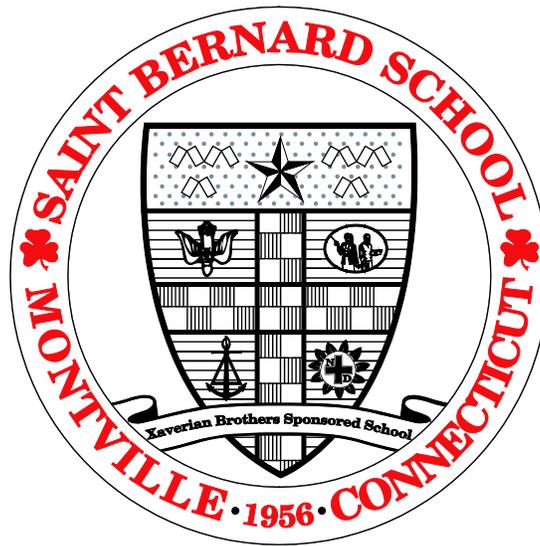


SAINT BERNARD SCHOOL

A - Z Guide for Families



Mission Statement

Saint Bernard School is a co-educational school for grades 6-12, open to students of all faiths, co-sponsored by the Diocese of Norwich and the Xaverian Brothers. The Saint Bernard School community is committed to providing a college-preparatory education enriched by values that are attentive to the teachings of Jesus Christ. This is accomplished in a safe and supportive atmosphere that fosters academic achievement and generates growth in maturity, behavior, character, and service to others.

Family A-Z Guide to SBS

The A-Z Guide is designed to provide families an overview of important information about Saint Bernard School. The complete student handbook is located on the PlusPortal <https://www.plusportals.com/SaintBernard>. In the guide you will find:

- Faculty & staff contact information
- School Policy and Procedures
- Information concerning special programs
- Tips and suggestions for a successful school year

No guide can cover every possible situation a student, faculty member, staff or the school may encounter in the course of a year. Many decisions, policies, and situations are left to the good judgement of the faculty and/or school administration. In addition, in certain circumstances it may be appropriate for the school to diverge from these published guidelines. In matters of established policy Saint Bernard School reserves the right to alter its codes but will make every effort to inform the entire school community if and when it is appropriate. Additional information concerning school policies and procedures may be found in your student's agenda and on our website – www.beasaint.us. If you have questions or concerns, please feel free to contact the Headmaster, Don Macrino or the Assistant Headmaster, Ann Griffin.

Acronmyn: Common acronmyns at Saint Bernard School:

- HS – High School
- MS – Middle School
- SBS – Saint Bernard School

Art Show: The Saint Bernard School Art Show is the culminating event held annually to celebrate and recognize the artistic achievement of students. The show is held in the Spring semester each year.

Athletics: Saint Bernard School provides athletic opportunities for all students in grades 6-12. Saint Bernard is a member of the Connecticut Interscholastic Athletic Conference (CIAC) and the Eastern Connecticut Conference (ECC). Eligibility for interscholastic participation in sports is determined by school and state rules applied to academic achievement. The athletic department's philosophy echoes the school's philosophy and states that students come to school

primarily for the religious and academic values that are offered. Athletics is only one of the many extra-curricular activities offered at Saint Bernard School. As an extra-curricular activity, athletics never take precedence over academics. Student athletes are expected to maintain the highest academic averages possible and to display exemplary attitudes toward all school rules. Failure to comply in any of the above areas will disqualify a student from participating in athletics.

Attendance: Parents/Guardians should call the Main Office at ext. 101 to report a student's absence. Absences from school are to be kept to a minimum so that students may participate fully in the educational opportunities offered them at Saint Bernard School

The school day begins at 7:44 AM with a prayer and the Pledge of Allegiance. All students must be in their first period class at this time. The school day ends at 1:45 PM.

Students will be marked each class period as either Absent, Tardy, or Present. All absences will count toward the maximum allowable for course credit, with the following exceptions: Saint Bernard School field trips; documented legal obligations; and college site visits. While medical, dental, and orthodontist appointment times are excused with a note from the provider of service, it is preferred that these appointments be made during non-school hours. Family vacations/trips are deemed unexcused absences by the State of Connecticut and Saint Bernard School.

Students returning from absences resulting from an illness, or extended illness, must present a note from a physician at the time of their return for their absences to be excused. The decision of excused or unexcused absence will be made based upon documentation presented prior to a planned absence or after an unplanned absence. A parent note alone does not guarantee an absence will be excused.

If a student arrives after 10:23 AM (the end of third period), dismisses before 11:06, is absent, or is suspended from school, he/she may not participate in any school related athletic or extra-curricular activities for that day. Internal and external suspensions are counted as unexcused absences.

Early Dismissal

A written request for early dismissal by the parent/guardian should be presented to the Main Office before 7:44 AM. Students must sign out upon departure from the school campus. If a student returns to school, the student must sign in at the Main Office.

All students leaving early must submit a parental request to the Main Office.

If a student becomes ill, the school nurse will notify the parent/guardian. The parent/guardian or a responsible party must pick up the student from the nurse's office. Classes missed due to these dismissals will be considered excused absences. Early dismissal for employment purposes is unacceptable.

Parents/guardians requesting early dismissal for their student drivers due to inclement weather must call the Main Office directly. Parents/guardians wishing to have a student rider dismissed

early due to inclement weather must have signed and returned the Permission Slip Due to Inclement Weather Form. This permission slip will remain on file in the Main Office.

