ST. BERNARD'S ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK
2017-2018
September 1, 2017

Dear St. Bernard’s Families,

Welcome, to the 2017 – 2018 school year. I hope everyone has had a fun and energizing summer. I’m looking forward to an exciting, active, learning filled year.

This handbook contains information about St. Bernard’s School that you will find useful to refer to throughout this year. I ask you to read through it to familiarize yourself with our policies and procedures. Please, discuss sections with your child, so that they will be comfortable knowing our procedures. Feel free to call me at any time if you have questions and/or concerns about anything you find in this handbook.

I invite you to stay involved with your child’s education throughout this school year. Communication is the key to a successful school year. Feel free to contact the school at any time, if you have concerns or questions. (518 891-2830 or principal@stbernardsschool.org)

I’m looking forward to a new school year. I’m excited to work with families who supported our school last year and extend a welcome to and look forward to working with our new families.

Sincerely,

Ray Dora
St. Bernard’s Principal
St. Bernard’s 2017 -2018 Faculty and Staff

Father Patrick Ratigan  Pastor
Raymond Dora  Principal
Patty Ammon  Administrative Assistant
Megan Czadeck  Kindergarten
Minda Briaddy  First Grade
Lindsey Murray  Second Grade
Toni Facteau  Third Grade
Andrea Kilbourne-Hill  Fourth Grade
Carol Schmidt  Fourth Grade
Danielle Fitzgerald  Fifth Grade
Amy Hagar  Primary Aide
Emily Blanchard  Music
Sandra Fiorile  Technology
Jenni Evans  Art
Marla McGinnis  Physical Education
Tom Clark  After School Program Director
Nancy Grimone  After School Assistant
Jo Larabie  Custodian
Kristine Jermano  Cafeteria Manager
Bernie Cushman  Maintenance
Cathy Nason  Foster Grandparent

St. Bernard’s Education Council

Kelly Burth  kelburth@gmail.com  President
Elaine Caldwell  msadirondack@hotmail.com
Andrea Chamberlain  andinovak0730@yahoo.com
Scott Stoddard  scottyboyone@yahoo.com
Suzanne Nicholas  suzmuldowney@hotmail.com
Vince Wilcox  vince@wileysflies.com
Mark Keating  kkeating@stagneslp.org
Valerie Fink  valerie.wincowski@gmail.com
Linda Moore  lindacomitomoore@yahoo.com
Fr. Patrick Ratigan  ratiganp@gmail.com  Pastor
Ray Dora  principal@stbernardsschool.org  Principal
St. Bernard’s Catholic Elementary School  
2017 – 2018 School Year

First Quarter  
September 6, 2017 – November 10, 2017
- September 6 th: First day for students
- September 10 th: Parish Picnic at Camp Guggenheim 10:00 Mass
- September 14 th: Parent Night 6:00 – 7:00 P.M.
- September 16 th: St. Bernard's Golf Tournament 8:00 am registration
- September 16 th: Wilder Farm Trip (Fifth Grade)
- October 6 th: Rulf’s Orchard & Pumpkin Patch Trip (All Grades)
- October 20 th: Superintendent’s Conference Day
- November 10 th: End of First Quarter Marking Period

Second Quarter  
November 13, 2017 – January 19, 2018
- November 20 th: Walkathon
- November 21 st: Parent Conferences
- November 22 nd - 24 th: Thanksgiving Break
- December 8 th: School Mass 8:30
- TBA: Christmas Concert
- December 22 nd: Skating Party – Civic Center (All Grades)
- December 25 th – Jan. 1 st: Christmas Break
- January 19 th: End of Second Quarter Marking Period
- January 26 th: Report Card Distributed

Third Quarter  
January 22, 2018 – April 13, 2018
- January 28 th: Catholic Schools Week Mass 10:00
- February 9 th: Winter Carnival Break
- February 19 th: Presidents' Day Break
- March 5 th - 8 th: Kindergarten Registration
- March 16 th: Superintendent's Conference Day
- March 26 th – April 6 th: Easter Break
- March 11 th - 12 th: NYS ELA Tests (3 rd - 5 th Grades)
- April 13 th: End of Third Quarter Marking Period

Fourth Quarter  
April 16, 2018 – June 21, 2018
- April 20 th: Parent Conferences
- May 1 st - 2 nd: NYS Math Test (3 rd - 5 th Grades)
- May 4 th: Spring Gala
- May 6 th: First Communion
- May 7 th: May Crowning
- May 23 rd: NYS Science Performance Test (4 th Grade)
- May 25 th - 28 th: Memorial Day Break
- June 4 th: Grade 4 NYS Science Written Test (4 th Grade)
- June 10 th: 5 th Grade Graduation Mass 10:00
- June 15 th: Kindergarten Celebration
- June 21 st: Last Day of School
St. Bernard’s School

St. Bernard’s School is a kindergarten through fifth grade Catholic elementary school in the Diocese of Ogdensburg. The curriculum stresses academic achievement within a Catholic community.

