



Application for Admission



ADMISSIONS PROCESS

Applying to St. Bernard Regional Catholic School is a simple, straightforward process, and the following will help guide you through the steps.

CAMPUS VISIT

Arrange for a campus visit by calling the school office at 724-465-7139. A visit may be scheduled prior to submitting an application or at any time during the admissions process.

APPLICATION

1. Complete the application.
2. Drop off or send the completed application to the school office along with a non-refundable check for \$50.00 payable to St. Bernard School. This fee along with the application will reserve your child's place. Please send application and payment to:

**St. Bernard Regional Catholic School
300 Clairvaux Drive
Indiana, PA 15701**



Application for Admission

APPLICANT INFORMATION

Full Name _____
Nickname _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Date of Birth _____

Applying for Grade _____ Beginning September (year) _____ Age as of 9/1/16 _____ Male / Female (circle one)

Public School District (where you live) _____ Religion _____

If Catholic, list parish name and address _____

Ethnicity Black or African American Hispanic Asian Native American White Multi-racial Pacific Islander

PARENT/GUARDIAN INFORMATION

Parent/Guardian (1) Full Name _____ Relation to Applicant _____

Religion _____ If Catholic, parish where registered _____

Home Address (if different from above) _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Place of Business _____ Title _____

Business Address _____

_____ Business Telephone _____

Parent/Guardian (2) Full Name _____ Relation to Applicant _____

Religion _____ If Catholic, parish where registered _____

Home Address (if different from above) _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Place of Business _____ Title _____

Business Address _____

_____ Business Telephone _____

Student resides with: Both Parents Mother Only Father Only Guardian

Check All Those That Apply:

Parents Married Parents Separated Parents Divorced Father Remarried Father Deceased
 Parents Not Married Single Parent Family Mother Remarried Mother Deceased



APPLICATION FOR ADMISSION (CONTINUED)

GUARDIANSHIP (if applicable)

In cases of divorce, adoption physical/shared custody, a legal document stating guardianship must be provided.

Applicant's legal guardian (if other than parent) _____

CURRENT SCHOOL

Name _____

Date Entered _____ Current Grade _____

School Address _____

City _____ State _____ Zip _____

Phone _____

TUITION INFORMATION AND FINANCIAL AID

Name of Individual Responsible for Tuition _____ Relation to Applicant _____

Address (if not a parent) _____

City _____ State _____ Zip _____ Phone _____

SACRAMENTAL INFORMATION

Baptism Date _____ Parish Name and Address _____

Reconciliation Date _____ Parish Name and Address _____

First Holy Communion Date _____ Parish Name and Address _____

Confirmation Date _____ Parish Name and Address _____

SIBLINGS

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

RELATIVES: PLEASE LIST ANY RELATIVES WHO HAVE ATTENDED OR ARE NOW ATTENDING ST. BERNARD REGIONAL CATHOLIC SCHOOL

Name _____ Relationship _____ Graduation Year _____

Name _____ Relationship _____ Graduation Year _____

Name _____ Relationship _____ Graduation Year _____

Statement of Nondiscriminatory Acceptance Policy: St. Bernard School will not discriminate on the basis of race, gender, or national origin. Students seeking acceptance and enrollment to the school will be considered based on religion, academic performance, and

learning needs, attendance, character, morality and conduct consistent with Catholic doctrine and applicable payment history within a Catholic or private/nonpublic school. The school maintains the right to give preferential acceptance and enrollment to Catholic students. The student is not permitted to attend this school if she or he has an outstanding payment balance at another Catholic School within the Diocese of Greensburg. Your signature below indicates that you understand and accept the content and provisions of this application.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

OFFICE USE ONLY

Date Received: _____ Non-refundable fee enclosed: _____ Date Paid: _____

Letter of Acceptance: _____ Information Packet Sent: _____ Records Requested: _____ Transportation Notified: _____



PARENT QUESTIONNAIRE

(ALL APPLICANTS)

Parents or Guardians

Your comments about your child are important to us. Please complete the following questionnaire, which will be regarded as confidential information.

Applicant's Name

First _____ Middle _____ Last _____

Applying for Grade _____

Name of person(s) completing this form

First _____ Middle _____ Last _____

Relationship to Applicant _____

What factors contributed to the decision to apply to St. Bernard Regional Catholic School?

What words or phrases come to mind when describing your child?



PARENT QUESTIONNAIRE (CONTINUED)

Please comment on what you consider to be your child's greatest strengths.

What do you hope your child will gain by attending St. Bernard Regional Catholic School?

Please indicate any special circumstances that may have affected the educational progress of the applicant.

