students who participate in non-school related activities on school grounds will not be supervised by school personnel. Parents are responsible for ensuring adequate supervision when school is not in session. Parents and students should keep in mind that, even in non-school related activities, students represent the values and mission of St. Bernard Christian Academy.

School Pictures

Individual and class school pictures are scheduled during school time. There is a make-up day for those students not in school on the day school pictures are scheduled. These dates are marked on the school calendar and specific directions will be sent home in advance. If your child is not in attendance on a scheduled picture day or make-up day, their photo will be absent from the school yearbook.

Policies and Procedures

Academic Schedules

The school year at St. Bernard Christian Academy consists of four 9-week periods.

Students should report to school between 7:40 and 8:00 a.m.. Students should not arrive earlier than 7:40 a.m., unless they are enrolled in before care. Students will receive morning announcements at 8:00 a.m., and then begin school work.

PK-3 through 3rd grade students will remain in a self-contained classroom, and will have a daily schedule of English Language Arts, Mathematics, Science, and Social Studies. Classes will be in a rotating schedule for PE, Music, Art, Library, and Foreign Language.

Dismissal begins at 3:20 p.m.. Students should not remain on campus past 3:45 p.m., unless they are enrolled in after care or participating in a supervised school activity.

These procedures are designed for the safety and well being of your children.

All students will receive their academic schedule on the first day of school.

Admission Requirements

St. Bernard Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

Students entering the Pre-K3 program at St. Bernard Christian Academy must be 3 years old on or before September 30th. Students entering the Pre-K4 program at St. Bernard Christian Academy must be 4 years old on or before September 30th. Students entering Kindergarten must be 5 years old on or before September 30th in order to comply with Louisiana laws regarding entry age. There will be no exceptions to this rule.

Applicants must provide the following records prior to acceptance:

- Birth certificate
- Social Security Number

- Certificate of Immunizations (Students should be up to date on all shots as required by the Department of Health and Hospitals. SBCA uses the LINKS system for documentation of official health records).
- Report Card from previous or present year
- All Standardized Achievement Test results (i.e. Leap test, Stanford 10 test, Iowa test)

Applications will be reviewed by the St. Bernard Christian Academy administration team. Applying students will receive notice of acceptance or denial. Determinations are made based on class capacity, grades and test scores, records of behavior, as well as other factors included in the student records.

Awards and Incentives

Awards will be presented to students for a variety of gifts and talents, including academics, attendance, values, athletics, and extra-curricular/social recognition.

Birthday Celebrations

Teachers will send home details about individual classroom birthday party guidelines. Invitations to parties outside of St. Bernard Christian Academy MAY NOT be distributed through the classroom UNLESS ALL students in that class are invited to the party.

PK3-3rd grade students may have a parent join the party, as approved by the teacher.

Cafeteria and Meals

Breakfast items range from .50 - 2.00 and are available for sale each morning. Breakfast items include cereal, pastries, juice, and milk.

Hot lunch is available daily for \$3.50. Lunch periods are scheduled in blocks. PK-3 through 3rd grade will have lunch and recess at designated times between 11:00 and 12:00.

Students will receive lunch menus once a month. The menu will be posted on the class Facebook pages. You may send in breakfast/lunch money to be deposited in your child's account. As the student eats, the money will be deducted from the account. When the account is getting low on funds, the cafeteria manager will send a note home with the student for notification. If possible, please do not send money on a daily basis. This causes confusion for the student and increases the workload of management. Checks should be made payable to St. Bernard Christian Academy with the student's name and "cafeteria" on the memo line.

All students will be allowed to "charge" for items that they want from the cafeteria. If you DO NOT want your child to be able to charge for breakfast and lunch items, please submit a note in writing to the homeroom teacher and cafeteria manager. Any questions regarding the cafeteria should be directed to Ms. Heather Becker.

If your child chooses to bring a cold lunch, please send lunch with your child in the morning. If your child forgets a lunch, or if you need to bring lunch after 8:00 a.m., please be VERY aware of the lunch times. It is unlikely that a child will be allowed to miss academic classes because of a late delivery of their lunch. DoorDash and other food delivery services are not allowed.

