BERNARDO ELEMENTARY SCHOOL PARENT HANDBOOK

Welcome to Bernardo Elementary School!

We believe that every child has innate special talents and is capable of high levels of growth and achievement, and it is our mission to help students discover and nurture their talents. The staff, students, and families of Bernardo School will work collaboratively to create and maintain a supportive, yet challenging learning environment for every child. We are passionate about our desire to make Bernardo a truly GREAT school.

Our identity and momentum are sustained in part by our commitment to our positive school-wide behavior system and the procedural guidelines detailed in this parent guide. Please take time to read the information and review pertinent sections with your children.

Additional information and updates regarding school activities, programs, and policies will be disseminated throughout the year via email and/or text messages.

We look forward to working with you and your child to facilitate the development of good character, effective work habits, academic excellence, and an inclination toward lifelong learning with a growth mindset. Have a wonderful school year, Mountaineers!

Arrival and Dismissal Procedures

Staff supervision is provided at our front gates beginning at 7:30 each morning. Please do not drop off students before 7:30 unless you are utilizing one of our before-school care programs.

At 7:40, we open the gates for students to enter the campus. Students may go to the cafeteria to get breakfast or head out to the playground.

We really appreciate our caring and considerate parents who conscientiously follow all our traffic and parking lot safety rules. We are committed to working together to improve safety during drop-off and pick-up. Parents, you can help by following the guidelines below:

- Please do not pick up your child any later than 2:45 M-T-W-F and 12:30 on Th. If you arrive later than those times, you will need to come into the office and sign out your child. Please have your ID with you when you come in.

- Have students' backpacks, lunch, coats, etc., ready to go so drop-off is quick. If you need additional time, please park off-site and walk your child in.

- Please pull all the way forward.

- Stay in your car at all times when at the curb in the loading/unloading zone.

- Avoid using cell phones while in the Bernardo parking lot.

- Use sidewalks and avoid walking through the parking lot when parked off campus.

- Avoid parking in handicapped spaces unless you have a placard, and do not park at designated “No Parking” areas around the school.

- The front parking lot is for staff only until 8:15 each morning.

Attendance

If your student will be absent from school, please report the absence to the Bernardo office at 760-432-2700. Please provide your child’s first and last name, grade level, teacher’s name, the date of the absence, and the reason for the absence.

Tardiness: Students who arrive after 8:00 am are considered tardy. At 8:00, we close the front gates, and any students who arrive after the gates are closed must report directly to the attendance office for a late pass.

Truancy Notification **-** When a student is absent from school without a valid excuse for three full days in one school year, or is tardy without a valid excuse for more than 30 minutes on three occasions, the school district will notify the parent by letter that the student has been identified as truant from school.

Beginning in the 2024-2025 School Year, *we will no longer be approving independent (or travel) studies for students who go on vacation during days when school is in session. This policy will be in line with other schools in our district, including Bear Valley Middle School.*

Bell Schedule

Daily bell schedule

Before and After School Care Information

On Campus

- All Grades - YMCA 619-936-5998 email: Bernardoelp@ymcasd.org

Off Campus

- KinderCare 760-745-2474

- Boys & Girls Club 760-745-0515

Birthdays at Bernardo

While we appreciate the joy and excitement that accompany our students’ birthdays, we do not allow parents to bring food items to their child’s classroom due to dietary restrictions, food allergies, and the varied nutritional preferences of our parent population. We encourage parents to consider bringing non-food items such as pencils, stickers, stamps, etc., for classmates.

A more lasting gesture would be the donation of a Birthday Book to our library. Our library/media clerk has excellent suggestions for choosing an appropriate Birthday Book. Birthday Book donation program.

We also invite parents to have their child's name posted on our marquee as part of our PTA's "Birthday Marquee" program. Submit the Birthday Marquee form along with $5, and we'll post your child's name on the marquee.

Calendar

We have many events for students and families throughout the year. We encourage you to view and bookmark the Bernardo School Calendar so that you don't miss anything!

Printable district school-year calendar.

Communication With Outside Providers

Parents will sometimes request that one of our teachers or staff members complete a ratings scale or questionnaire as part of an outside evaluation they are having completed for their child through their doctor, psychiatrist, counselor, etc. Before any communication, written or oral, can occur between one of our staff members and an outside provider, a Release of Information form must be completed.