Signature of Parent or Guardian _____ Date _____



STUDENT QUESTIONNAIRE

(APPLICANTS ENTERING GRADES 7-12)

STUDENT INSTRUCTIONS

Please take a moment to complete this questionnaire so we may learn more about you.

Your Name

First _____ Middle _____ Last _____

Applying for Grade _____

What is your favorite subject or activity in school? Explain.

Tell us about some of your extracurricular activities.

Describe an accomplishment of which you are particularly proud.



STUDENT QUESTIONNAIRE

(APPLICANTS ENTERING GRADES 7-12)

Choose a character from history or from a book whom you admire. Explain your choice.

What specific traits of this character do you wish to emulate and why?

Is there anything else you would like the Admissions Committee to know about you?



**SWORN STATEMENT PERTAINING TO
THE PRIOR CONDUCT OF A PUPIL SEEKING ADMISSION**

Section 1304-A. of the Public School Code of 1949, as amended, and referenced in Section 4245 of the Diocese of Greensburg School Policies requires that prior to the admission of any student, the parent, guardian, or other person having control or charge of the student shall provide the following sworn statement or affirmation.

Name of Student _____

Has the student ever been suspended or expelled from any public or private school in Pennsylvania or in any other state? Yes ___ No ___

Did the suspension or expulsion involve weapons? Yes ___ No ___

Did the suspension or expulsion involve alcohol? Yes ___ No ___

Did the suspension or expulsion involve drugs? Yes ___ No ___

Did the suspension involve infliction of physical or emotional injury to another person? Yes ___ No ___ This includes hurting others through technology (cyberbullying, texting, etc.).

Did the suspension or expulsion include any act of violence committed on school property, committed during a school event or an act of destruction to school property? Yes ___ No ___

Have you been arrested and/or have you been or are you on juvenile probation? Yes ___ No ___

If the answer to any above question is "YES," explain the incident and circumstances in detail including the school, date of suspension or expulsion, and a final decision regarding the incident.

I swear and affirm that the above information is true and correct. I understand that misrepresentation of the above data is a criminal act and punishable under the Pennsylvania Crimes Code.

Signature of Student

Signature of Parent, Guardian, or other Person
having Control or Charge of Student

Date

Date



PARENTAL PERMISSION TO REQUEST AND/OR RELEASE SCHOOL RECORDS

Name of Student: _____
Student Date of Birth: _____
Current School Attending: _____

I hereby authorize St. Bernard Regional Catholic School to request and/or release records relative to my children's previous educational experiences. The specific records which I am requesting should be released and/or forwarded to the address below:

Mrs. Denise Swope, Principal
St. Bernard Regional Catholic School
300 Clairvaux Drive
Indiana, PA 15701

Parent/Guardian please sign and date below:

(Signature of Parent/Guardian) (Date)

RECORDS REQUESTED:

- _____ Attendance Data
- _____ Report Cards (Past and Current)
- _____ Group Aptitude and Achievement Testing
- _____ Health, Medical and Dental Records
- _____ Personal History
- _____ Psychological Reports
- _____ Psychiatric Evaluations
- _____ Special Education Due Process Papers and IEP
- _____ Speech and Language Evaluations
- _____ Instructional Support Plans and Summaries
- _____ Others: (Specific reports, e.g., Occupational and Physical Therapists, Neurological Evaluations, etc. known by parents to be available) Please list



HOME LANGUAGE SURVEY

Used to determine a primary or home language other than English

Parents or guardians are asked to complete the following questions about the language use of your child. When appropriate, the child may answer the questions.

Student's Name _____ Date _____

Date of Birth _____ Age _____ Grade _____

Parent/Guardian's Name _____

Telephone _____ Country of Origin _____
(Area Code)

Other countries of residence (please list) _____

Parents are not required to answer questions with regard to origin. However, even countries of origin whose primary language is English may have a dialect making it difficult for a child to understand American dialects.

What was the first language your child learned to speak? English
Other: _____

What language(s) does your child speak most often at home? English
Other: _____

What language(s) can your child read? English
Other: _____

What language(s) can your child write? English
Other: _____

What language(s) do you use when speaking to your child? English
Other: _____

What language(s) is spoken most often in your home? English
Other: _____

Survey conducted/completed by _____

Parent/Guardian Signature _____ Date _____



Dear Parents and Guardians of Students Enrolled for the 2016-2017 School Year:

Thank you for enrolling your child(ren) at St. Bernard Regional Catholic School for the 2016-2017 school year. We are pleased that you will be an important part of the life of our parish and school community throughout the school year.