Students in grades PK3-3rd grade should pack food that does not need to be warmed, or stays warm in a Thermos. Teachers are not required to warm food for students, as we have a hot lunch program and the teachers have daily duties.

Parents are encouraged to send nutritious snacks and lunches for their children. Soda, carbonated beverages, and chewing gum are not allowed. Candy is not encouraged.

Carpool and Parking Lot

Please adhere to the following guidelines:

- Always pick up and unload in the carpool line as directed.
- Students are not permitted to walk alone to or from the parking lot area at any time, but especially during morning arrival or afternoon dismissal.
- Do not make plans to drop off or pick up children anywhere except at the designated areas.
- Respect all others who are also in car lines. We are setting an example for our students. Stay in the lane for carpool and never move in front of someone who has been waiting.
- Observe the 15 mph speed limit.
- Cell phones are not permitted in the car line.

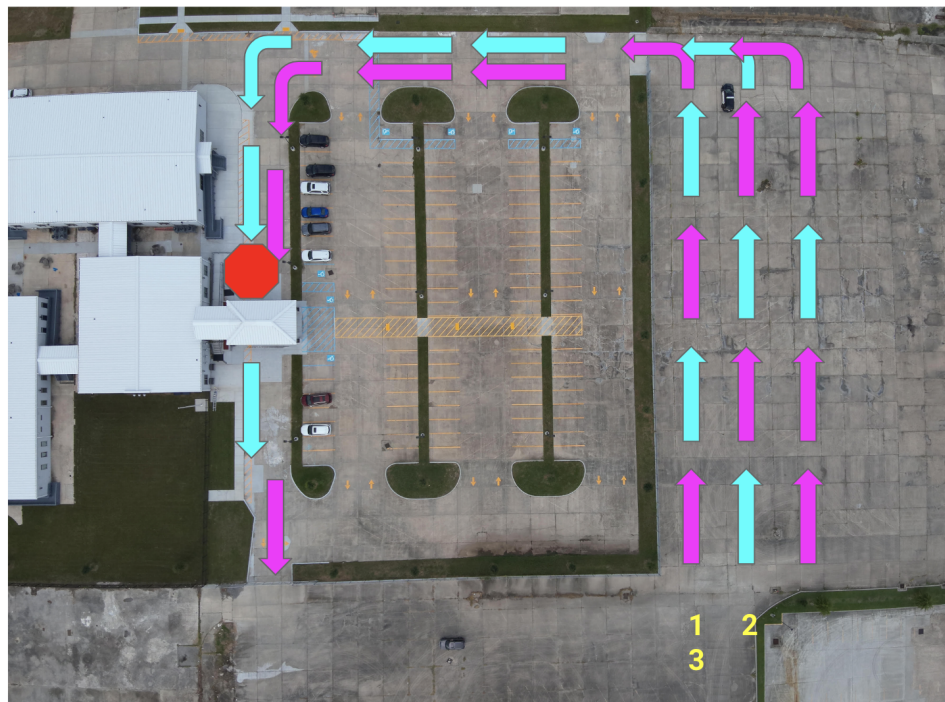
Parents are to drop off and pick up their children promptly. School personnel will not accept students until 7:40 a.m. in the morning and will be on duty in the carpool area until 3:45 p.m. in the afternoon. Since no student may remain unsupervised, all students who are not picked up promptly will be taken directly to the after school care program. Parents will need to go to the after school care classroom to pick up their child.

On occasion you might need to send someone else to pick up your children. If the occasion should arise, please make sure the driver is familiar with all the rules and abides by them. Your child will not be allowed to ride home with an individual not listed on their Emergency Card. Driver's license or state issued ID may be checked for validation and proof.