The Diocesan curriculum guidelines, consistent with the State of New York curriculum and common core standards are followed for the teaching of all secular subject areas.

History

When Father Joseph Creeden arrived at St. Bernard’s Parish in Saranac Lake in 1922, the parish lacked a school. Father Creeden immediately set out to correct this problem. He acquired a small house located on what is now the school playground. The five room school house opened in the fall of 1922. During the second year of operation the school’s enrollment increased to the point where a new school was needed. The present building at 63 River St. was completed in 1924 and classes began in the fall. St. Bernard’s added a sixth grade in 1926, a seventh grade in 1932, and an eighth grade in 1933.

In 1957 Father Zimmerman set out on a plan to build a new Catholic high school. In the fall of 1959 St. Pius X High School opened and at the time students in grades seven and eight were transferred from St. Bernard’s to the new high school. Pius X remained open for 12 years, closing in June 1971. In 1962 a four room primary school was built next to St. Bernard’s elementary building. Today the “Little School,” as it is commonly referred to, houses pre-K through first grades.

The original building now houses grades two through five, in addition to housing our music/art room, library, computer lab, and After School program. Grade six was eliminated in 1976 with the introduction of the middle school concept into the Saranac Lake Central School district.

St. Bernard’s School Mission Statement

St. Bernard’s School, with its proud Roman Catholic heritage, is committed to promoting academic excellence, individual responsibility, and spiritual awareness in relationship with God and others.
St. Bernard’s School Philosophy

St. Bernard’s School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Ogdensburg.

- To develop the total Catholic personality by instilling in the students a respect for life and reverence for Catholic living.
- To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
- To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods.
- To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has the right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Catholic Education Goals

The primary goal of St. Bernard’s School is to provide a faith-centered, quality academic institution in which the Gospel message of Jesus, liturgy, and social concerns are integrated into the total learning experience of the students, faculty, staff, and parents. In order to foster our mission and philosophy, the administration and faculty aspire to the following goals:

- to assist our students in being open to the Gospel message in order to experience a living relationship with Christ; through prayer, liturgy, instruction, community, and service to others.
- To guide our students to encounter Christ in ourselves and others and to recognize and share the gifts and talents He has given us.
- To offer our students a challenging, quality academic program providing students the opportunity to achieve their full potential.
- To direct our student to think independently and critically and to be accountable for their choices and behavior; both academic and social.

Faculty and Staff Commitment

In order to attain our goals, the administration and faculty commit to the following objectives:

- To model and teach Catholic values and principles to inspire faith formation.
- To practice the Catholic attitude of acceptance of each student and parent regardless of religion, race, color, gender, or national origin.
- To demonstrate competency and professionalism in our performance as educators.
- To support parents in their role as primary educators of their children and to foster regular, open communication.
- To respect confidential information concerning students and their families.
**Parent Responsibilities**

The education of the child begins in the family. Parents, as the primary educators, communicate, develop, and foster values, knowledge, and skills in the home environment. Parents make a choice for their child when they enroll him/her in St. Bernard’s for an experience of Catholic education that fosters spiritual and moral development, with academic achievement.

Therefore, parents are encouraged:

- to support the child’s practice of the Catholic faith by taking him or her to weekend mass regularly,
- to provide the appropriate materials and space for study and to show an interest in the child’s school work, progress, and activities
- to support St. Bernard’s policies and the authority of the administration and faculty and instilling lifelong attitudes of respect for all authority,
- to encourage the child to complete home assignments and to study his/her lessons and to check homework when requested/necessary,
- to insist the child obeys the regulations and principles of good behavior, including classroom rules and practices good manners at all times,
- to consistently require the child’s accountability for academic and social behavior,
- to discuss concerns/problems appropriately with the faculty or staff, mindful of what is in the best interest of the child.