As we prepare for the new school year, I am writing to remind you of the primary reason for our very existence as a Catholic school in the Diocese of Greensburg. As a Catholic school our primary purpose is to form students in the values of Jesus Christ and the teaching of the Catholic Church. While we maintain an outstanding academic program and a number of extra-curricular and athletic activities, we have the responsibility to make certain that Catholic values and moral integrity permeate every facet of our school's programs. In full partnership with you and your family, we are committed to upholding these principles which underlie our presence in the community as a Catholic school.

Attached to this letter is a Memorandum of Understanding asking you to affirm and support the information stated in the above paragraph. You are required to complete and sign one form for each of your enrolled children at this time and return it to my office as soon as possible. This is necessary for the registration process to be completed.

Again, thank you for enrolling your child(ren) at St. Bernard Regional Catholic School and for giving us the opportunity to help you educate your child(ren) spiritually, academically, emotionally, and physically.

Mrs. Denise Swope, Principal



CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious educational institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parishes, the diocese, or religious communities.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activities (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

Father:

Mother:

Guardian:

Print Name

Print Name

Print Name

Signature

Signature

Signature

Student's Name (Please Print)

School

Date: _____



Preschool session choice

Parent(s) Name: _____

Child(ren): _____

Please check your session choice

(Session times are established prior to the start of the school year by the number of students enrolled into each age group.)

- | | |
|------------------------------------|-----------------------------|
| _____ Preschool (age 3) (T, H) | AM (8:30 am- 12:00 pm) |
| _____ Preschool (age 4) (M,W,F) | AM (8:30 am – 12:00 pm) |
| _____ Preschool (age 4) (M,W,F) | ALL DAY (8:30 am – 3:00 pm) |
| _____ Preschool (age 4) (M thru F) | ALL DAY (8:30 am – 3:00 pm) |

Typical Transportation
(Please list names)

____ Parent(s) _____
____ Grandparent(s) _____
____ Caregiver(s) _____
____ Other(s) _____



St. Bernard Regional Catholic School
A Pennsylvania Charitable Trust
Mrs. Denise Swope, Principal
300 Clairvaux Drive, Indiana, PA 15701
(724) 465-7139

It is the responsibility of the parent to arrange bus transportation by contacting the public school district of residence. A contact list for school districts can be found on the back of this page. * This form may assist your call.

Transportation Entry/Withdraw for Public School Busing

School District & Contact Name _____

School District Contact Phone # _____

My child(ren) will be attending St. Bernard Regional Catholic School (a non-public school) beginning _____. I require transportation for the following child(ren). (Start/Entry Date)

Student Name: _____ Grade Level: _____ Age: _____

Student Name: _____ Grade Level: _____ Age: _____

Student Name: _____ Grade Level: _____ Age: _____

Student Name: _____ Grade Level: _____ Age: _____

Student Name: _____ Grade Level: _____ Age: _____

Home Address: _____

Home Phone Number: _____

Parent Name(s): _____

Bus Stop Name (if known, otherwise give detailed directions):

Relevant Medical Conditions for Bus Driver (confidential):

Any questions, please call St. Bernard Regional Catholic School (724) 465-7139.

<u>SCHOOL DISTRICT</u>	<u>CONTACT NAME</u>	<u>PHONE NO.</u>
Blairsville/Saltsburg	Matthew Smith, Supervisor at Smith Bus Co.	724-801-0664
Homer-Center	Matthew Smith, Supervisor at Smith Bus Co.	724-801-0664
Marion Center	Matthew Smith, Supervisor at Smith Bus Co. Ken Kirkland, Marion Center Transportation Director	724-801-0664 724-397-5551
Indiana	Leigh Anne Isenberg at TAS a/k/a Krise Bus Co. Mike Travis, Indiana Transportation Director	724-349-3944 724-463-7591
Penns Manor	Teri Fetterman at Tri-County Bus	724-254-4080
United	Teri Fetterman at Tri-County Bus Tom Kalinyak, United Transportation Director	724-254-4080 814-446-5615
Purchase Line	Teri Fetterman at Tri-County Bus	724-254-4080



AGE SPECIFICATIONS FOR PRESCHOOL, KINDERGARTEN, AND FIRST GRADE

Kindergarten

The admissions policy for Kindergarten according to Diocese of Greensburg is that “any child who reaches the age of five (5) by the local public school district cutoff date ...of the current year...may be admitted to kindergarten unless there is evidence that the child is not ready to begin”.

The policy is that a child must be five (5) years old on August 31 of the current year.

First Grade

The admissions policy for First Grade according to the Diocese of Greensburg is that “any child who reaches the age of six (6) by the local public school district cutoff ...of the current year...”