AM
7:40-8:00

PK-3:
Cafe

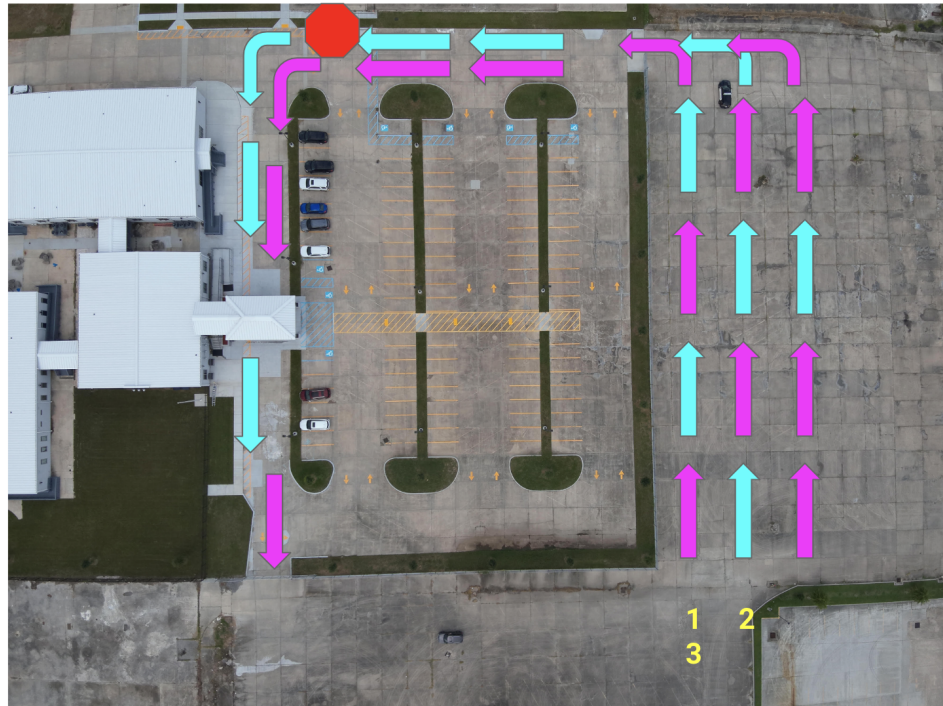
4-12:
Admin



PM
3:20-3:40

PK-3:
Admin

4-12: Cafe



Communication

Communication between the home and school is important in serving the needs of our students. If parents wish to speak with a faculty member or administrative staff member, please email info@stbernardchristianacademy.com to request a phone call, or call the school directly and leave a message with the school secretary that includes your name, your child's name, phone number or numbers where you can be reached. If your call is about an emergency situation, please indicate this when you email or call. The school's phone number is 504-267-0367. The school's fax number is 504-682-3173.

The three main ways that we will communicate are:

- Email
- School Website: www.stbernardchristianacademy.com
- School Facebook page: <https://www.facebook.com/Stbernardchristianacademy/>

Please be certain that the school office has your most recent email address. Any family that does not have email access should regularly check the webpage and Facebook for updates. If additional forms of communication are desired, please contact Ms. Jacqueline Savarese in the front office.

Timely information regarding school or grade-level activities, reminder notices and other school related information will be sent home weekly via email. It is the parent's responsibility to check the email and read the contents. Parents/guardians will be invited to our closed grade-level. Facebook pages for additional information regarding the grade-level.

We ask that if a student is experiencing hardships or challenges due to the behavior of another student, that the parent communicates with the teacher, who will communicate with the principal and assistant principal so that the issue can be resolved.

Discipline

If at any time a parent wishes to discuss any disciplinary process, the parent, and only the parent or legal guardian, should contact the assistant principal. Discipline procedures, consequences or contracts with students other than one's own student will not be discussed. Consequences are individual and confidential and are regulated through the assistant principal's office.

- Bullying is a *pattern* of:
 - written, electronic or verbal communications that threaten harm,
 - obscene gestures, taunting or malicious teasing,
 - persistent shunning or excluding a student, or
 - physical harm, such as hitting, pushing or damaging personal property.

For the 2023-2024 school year, faculty and staff will participate in a beginning of year training to learn how to detect, prevent and end bullying. If a student exhibits patterns of these behaviors, a conference will be held and a form will be completed by the teacher and the parent of the student. This documentation will be used to determine whether the student is exhibiting behavior unbecoming of St. Bernard Christian Academy.