To obtain a Release of Information form, parents can email our school Social Worker, Courtney Woods, at cowoods@eusd.org to make the request. Once the form is signed by the outside provider and parents, Mrs. Woods will either approve the form or send it to our District Office for further review if there are extenuating circumstances. Once the Release of Information form is approved by all parties, the teacher or staff member can complete the provider's assessment and return it to the parent.

If you ever have any questions in this regard, please call our front office, and one of our amazing office staff members can assist.

Dress Code

While we support our students in expressing themselves through their clothing, any article of clothing or accessory that advertises alcohol or an illegal substance, depicts lewd graphics, displays offensive or obscene language, or is gang-related is forbidden.

Students should wear closed-toe shoes with a strap to ensure safety when playing or running. Flip-flops, slides, or sandals without a back strap are not allowed.

We also ask that students wear clothing that covers their stomachs and dresses and shorts that are an appropriate length.

Emergency Contact Information

Parents need to notify the front office as soon as possible if any contact information changes throughout the year. Please note that parents cannot be excluded from being an emergency contact due to divorce/separation without proper legal documentation, and each parent can provide emergency contact information.

Student Release - Anyone who comes to pick up a student must provide a valid identification card (I.D. with a photo). Students shall be released during the school day only to the custody of an individual if one of the following is met;

- The individual is the student's custodial parent/guardian.
- The custodial parent/guardian has identified an individual to the school through verbal or written communication.
- The individual's identity has been verified by a school/district employee.

Emergency Procedures

Fire, earthquake, and lockdown drills are held at regular intervals throughout the school year. Should our school ever experience a true emergency, parents will be notified via their contact information on file.

Food and Nutrition

Free breakfast is available each morning before school starts from 7:40-7:55 at our cafeteria. Students simply walk into the kitchen and can choose from a variety of breakfast options.

We invite our students to bring a snack to school each day to be eaten during a morning recess break. We encourage healthy snacks such as fruit, vegetables, cheese, or any lean protein that can provide nutrients and energy to help our students remain ready to learn.

Lunch Times

Breakfast & Lunch Menus

Allergies/Special Dietary Needs

- We have a nut-free snack and lunch table designated in our lunch area for any student to eat, as long as they do not have any type of nuts in their possession. Students with nut allergies will typically bring a group of friends to join them at this table.
- Parents need to notify our school office each year, in writing, regarding any food allergies or other special dietary health needs of their child.
- Modified diet requests that require school meal accommodations must accompany written medical documentation. Medical Statement to Request Meal Accommodations.

Health Office

The Health Office is staffed by a full-time nurse to assist students with their health needs.

Medications at school

- Parents and an authorized physician must complete and sign a medical authorization form for all prescriptions or over-the-counter medications taken during the school day.
- Medications will be administered by the nurse or other office personnel as needed.
- All medication must be brought to school in the original container.
- Students may not carry or use any medication on campus (including inhalers, EpiPens, Aspirin, Tylenol, or any cold medications) without the completed medical authorization form.

Returning to school after being ill or hospitalized

- Below is a chart to help determine whether or not to send your child back to school after he/she has been ill or hospitalized.
- Students returning to school with casts, crutches, or a wheelchair must provide the health office with a note from an authorized health care provider stating that the child can attend school and explaining the necessary physical restrictions.

I NEED TO STAY HOME IF…

I have a Fever	**I am Vomiting**	**I have Diarrhea**	**I have a Rash**	**I have Head Lice**	**I have an Eye Infection**	**I have been in the Hospital**
Temperature of 100.0°F ºF or greater	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, &/or crusty drainage from eye	Hospital stay &/or ER/ED visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM…

- Fever-free for 24 hours without the use of fever-reducing medication. Ie. Tylenol, Ibuprofen.
- Free from vomiting for at least 24 hours since the last episode.
- Free from Diarrhea for at least 24 hours since the last episode.
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- Treated with appropriate lice treatment at home, and information is provided to the school nurse. No active head lice.
- Evaluated by your doctor and have a clearance note.
- Released by a medical provider to return to school.

iPads

All students in EUSD are provided with an iPad to support learning.

Internet Filtering - All data accessed through the iPad is routed through the District's filter whenever it is connected to the Internet, whether at school, home, or any other location.

At home, parents can limit which apps their child has access to through a free app called Jamf. Jamf Parent app information.