The policy is that a child must be six (6) years old on August 31 of the current year.

Four Year Old Preschool

For continuity purposes, St. Bernard Regional Catholic School’s admission policy for children entering the four year old preschool program is any child must reach the age of four (4) on August 31 of the current year.

Three Year Old Preschool

For continuity purposes, St. Bernard Regional Catholic School’s admission policy for children entering the three year old preschool program is any child must reach the age of three (3) on August 31 of the current year.



EARLY CHILDHOOD EDUCATION DIOCESE OF GREENSBURG

The mission of Catholic schools within the Diocese of Greensburg is to create a Catholic Christian learning environment to prepare students for their life's journey. While parents are the first teachers, the task of our schools is to assist parents in fulfilling their responsibility as primary educators of their children. Schools challenge students to develop their spirituality based on Gospel values. Academic mastery, spirit of justice, and community service with a global perspective will give their lives passion and purpose.

The school participates in this task by designing and implementing curricula that assures academic mastery and fosters age-appropriate spiritual and moral formations. Peace, justice, community service, and a global perspective characterize the school environment, which creates the context within which curricular goals are achieved.

GOALS OF ST. BERNARD REGIONAL CATHOLIC SCHOOL

- To accept the responsibility as an early childhood educator in cooperation with others to implement the objectives set forth in the Diocesan Philosophy.
- To accept each child as a unique child of God and reach an acceptance that this uniqueness encompasses all his/her gifts, strengths, needs and dreams in the educational process.
- To provide learning environment conducive to the unique individual and developmental needs of the "whole child".
- To promote positive self esteem by providing child-centered curriculum in a Christ-centered atmosphere.
- To provide opportunities for faculty, staff and parent development that supports the early childhood philosophy.

CURRICULUM

Our early childhood curriculum has been designed by the Diocese of Greensburg Catholic Schools. Included with this packet of registration materials are excerpts of the curriculum from the major areas of study. The complete curriculum is available for your study at the school if you would wish to review.

Our preschool program meets the standards outlined in *Model or Sample Guidelines for Catholic Pre-School, extended Care and Day Care Programs* developed by the Pennsylvania Catholic Conference.

MIDDLE STATES ACCREDITATION

The National Catholic Educational Association (NCEA) evaluative instrument *Verifying the Vision* is designed to help Catholic elementary school educators and their school communities to ask vital questions concerning the special vision of their school. It helps the evaluation participants to focus upon the basic elements which have been universally recognized by the Church and her educators as well as those factors which are considered to any sound educational process. The evaluation was completed in April, 1991, and St. Bernard Regional Catholic School was officially accredited October 23, 1992. St. Bernard Regional Catholic School continues to maintain its Middle States Accreditation.



ST. BERNARD REGIONAL CATHOLIC SCHOOL 3 YEAR OLD PRESCHOOL – 7th Grade

Things we are proud about...

- ❖ Your child is important to St. Bernard Regional Catholic School. Our small size allows us to focus on children as individuals. Teachers and administrators are accessible and will work with you to provide the best possible learning experience for your child. The success of your child is our number one objective.
- ❖ St. Bernard Regional Catholic School has an environment conducive to learning. Children learn best in an orderly and disciplined classroom. Students at St. Bernard Regional Catholic School are taught respect for themselves and for each other. Proper conduct, appearance, and courtesy are expected from every child.
- ❖ St. Bernard Regional Catholic School warmly welcomes diversity. Our children are taught to welcome children of all faith traditions with respect and hospitality. As a Catholic institution and for the betterment of our society, we value all children and see it as our mission to serve them equally.
- ❖ No child will be turned away because of an inability to pay tuition. St. Bernard Regional Catholic School has numerous tuition assistance programs. Through the generosity of local businesses, private scholarships and educational foundations, St. Bernard Regional Catholic School has an abundance of financial aid available for eligible families seeking tuition assistance.
- ❖ Strong basic skills and essential knowledge are the cornerstones of our academic program. The elementary grades are a crucial time in every student's intellectual development. Success at the secondary level is largely determined by what a child learned in elementary school. St. Bernard Regional Catholic School provides an excellent academic foundation for students with high standards and quality instruction.
- ❖ We provide a great deal of attention to individual needs. We respect the fact that students learn at different paces and in different ways. Our teachers provide appropriate instruction to students of varying ability levels. One-on-one help and accelerated learning are available.



UNIFORM DRESS CODE

General Principles: The wearing of a school uniform emphasizes to students that we are all equal in the eyes of God. It has a direct and positive bearing on student behavior. This also allows the children to focus on their schoolwork rather than on incidental distractions. Therefore all students are required to comply with the St. Bernard Regional Catholic School uniform policy. Uniforms must be clean, presentable and fit properly.