- **Drugs:** The abuse of legal and household substances and the use, possession, sale or distribution of illegal drugs and alcohol on school property at any time is forbidden. Students may be suspended or expelled from St. Bernard Christian Academy for any drug related infractions.
- **Routine Consequences:** St. Bernard Christian Academy regards the issuance of routine, age-appropriate, fair consequences as a simple and effective tool to teach, as well as to promote improvement in academic performance and behavior. In keeping with this philosophy, SBCA regards consequences as matter of fact and impersonal. In order for children to develop a sense of personal responsibility, it is necessary to allow them to answer directly to their teachers, without the influence of parental intervention.
- **Search and Seizure:** School officials may search a student's locker, or their belongings (handbag, briefcase, book bag, backpack, etc). Students are warned in writing in the student handbook that lockers and belongings will be searched periodically for neatness and/or contraband for purposes of maintaining discipline and order. Should an administrator have reasonable belief that contraband, illegal substances, or stolen property are being concealed, or that a violation of a school rule has been committed, the administrator will contact the parent or guardian to inform them of a search of the student's person. The administrator must not act arbitrarily, nor capriciously, but must have a good reason based on reasonable facts for the search and seizure; and, the search of students is conducted with a minimal embarrassment to the student, and with at least two school officials present. Strip searches of any type are prohibited. No outside law enforcement agencies of any type shall be allowed to conduct random searches (i.e., searches not based on specific reasonable cause as described above in any school building or on any school property), without prior approval by the principal of the school.
- **Smoke Free Environment:** St. Bernard Christian Academy is a smoke free and tobacco free environment. Use of these products is prohibited in buildings, hallways, stairways and outside areas of the building. Our campus, buildings, grounds; fields etc. are drug-free zones and firearm-free zone. Students may be suspended or expelled from St. Bernard Christian Academy for possession of drug or drug related paraphernalia, and firearms or weapon of any type. Field trips are an extension of the school; Therefore, smoking is also prohibited on field trips by chaperones or students.
- **Weapons:** The possession or use of weapons on school property at any time is forbidden. Students may be expelled from St. Bernard Christian Academy in the event a weapon is brought to school. 2011 Louisiana Laws Revised Statutes TITLE 14 — Criminal law RS 14:95.2 states carrying a firearm, or dangerous weapon as defined in R.S. 14:2, by a student or nonstudent on school property, at a school sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's

person, at any time while on a school campus, on school transportation, or at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus. The term “weapon” includes, but is not limited to, a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device.

Whoever commits the crime of carrying a firearm, or a dangerous weapon as defined in R.S. 14:2, on school property or in a firearm-free zone with the firearm or dangerous weapon being used in the commission of a crime of violence as defined in R.S. 14:2(B) on school property or in a firearm-free zone, shall be fined not more than two thousand dollars, or imprisoned, with or without hard labor, for not less than one year nor more than five years, or both. The law exempts from its provisions a federal, state or local law enforcement officer or school official or employee acting during the normal course of employment or a student acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course or activity. The law mandated that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500.00 dollars or sentenced to not more than 40 hours of community service or both.

Dress Code

Students are to arrive at school properly attired. It is the student’s responsibility to be in complete uniform when he/she arrives at school each morning. The official uniform provider for the 2023-2024 school year is Uniforms Plus. Uniforms are to be the proper size and worn appropriately. Uniforms are to be neat and clean. Uniform shirts, blouses, pants, shorts, shoes, etc. need to conform to the shades and styles indicated. Pants are to be worn at the natural waist at all times. Shirts and blouses must be tucked in at all times. Shoes are to be worn at all times during the school day. Adhering to the St. Bernard Christian Academy dress code is mandated and required of all students.

PreK3 - 4th Grade Girls: White smock button-down blouse, plaid jumpers, and white socks. Navy blue shorts should be worn under the jumper. Shoes should be solid black with rubber soles and may be velcro, as opposed to ties or laced.

PreK3-4th Grade Boys: Gray polo shirt with SBCA logo, white undershirt and navy blue shorts, or pants with black belt and white socks. Shoes should be solid black with rubber soles and may be velcro, as opposed to ties or laced.

Girls: No make-up, of any kind, is to be worn while on school grounds. Please do not allow your daughter to wear lipstick or eyeshadow to school. No extreme (unnatural colors, including black) hair dye is allowed. Only small hair ornaments for girls are acceptable. The following colors of bows are acceptable: solid navy, white, gray, crimson, black, or plaid matching the uniform.

Clear, light pink, or nude nail polish only is allowed for all grades. Artificial nails are not allowed.