**Student Responsibilities**

In order to fully benefit from the opportunities offered at St. Bernard’s, the student should:

- **appreciate the opportunity** for Catholic education and participate fully and enthusiastically in the academic experience.
- **learn and apply basic truths and values** of the Catholic faith and acquire the discipline to live them,
- **think independently**, learning to make sound judgments based on Christian principles.
- **become competent in decision-making**, accepting consequences and developing a sense of responsibility.
- **recognize their individual talents** and learn to use them to become a productive member of the community.
- **develop and practice desirable virtues** in personal relationships.
- **acquire and utilize good communication skills**.
- **commit personal service to God, family, church, and community**.
- **Respect and care for the school property and supplies**.
After School Program

The St. Bernard’s After School Program runs from 2:20 – 5:15 each school day. Tom Clark is the director and Nancy Grimone is the program assistant. Children from St. Bernard’s kindergarten to 5th grade may attend. Cost is $12.00 per day. If a child attends more than 3 days in a week, the cost is $10.00 per day. If you have a second child attending, they will be ½ price. Over 2 children are free. Payment is due by Friday of each week.

You must complete a registration form for the program.

Attendance

The St. Bernard’s school day is 8:00 to 2:20. Students are expected to be in school for the 8:00 AM bell and will be dismissed to the buses, parent pickup, or the After School program at 2:20. (Children may arrive as early as 7:15, there is breakfast and supervision in the cafeteria.)

If your child is absent from school:

• call before 8:00 to let us know your child will not be in school. If you do not call we need to contact you to be sure you know that your child did not make it to school.
• write a note stating the date and reason for absence. Send the note to school the day your child returns.

If your child arrives after 8:00:

• go to the office and sign in.
• send in a note, stating the date and reason for the tardiness.

If your child will be picked up early from school:

• write a note telling the time your child will be picked up and who will be picking them up, if it is not the parent. Come to the office to sign your child out.

If your child is going to ride the bus to a location different from their regular bus stop:

• write a note telling where you would like him/her dropped off.

If your child’s normal end of the day schedule is different from normal,

• write a note telling us the plans. (going to the after school program, being picked up by_______, etc.) We need to know where your child is going after school.

If there is a change in plans during the school day, call the office. 891-2830

Student absences from school that are recognized as legal absences:

• sickness
• death in the family
• religious observances
• health clinics
• impassable roads due to inclement weather
• approved, school-sponsored trips
• required court appearances
Birthdays

Children who wish, may bring in a snack for the class to celebrate his/her birthday. Snacks for the class should be brought to the office, not the classroom. Invitations for birthday parties should not be handed out at school, unless every child in the class is being invited to the party.

Cell Phones, Electronic Equipment, and Toys

Students may not use electronic equipment, such as but not limited to, MP3 players, CD players, Game Boys, cell phones, laser pointers at school. Games, toys, stuffed animals, and cards (Pokemon, Yugioh, etc.) should not be brought to school. These items are not allowed at school. They will be confiscated and only returned to a parent.

Spinners are not allowed at school unless for use in an organized, teacher initiated lesson. Otherwise, they will be confiscated and only returned to a parent.

Child Study Team

If a staff member develops a strong concern about a student’s academic progress, behavior, or emotional well-being, they may refer the child to our Child Study Team. The Child Study team will discuss the concerns and suggest interventions to help remediate those concerns. The Child Study Team consists of members of the faculty, the principal, and other personnel, such as speech therapist, remedial personnel, school counselor, nurse, etc. as needed for the particular concern. Classroom and/or school-wide strategies are put in place for most students referred.

Closings or Delays

When school must be delayed, closed, or dismissed early due to weather conditions or other emergencies, announcements will be made through our School Reach phone calling system and on radio and television stations.

Code of Conduct

Standards of discipline are expected to ensure that the learning environment is orderly and conducive to learning for all students. Standards of discipline require respect for one another, staff, and for school property, obedience toward faculty and staff members, and appropriate social behavior.