Boys' Pants are navy blue or khaki dress pants that must be purchased from the uniform company or an exact duplicate in style that is offered by the uniform company (all seams sewn from the inside; no top stitching anywhere on the pants; no exterior pockets; no cuff). Beginning October 1 students are required to wear long pants.

Girls' Pants are navy blue or khaki dress pants that must be purchased from the uniform company or an exact duplicate in style that is offered by the uniform company (no flairs, hip-huggers, etc.).

Girls' Jumpers are navy blue plaid purchased through the uniform company. Girls are not permitted to wear cropped leggings under the jumper or skort. They are only permitted to wear plain navy, khaki or white socks. The socks must cover the ankle and may be knee socks or they can wear black, navy or white opaque footed tights. They are not permitted to wear panty hose of any color.

Girls' Skorts are for all grades and come in blue plaid, solid navy and solid khaki. These are purchased through the uniform company.

Boys' Shirts are navy blue, white or powder blue short or long sleeve oxford cloth, knit, or dress shirts (must be indistinguishable from those offered by the uniform company) tucked into pants/shorts.

Girls' Blouses are navy blue, white or powder blue short or long sleeve oxford cloth, knit, or dress blouses (must be indistinguishable from those offered by the uniform company) tucked into pants/shorts/skirts.

Sweaters are plain navy or white that allows the collar of the shirt/blouse to be seen. No frills, prints or designs, or raised patterns, etc. are permitted.

Sweatshirts are permitted to be worn with the school dress uniform, however they must be only the navy sweatshirts with the school logo. No other sweatshirt and no color other than navy can be worn with the dress uniforms.

Socks are plain navy, khaki or white (no lace, beads, logos, designs) and they must cover the ankle.

Boys' and Girls' Walking Shorts are navy, khaki or plaid shorts which are purchased through the uniform company. An exact duplicate in style may be purchased, however, the length of the shorts must be 3" above the knee or longer. Walking short season is from May 1st to October 1st.

School Shoes are dress shoes that are not sandals, clogs, canvas or leather tennis or athletic shoes, or any shoe/boot that extends above the ankle. The heel of the shoes must not be higher than 1". Shoes must have a dress sole. Permissible colors are black, brown, or dark blue.

Tennis Shoes are only to be worn with the school gym uniform for physical education class. "Healies" and light-up tennis shoes are not to be worn.

Gym Uniforms - To ensure that all student gym uniforms remain consistent, parents must purchase gym uniforms through the school. No other apparel will be permissible. All uniform gym bottoms are light gray in color. Gym T-shirts and sweatshirts can be either gray or navy and must have the St. Bernard logo screen printed on the shirt front. Sweatpants must have elastic around the ankles. Wearing of gym shorts and sweatpants follows the same rule for long pants and walking shorts applicable to the school uniform.

Accessories, Hair, Etc. - Parents are encouraged to use good judgment in regard to jewelry and other accessories that may be a distraction to the learning process. The administration has the right to judge the propriety of any

piece of jewelry and how or when it may be worn. Students are not permitted to have tattoos, fake finger nails or wear make up at school. Boys must keep their hair cut short so that it is not in their eyes. No student is permitted to have their hair dyed or bleached or wear feather hair extensions.

Dress-Down Days - Students are permitted to wear jeans, T-shirts, sweatpants, sweatshirts, shorts (in season and fingertip length), socks and tennis shoes. Students are not permitted to wear clothing that displays advertisements, logos, sayings, or pictures that are not in keeping with Catholic morality. Students are not permitted to wear sandals, flip-flops, crocs, or other inappropriate footwear. Dress-down clothes should be clean and appropriate for school with no tears.

Dress-Up Days - Boys may wear dress/school pants, dress shirt, golf shirt, or turtleneck. Girls may wear dress/jumper, skirt with appropriate dress blouse or top, dress slacks/school pants. No T-shirts, sweatshirts, sweatpants, jeans, or tennis/athletic shoes are to be worn on a dress-up day.

If a student is "out of uniform" a Uniform Notice will come home with the infraction and will need to be signed by the parent and returned to school. Continued violation of the dress code will be considered parental non-compliance with school policies and appropriate action will be taken.

School Uniforms can be purchased through our school uniform company *Schoolbells*. When you are purchasing school uniforms please mention St. Bernard School. Our school code number is #1110. Toll-Free Phone Orders: 1.888.637.3037 ~ Online Orders: www.schoolbells.com

The Parent Teacher Group offers a Uniform Exchange Day in June.