A watch, a simple ring, small pierced earrings (worn at the earlobe), and one bracelet on each arm may be worn. Earrings should be simple. They should be hanging, dangling, or any style that may cause distraction in the classroom. Cartilage piercings, facial piercings, and body piercings are not allowed.

Boys:

PK3-3rd grade: Hair cannot touch the collar of the shirt. Hair cannot be longer than the raised eyebrow so as to not impair vision. Hair cannot be a visible distraction, or impede vision of other students sitting around or behind the student in class, Mohawk, mullet, and afro style hair are not allowed.

A simple watch, bracelet, and ring may be worn. Jewelry should not be large, or any style that may cause a distraction in the classroom.

The principal or assistant principal reserves the right to request a haircut. Students may be asked not to return to school until the hair follows the guidelines above.

Winter Months: A SBCA jacket or gray sweatshirt may be purchased from Uniforms Plus. Girls may also wear navy blue sweat pants under their jumper or skirt.

The following outer wear is acceptable: the SBCA jacket, SBCA sweatshirt, or a jacket or coat of your own choosing, which may be worn to and from school, and on the playground, but not in classrooms.

The only outerwear that will be acceptable in classrooms is the SBCA outerwear purchased from Uniforms Plus.

Emergency Days

Emergency days will be added at the end of the school year as necessary. The official media outlets for our school are, WWL Channel 4, 105.3FM, and 870 AM. St. Bernard Christian Academy's policy is that St. Bernard Christian Academy will close the school whenever it is judged by the Office of Emergency Preparedness that St. Bernard Public Schools or those schools in the eastern portion of the parish must be closed. Therefore, media broadcasts announcing the closing of St. Bernard Public Schools will also apply to St. Bernard Christian Academy. Following a closure, parents are advised to call the school for a recorded message or listen for announcements particular to St. Bernard Christian Academy on the official media outlets. It is school policy to not send students home before the regular dismissal time once they have arrived at school. Dismissal time may be delayed depending upon weather conditions.

Our school uses a mass telephone communication service for verbal messages. The program Gradelink allows us to make numerous telephone calls at 30 second intervals. The primary numbers on the student application form will be used as the Gradelink number. These calls may be made for informative purposes or emergency purposes. If you would like additional numbers included, please be sure to inform the person that their number is on our Gradelink system

Emergency Medical Form

Parents are required to complete a Student Emergency Medical Form and Emergency Card for each child in the family who attends St. Bernard Christian Academy. This information is kept on file for any emergency while your child is in school or on field trips. It is imperative for this information to be as accurate as possible, especially phone numbers.

Extended Care Program

Students are not permitted on school grounds before 6:30 a.m., as there is no adult supervision. For the safety of the students, supervised care is provided beginning at 6:30 a.m.. All students arriving before 7:40 a.m. are required to report to Before Care for supervision. Students and parents must be made aware that the rules of the normal school day are applicable to any and all activities after school hours while on school grounds. This applies to Before and After Care as well.

For their safety, all PK3-7th grade students remaining on campus at 3:45, or after an after-school activity, are required to attend After School Care. This program is available from school dismissal time until 6:00 p.m.. This is the only supervision available to these students. Parents are responsible for payment for this service. Make checks payable to St. Bernard Christian Academy.

Before care begins at 6:30 a.m. and ends at 7:40 a.m. The cost of before care is \$6.00 per day for drop-in care. Advanced pay for before care is \$5.00 per day. (This rate will be accepted until the Friday before at 3:00 p.m..) A one month paid in full pass can be purchased for \$85.00. Passes must be purchased prior to the beginning of the month.

After care begins at 3:45 p.m. and ends at 6:00 p.m. The cost of after care is \$12.00 per day for drop-in care. Advanced pay for after care is \$10.00 per day. (This rate will be accepted until the Friday before at 3:00 p.m..) A one month paid in full pass can be purchased for \$160.00. Passes must be purchased prior to the beginning of the month. PLEASE NOTE: After 6:00PM, an additional rate of \$1.00 per minute will be charged to that student's account.