Damage/Loss/Theft **-** Notify your child's teacher *immediately* if the iPad or case is damaged, lost, or stolen. In the event of a lost or stolen iPad, EUSD will remotely shut down the iPad so that it becomes unusable. A message will appear on the screen stating the iPad is the property of EUSD and will display instructions for returning it. The cost of the equipment checked out to your child is approximately $460.

Library

Our library is staffed by a full-time librarian. Every Bernardo student will attend the library once per week and have the opportunity to check out books throughout the year. A fee for the replacement fee is charged for any damaged books.

In addition to being open during the school day, our library is also open on Tuesdays and Fridays from 7:40-8:00 for any families who would like to come by.

Lost and found

We urge parents and students to label EVERYTHING that is sent to school. Our Lost and Found bin (located near the school's front office during business hours) fills up very quickly with many items that are never reclaimed. Unclaimed clothing is donated to charities at various times throughout the year; the rest of the items will be thrown away unless they are tagged.

Parent Communication

We will regularly communicate with parents through a variety of formats throughout the year:

- Weekly Bernardo Bulletin - Parents will receive a weekly bulletin via email that lists pertinent information about school events and activities, procedures, helpful tips, etc.

- Back-to-School Night - During the first few weeks of school, each classroom teacher will hold a meeting for parents.

- Report Cards - Three times per year, report cards will be issued for all students.

- Parent Conferences - Conferences are scheduled in October and are intended to identify goals for the student for the year and to review early progress. Additionally, teachers are always available to schedule an individual meeting to discuss a concern or issue.

Parent-Teacher Association (PTA)

Bernardo has a very active PTA team that provides countless activities and opportunities for our students and families. We encourage all parents to join and to consider volunteering to help make our school the best it can be. PTA information

Personal Electronic Devices

Students are not permitted to use their personal devices at school except in an emergency. The policy applies to cell phones, mobile devices, and smartwatches. During the school day, those devices are to be turned off and kept in the student's backpack. The school is not responsible for the loss, theft, or damage to personal electronic devices, including cell phones and other valuable items brought to school.

Pets on School Grounds

Pets are not allowed on school grounds with the exception of service animals. This includes pets that may be held in someone's arms. School grounds include the drop-off/pick-up area in front of the school. Therefore, if you choose to bring your pet when walking your child to and from school, please wait for your child to get off the sidewalk on Mountain Heights Drive.

Physical Education

All students in grades TK through five will receive 100 minutes of PE instruction weekly, taught by a credentialed PE teacher. Students are encouraged to bring a water bottle and wear sunscreen on their PE days, and to always wear appropriate shoes that they can run in.

Positive Behavior Interventions and Supports (PBIS)

Maintaining a safe and supportive learning environment for all students is one of the key elements to ensuring all students are academically successful. Bernardo utilizes the PBIS framework, which is a systems approach used in schools across the nation, for establishing the social culture and individualized behavior supports needed for schools to be effective learning environments for all students. We focus on clearly defined behavior expectations and positive reinforcement for all students, which enables Bernardo staff to consistently promote, teach, and maintain appropriate student behavior.

PowerSchool Parent Portal

To access returning student enrollment, attendance, and test scores online, please follow the link below and enter your Username and Password. If you do not have login information, it is available at the school office. https://powerschool.eusd.org/public/home.html

Social Worker

We have a full-time Social Worker at Bernardo who is available to provide assistance and support to students and families who request it. Our social worker can be contacted by calling our front office at 760-432-2700.

Student Health Insurance

The safety of our students is of critical importance to all of us, and we want to protect them from injury. Even so, accidents do happen (at school and elsewhere), and required medical care can be expensive. EUSD offers access to several student accident insurance plans for voluntary purchase. To enroll, please visit https://myers-stevens.com/enrollment/.

Toys at School

Due to ongoing problems, toys are no longer permitted on campus. This includes, but is not limited to, stuffed animals, trading cards (such as Pokémon cards), and other personal play items. The school is not responsible for any lost, stolen, or damaged items. Please ensure these items remain at home.

Visitors

All visitors and volunteers must sign in with the school office and receive a visitor's pass. Anyone wishing to visit a classroom should make prior arrangements with the teacher.

Volunteer Information

At Bernardo, we love our volunteers! Anyone who wishes to volunteer in a classroom or field trip **must complete the necessary paperwork annually,** which can be found by visiting our Volunteer Web Page.