Corrective action will occur when a student is disruptive and will not follow the classroom rules. When a student is disruptive the following levels of corrective action will be used:

1. Take a break – Student will be moved away from the activity.
2. Student will have an in class choice time is taken away for the day.
3. Student will walk with the principal during recess time.
4. Student will be sent to the principal's office.
5. Student's parents will be called.
Communication

The school recognizes that parents are partners in education. For this reason, communication between families and the faculty and administration is very important. Any parent interested in speaking to the principal or teacher should call the office, 891-2830 or email

Name | email | Bloomz Code
--- | --- | ---
Ray Dora | principal@stbernardsschool.org | 
Patty Ammon | secretary@stbernardsschool.org | 
Megan Czadzeck | kindergarten@stbernardsschool.org | 85EYVM
Minda Briaddy | first@stbernardsschool.org | CVD73B
Lindsey Murray | second@stbernardsschool.org | 
Andrea Kilbourne-Hill | fourth@stbernardsschool.org | MPM2SZ
Carol Schmidt | macdonce194@potsdam.edu | RTTQY6
Toni Facteau | third@stbernardsschool.org | D4SRTZ
Danielle Fitzgerald | fifth@stbernardsschool.org | EG593K
Emily Blanchard | music@stbernardsschool.org | 
Sandy Fiorile | tech@stbernardsschool.org | 
Jenni Evans | art@stbernardsschool.org | 
Marla McGinnis | pe@stbernardsschool.org | 

Emergency Drills

Fire Drill Procedures

Every year, we have to complete fire drills to ensure the safety of our staff and students. When one occurs, please follow these procedures:

1. Prior to a fire drill, assign a student to turn off lights and close the door, and another to close windows.
2. Inform students of procedures prior to the first drill.
3. Remain calm.
4. Clear the building as quickly and quietly as possible.
5. Direct students not to run, push or talk.
6. All teachers must bring their class list with them, and call roll after the class has assembled in the correct place.
7. Grades Pre-K, K, and 1 (small school building) will line up on the playground by the brown fence.
8. Grades 2 and 3 will proceed down their fire escape to the rectory garage doors.
9. Grade 4 will go down the fire escape and also line up by the brown fence.
10. Grade 5 will go out their fire exit to the rectory garage doors.
11. In case of inclement weather, follow the above procedures, but go into the church.

Emergency Evacuation

When it is necessary to evacuate the building:
- The office will announce the drill over the PA system.
- Follow the procedures for a fire drill, but go directly to the emergency evacuation site.
Emergency Lock Down

When it is necessary to secure the building:

- The office will announce the drill over the PA system.
- The staff and students will follow the lock down procedures

Homework Policy

Homework is designed to practice the lessons developed during class and provide opportunities for skill development. Teachers determine homework requirements to help students practice skill developed in the classroom. Plan a regular time and location each day for homework or reading for enjoyment. If your child is struggling with the assignment, stop after 10 or 20 minutes and write a note to let the teacher know he/she was having trouble completing the work.

Suggested homework for each evening is as follows:
Grades 1 - 2 ............................................................... no more than 10 minutes
Grades 3 - 5............. .................................................. no more than 20 minutes

No homework on Fridays.

BEE Folders (Home Folder)

Students will bring completed work, homework, and school notes home in a home folder. Please, check their folder each night. Talk with them about the work they’ve been doing and check for any notes from the teacher or school. This helps to reinforce the importance of school work. It also helps your child become more organized in their work habits.

Lunch

Students may bring their lunch from home or buy the school lunch. Our school lunch is provided through the Saranac Lake Central School District. A menu will be sent home each month or it can be from on the school district website www.slcs.org. The price of the school lunch is $2.90 or the cost of just milk is $.50. Applications are available in the school office or on the school district website for the free/reduced lunch program. School lunches may be paid for daily. If your child buys the lunch frequently, you can send a check and the money will be added to your child's account. A note will be sent home when the account gets low. We ask that lunches be paid rather than charged as we have to pay the school district for the lunches weekly.
Medication

In order for a child to receive any medication, prescription or non-prescription, at school please, provide the following:

- a written request signed by the parent and physician. The request should include the name of the medication, dosage, time it should be given during the school day, and duration. Forms are available in the office.
- Medication must be in its original container and have a fixed label indicating student’s name, medication name, dosage, method of administration, time of administration, and interval between dosages.
- Medication and request must be brought to school by the parent, it cannot be sent in with the student.

Monday Morning Prayer Service
(Monday each school week)
8:10 – 8:25

One class will be in charge of the prayer service each week. All classes will meet in the cafeteria at 8:10. The presentation will relates to the religious instruction in the classroom, the virtue of the month, the theme “Sing of the Lord's Goodness”, or the time of the year (holy day, season, etc.) Student presentations may include songs, skits, art work with a script, readers theater, poetry, etc. Presentation will be followed by announcements from the principal, pastor, or guest on up coming events, BUG awards, birthdays, etc. Parents are welcome and encouraged to attend.