Field Trips

In the event that a teacher schedules a field trip, a separate permission slip must be signed by the parent/guardian. If there is a fee to attend the field trip, please be sure to include that with the permission slip. Rules of conduct are expected to be followed at all times, on or off campus. Students who have consistent conduct marks or discipline referrals may not be allowed to attend field trips.

Outstanding debts must be cleared with the school in order to attend any field trip whereby the trip fees exceed \$100.00 (such as the 8th grade trip).

Fundraising

The Fundraising Committee (FRC) is responsible for school fundraising activities and projects. NO fundraising is to be started without the approval of the fundraising committee and the school administration team. There will be different fundraising projects each school year. Parents will be notified of fund raising activities through the forms of school communication.

Health

Communicable Virus/Disease: Students who have a communicable virus/disease may return to school only with a doctor's certificate that must be presented to the front office. Furthermore we request children that have fever of 100.4 or higher to be kept home from school until they have been fever free for 24 hours.

Immunizations: All students entering St. Bernard Christian Academy for the first time are required to have proof of required immunizations. SBCA uses the LINKS system as the official documentation of immunizations. Any student who is not up-to-date on immunizations by August 09, 2023 will be sent a reminder to have immunizations completed. For questions about immunizations, please contact jnata@stbernardchristianacademy.com

Lice: If a student has had lice, a doctor's note is required before the student will be readmitted to school.

Medication: All medication, whether it is a prescription or over the counter, is considered a drug and the school must ensure proper handling and dispensing of any drug.

Parents must complete the Request for Medication Form from the school office before any medication is brought to school for the student. All medication is safely stored in the office. St. Bernard Christian Academy staff and faculty are prohibited from providing or administering any medication, including aspirin or topical creams, to any student. In the event a medical condition exists that necessitates an emergency response, the school will accept

medicines for an extended period of time upon verification by a doctor. Students needing occasional medication, such as penicillin, etc. for colds, earaches, or sore throats, are to take the medications at home. However, if the medication must be given at school, it must be personally delivered and accompanied by a written authorization from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage). Over-the-counter medications, including cough drops, will not be administered. The medication should be given to Jenn Nata or Jacqueline Savarese for administration, not the homeroom teacher or teaching assistant.

Homework

As a part of school life, homework develops responsibility, organizational skills, study habits and reinforces skills taught in the classroom. Encouragement and supervision by the parent will assist in this process. A set time and place for homework is suggested. While there is no set time on homework, your child may receive homework every night appropriate to his/her grade level. It is important to recognize that homework consists of written assignments, reading assignments, study, or review. Parents who find that their children spend an excessive amount of time on homework should contact the teacher. The teacher will work with the parents to determine the cause of the problem and discuss possible solutions.

Inclement Weather

Fire and Tornado Drills: Fire drills are held monthly under the supervision of the school office. Students are expected to exit in silence, in a single file line and move quickly to their designated area. Tornado drills are conducted periodically. Students should move immediately to the designated safe room when the tornado call is made. Students will follow teacher/adult direction. Locks down drills are conducted periodically.

Hurricanes: In case of severe weather conditions, listen to the radio and television WWL TV Channel 4, radio stations 870AM, and 105.3FM. St. Bernard Christian Academy will follow the advice of the St. Bernard Parish School system. However, our decision to open or close is entirely independent of the public school system.

The Gradelink messaging system will also be implemented to inform parents of any emergency information.

Rainy Day Procedures: Please remember that rainy days might cause procedures to be irregular. Drivers will need to be extra cautious and patient with carpool and the students.

Possessions

Students should only bring school supplies necessary for learning to school. Students should not bring any possessions that are distracting to the learning process, including items that are expensive to replace if lost or damaged, or anything that could pose a danger to the individual or the school population. Examples include iPads, tablets, toys, fidget spinners, etc. Possessions that distract from learning will be confiscated and withheld until the end of the school year.

Cellular Phones

Students are allowed to have cellular phones only in their school bags or purse. The cell phone must remain in the silent or off mode. Students are not allowed to use their phone at any time during the day for any type of communication including but not limited to text messaging, picture messaging, and video messaging or speaking. If the possession of a student's cell phone becomes a violation of school policy, the student will face automatic, mandatory suspension from school.

Lost and Found

There is a permanent location for lost and found articles in the school office. Unclaimed clothing or usable objects are given periodically to a charitable cause. Money or valuable objects which are found should be turned in at the school office.

School Property

Books, laptops, and Chromebooks are the property of the school. All students are to care for their materials and the property of the school in a respectful manner. Each student is assigned a numbered book and is responsible for that book. If a book or electronic device is damaged, a partial or full cost of the material will be charged to the student. Workbooks may be covered in laminate contact paper.

If a book, workbook, or electronic device is lost or stolen, the parent is responsible for replacing the material. A new book or device will not be issued until paid for. If a book, workbook, or device is lost, please contact the Assistant Principal for replacement costs. Note: If we do not have the material in stock, the parent will also incur the shipping cost.

Social Activities

Social activities appropriate to the various age groups in the school may be planned during the course of the year. However, a social activity will carry the sponsorship of the school only when announcements for it come from the school administration or it has the administration's explicit endorsement. The school feels strongly that certain social activities are not generally suitable at the level of development found in elementary school students and such gatherings are not encouraged.

Social Networks

All students of St. Bernard Christian Academy are reminded that all students are representatives of St. Bernard Christian Academy at all times. Any student that freely participates in any type of social networking site, including, but not limited to, Tik Tok, Facebook, Twitter, Instagram, Snapchat, internet blogs, etc., is subject to restrictions of activities posted on such websites. Any defamation, degradation, negativity and/or slander directed at St. Bernard Christian Academy, its owners, Board Members, Administration, Faculty, Staff, or other students will not be tolerated. Please be aware and cautious of comments that parents and students post. Depending on the severity of the post, consequences could result in suspension or expulsion.

Solicitation

Any solicitation, other than school fundraising projects, is not permitted within St. Bernard Christian Academy. Students and parents are not to distribute any fliers, coupons or letters to the student body without permission or consent from the administration team.

Special Education

St. Bernard Christian Academy does not provide special education services. While SBCA can provide minimal accommodations for students who struggle academically, we do not offer a full suite of special education resources. Should a child need additional services, the administration team will meet with the parent/guardian to discuss what next steps should be taken in the best interest of the child.

The parents and/or legal guardians of students presently enrolled in St. Bernard Christian Academy acknowledge that this school does not provide special education services or facilities. St. Bernard Christian Academy may make minor adjustments in its education program to attempt to accommodate students based on the nature and extent of the student needs, such minor adjustments are within the sole discretion of the administration team of the school. Should the team determine that minor adjustments in the school's education program have not resulted in satisfactory accommodation of the program to the special needs of the student, and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the principal may ask that the parent/guardian withdraw the student from the school and/or the student will be removed from the rolls of the school and/or not allowed to re-enroll.

Sports and Extracurricular Activities

Sports and extracurricular activities will be posted on a calendar on the school website. This calendar includes all the school activities in the year, holidays and special events. Please refer to the calendar for dates on upcoming events. Information regarding organized sport/activities will be distributed throughout the year. Students may be required to get a physical from a doctor before participating.

Some sports will include a try-out, while others will not. Try-outs will depend on the number of students interested in the sport, and the number of students who can be on the team.

Tuition and Finance

Tuition rates for the 2023-2024 school year follow:

Pre-K 3 through 5th Grade

Non-refundable registration fee for new students: \$150

Non-refundable registration fee for returning students: \$125

Tuition: \$4750

1st - 12th Grade New Student Application Fee: \$20

Call (504) 267-0367 or email info@stbernardchristianacademy.com for more information about the application and registration process.

Payment plans are available through Gulf Coast bank.

Visitors

All visitors, including parents, must enter through the school office. Authorization must be obtained in order to visit a classroom or other destination on campus. Visitors must sign in first and receive a visitor's pass.

St. Bernard Christian Academy
Student Handbook for Academics and Discipline

This should be signed and returned to the homeroom teacher within two days of the start of the school year.

I have carefully read the Student Handbook for Academics and Discipline for St. Bernard Christian Academy. The signatures below indicate our acceptance and agreement of all school policies, standards, and regulations for the 2023-2024 school year.

The school retains the right to amend the handbook at any time with just cause. Parents will receive prompt notification if changes are made.

Grade: _____

Homeroom Teacher: _____

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Parent Name: _____ Parent Signature: _____