Monthly Virtues

Our theme for 2017 -2018 is “Sing to the Lord's Goodness.” Each month throughout the school year, we will highlight a virtue that will help lead us on a path toward spiritual, academic, and social success in life. We will also highlight saints who exemplify the virtue. Virtues are good and admirable qualities that, through practice become life-long habits.

Our monthly virtues are:

<table>
<thead>
<tr>
<th>Month</th>
<th>Virtue</th>
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<tbody>
<tr>
<td>September</td>
<td>Kindness</td>
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<tr>
<td>October</td>
<td>Respect</td>
</tr>
<tr>
<td>November</td>
<td>Hope</td>
</tr>
<tr>
<td>December</td>
<td>Patience</td>
</tr>
<tr>
<td>January</td>
<td>Honesty</td>
</tr>
<tr>
<td>February</td>
<td>Love</td>
</tr>
<tr>
<td>March</td>
<td>Faithfulness</td>
</tr>
<tr>
<td>April</td>
<td>Gentleness</td>
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<tr>
<td>May</td>
<td>Self-Control</td>
</tr>
<tr>
<td>June</td>
<td>Courage</td>
</tr>
</tbody>
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Parent Night
September 14, 2017

The parent night is intended to give parents an opportunity to meet their child’s teacher and hear about the upcoming school year

6:00 – 6:30 Classroom presentation, meet your child’s teacher
6:30 – 7:00 Cafeteria – school wide information

Parent-Teacher Conferences

Individual conferences will be scheduled after the first and third marking periods. Teachers will send each parent a written invitation to the conference prior to the date on which it is scheduled. Conferences will be scheduled on November 21st and April 20th. There will be no school for students on these days.

Photographs

Pictures of students taken at school or school events should not be posted on personal facebook pages. School personnel will only post pictures on the school website, Bloomz and facebook page of students who have submitted a photo release form.

Report Cards

Report cards will be sent home at the end of each ten week marking period.
First Quarter November 21, 2017
Second Quarter January 26, 2018
Third Quarter April 20, 2018
Fourth Quarter June 21, 2018

Snacks

Each class has a morning break. Students may bring in a snack and/or drink for morning break. No candy or carbonated drinks, please. If a child in grades 2 – 5 forgets their snack, we have snacks available in the snack shack for $.25. Children who wish, may bring in a snack for the class to celebrate his/her birthday. Other than birthdays, any snack to share with the class must first be cleared with his/her teacher. Snacks for the class should be brought to the office, not the classroom.

Special Teachers Schedule 2017-2018

Monday – Physical Education/Library
Tuesday – Music
Wednesday – Technology
Thursday – Art
Friday – Physical Education
School Masses

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2017</td>
<td>Sunday</td>
<td>Camp Guggenheim</td>
<td>10:00</td>
</tr>
<tr>
<td>November 1, 2017</td>
<td>Wednesday</td>
<td>All Saints Day</td>
<td>8:30</td>
</tr>
<tr>
<td>December 8, 2017</td>
<td>Friday</td>
<td>Immaculate Conception</td>
<td>8:30</td>
</tr>
<tr>
<td>January 28, 2017</td>
<td>Sunday</td>
<td>Catholic Schools Week</td>
<td>10:00</td>
</tr>
<tr>
<td>February 14, 2018</td>
<td>Wednesday</td>
<td>Ash Wednesday</td>
<td>8:30</td>
</tr>
<tr>
<td>May 7, 2018</td>
<td>Monday</td>
<td>May Crowning (not Mass)</td>
<td>1:00</td>
</tr>
<tr>
<td>May 10, 2018</td>
<td>Thursday</td>
<td>Ascension Thursday</td>
<td>8:30</td>
</tr>
<tr>
<td>June 10, 2018</td>
<td>Sunday</td>
<td>5th Grade Graduation</td>
<td>10:00</td>
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Tuition for 2017 - 2018

Parents Share

<table>
<thead>
<tr>
<th>1 CHILD</th>
<th>Additional Child</th>
<th>2 CHILDREN</th>
<th>3 CHILDREN</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,600.</td>
<td>$1,900</td>
<td>$4,500.</td>
<td>$6,350.</td>
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</tbody>
</table>

Some parents are able to pay full or above the full tuition. Others need tuition assistance. The Fair Share program is aimed at allowing everyone the opportunity to attend St. Bernard’s School while paying within their means to support the operation of the school. Tuition assistance is available. We have families in our parish and community who recognize the long tradition of academic excellence at St. Bernard’s School. These families help to support or help support a student at St. Bernard’s School.

Tuition Payment Options

If full tuition is paid by July 1st there is a $50.00 discount.

Two Payments
Two payments due on July 1st and December 1st.

FACTS Management
Monthly payments can be made through Facts Management for a ten month period. You can choose automatic withdrawals to take place either the 5th or 20th of each month starting in July.

Volunteer and Fund Raising Opportunities

Tuition is part of the support of students at St. Bernard’s School. Beyond tuition, we rely on fund raising, parish and diocesan support, scholarships, endowment funds, and volunteers. The Education Council, with the support of parents, runs a number of fund raisers throughout the year. They include, raffles, holiday and lottery calendars, the Spring Gala, and a walkathon. As a member of the St. Bernard’s School community, you will have the opportunity to support fund raisers and volunteer your talents when needed.

Visitors to School

School visitors (volunteers, parents, etc.) must report to the office. Each visitor is required to sign in at the office when he/she enters the building. All visitors are to wear a visitor badge. Visitors are to sign out at the time of departure.
Withdrawal Policy
Families must notify the school in writing if a student is withdrawn from school. Students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount. Students who withdraw after December 15th are responsible for the full tuition amount.

Uniforms
The St. Bernard’s School uniform for students is as follows:
  Boys – Navy or black pants or shorts with white, gray, or blue collared shirt.
  Girls – Plaid or Navy St. Bernard’s School jumper or navy or black pants, skorts, or skirt with white, gray, or blue collared blouse. Tight or leggings should be worn with jumpers or skirts. JC Penny and other locations have solid navy jumpers available.
Turtlenecks with plain fleece, sweatshirt or cardigan sweaters in the above colors are acceptable for both boys and girls in cooler months.

Fridays are spirit wear days. Students may wear the school uniform or St. Bernard's T's, sweat shirts, and/or sweat pants. St. Bernard's T’s and sweat shirts must be worn with navy or black pants, navy or black shorts or navy or black skirts.
September 1, 2017

Dear Parent/Guardian,

Federal law now requires all schools to inspect their buildings for asbestos-containing materials and to develop Management Plans for those materials found. St. Bernard’s School has an Inspection/Management Plan. The law also requires that an annual letter be sent to parents informing them that this asbestos Inspection/Management Plan is available for review during our regular business hours. If your wish to see the report, please contact the school office.

Our plan calls for regular inspections every six (6) months and a complete re-inspection, by a EPA accredited inspector, occurs every three (3) years, and copies of these inspections are also available for your review. If asbestos abatement is ever required, other than small scale short duration repairs, only fully EPA accredited asbestos contractors will be used.

Sincerely,
Raymond Dora
Principal
9/1/2017

Dear Mr. Dora,

I am the parent/guardian of _______________________ who attends St. Bernard’s School in the ____ grade. It is my understanding that NY State law requires every school to maintain a list of parents who wish to receive advance notice of pesticide applications at the school their child attends. Each time pesticides are scheduled to be applied at the school, parents on the list must be provided with a written notice at least 48 hours in advance specifying the specific date and location of the application, the name and EPA registration number of the product being applied, the name and number of a person at the school who can be contacted to discuss the precautions being taken to protect children from exposure, and telephone numbers of information services that can provide specific information about the pesticides being applied.

Please consider this my formal request to be placed on the list to receive those notices and information. If the notices are to be mailed, please mail them to me at the following address:

_________________________________
_________________________________
_________________________________

I can be reached by telephone at the following numbers:

______________________ (day)
______________________ (evening)

Sincerely,

_________________________________
Signature of parent/guardian
Please, read through the handbook so you and your child are familiar with the expectations and responsibilities of being a student at St. Bernard's School.

Please, sign the following to indicate that you have received a copy of the 2017-2018 Parent/Student Handbook.

_____________________________________
Print Parent Name

_____________________________________
Parent Signature

_____________________________________
Date

_____________________________________
Student Signature

2nd Student Signature (If more than 1 in family)