Inclement Weather Information

All school cancellations, delays, and early dismissals will be announced on the following stations: local TV stations (ABC, NBC, CBS). Weather related schedule changes will also be communicated via our automated call system.

Make-up Work/Exams and Incompletes

Students who have been absent must make arrangements with their teachers to complete assigned work/exams. Teachers are not obligated to allow students to make up work resulting from unexcused absences. Students who have been absent should obtain their homework assignments and notes from classmates. If necessary, homework assignments for absences of three (3) days or more may be obtained by e-mailing individual teachers.

It is the responsibility of the student to make arrangements to make up any incomplete grade within ten school days from the end of the marking period or it will be changed to a failing grade. The Administration will determine exceptions.

Tardiness

Students who arrive to first period class after 7:44 AM must report directly to Main Office to sign in. A student arriving at or after 8:05 AM must have a note from a parent/guardian, doctor, dentist, etc.; or the student's parent/guardian must contact the Main Office communicating the reason for the tardiness. The decision of an excused or unexcused tardy will be made by the Administration. Classes missed due to tardiness will be considered an absence from class and will count toward the total number of absences for the semester.

Travel/Vacations Absences

Parents/guardians are strongly encouraged to adhere to the scheduled school vacations. Written permission for travel/vacation must be obtained prior to the time requested. If permission is granted, the student will be notified by the Main Office, at which time the student must obtain signatures and assignments from all of his/her teachers. If permission is not granted, the student will not be given the opportunity to make up or receive credit for missed class work, upon returning to school.

In addition, if circumstances necessitate that a student must accompany parents/guardians on travel or vacation during the school year, the number of days missed will be counted in the total number of days absent for determining course credit.

Student Employment

Students often must be employed. Although working teaches responsibility, a college preparatory school is demanding; therefore, Saint Bernard School recommends that the student does not work late or for excessive hours (more than 15 hours a week). Doing so might impair the quality of their schoolwork.

BE A SAINT

Bells (School Bells): signals the students when it is time to go to class in the morning and when it is time to change classes during the day. The first bell tells the students that it is time to report to class and the bell that occurs shortly after that means that the students are late.

Sample Class Schedule

Period 1	7:44 – 8:36
Period 2	8:39 – 9:24
Period 3	9:27 – 10:12
Period 4	10:15 – 11:00
1 st Lunch	11:03 – 11:25
2 nd Lunch	11:25 – 11:48
3 rd Lunch	11:48 – 12:10
Period 5	11:03 – 12:10
Period 6	12:13 – 12:57
Period 7	1:00 – 1:45

Book Store: The Saint Bernard School Bookstore is located in the ground floor at the end of “Sunshine Hall” directly across from the Guidance Office and is run by our “Millionaires Club.” The Bookstore offers a selection of Saint Bernard School apparel, gifts, candy and souvenirs, as well as gently used uniforms. The Bookstore is open immediately afterschool Tuesdays and Thursdays or when staffing permits. Payment may be made via cash, check, or credit card.

Box Tops: You can earn cash for your child’s school by clipping Box Tops coupons from hundreds of participating products. Box Tops also offer easy ways to earn even more cash for your school online. Box Tops will be collected in the Main Office throughout the school year.

Cafeteria: (also refer to Giuseppe’s Catering) The Cafeteria is the only place in the building where eating and drinking are permitted during the school day. Students may not have food or beverages in any other part of the building.

Students are expected to clean up after themselves after dining or studying in the cafeteria. They are to place all papers and refuse materials in the containers provided. Students must remain in the cafeteria during the entire lunch wave since others are in classes throughout the building. Loitering beyond the café/gym/auditorium hallway creates a disruption to others trying to learn.

Students are allowed to relax in the area just outside the cafeteria known as the “patio” during the time frames designated by the Administration. They are to stay within the perimeter of the brick wall surrounding the patio. No one is allowed beyond this boundary. Failure to keep the area clean will result in the loss of this privilege.

Campus Ministry: The building of a faith community is essential to the life and mission of Saint Bernard School. All students, faculty, staff, and administration, parents, families, and

community members belong in some way to Campus Ministry. Our Campus Ministry Program aims to:

- Proclaim the Gospel message through action
- Build Community
- Promote service in our communities, churches, schools, and internationally

Campus Ministry activities may include: Orientation Day, staff retreats, class retreats, optional overnight retreats, daily masses, class masses, peer ministry, living stations, guest speakers, spiritual book study group for parents/guardians, prayer shawl ministry, faith nights, giving tree programs, food drives, and March for Life activities.

Communications:

- **Alert Now** - Saint Bernard School uses the Alert Now notification service as a means of sending out emergency messages to members of the school community quickly and effectively. Through Alert Now SBS sends out voice calls and email messages to all students, parents/guardians and staff.
- **Constant Contact** - Saint Bernard School sends out email communications via Constant Contact This is the primary means of keeping you informed, so please sign up as soon as possible. Families have the option to sign up for newsletters based on their student's year of graduation and/or specific areas of interest. If you have any questions, please contact Mrs. Marderness at smarderness@saint-bernard.com.

To sign up for Constant Contact:

- go to the SBS website – www.beasaint.us
 - Select - Quick Links drop down on the main page
 - “Sign up for Constant Contact”
- **Saints News** – Our weekly e-newsletter sent out through Constant Contact informing students, families, faculty and staff of upcoming events, opportunities, awards and achievements of our school community.
 - **Plus Portal** – is an Internet-based system that allows parents and students to keep up-to-date with class schedules, grades, report cards, course information, attendance, discipline status, and contact teachers online. Every student and parent should sign into their Plus Portal often. The parent's account holds information for each of their children. Please contact the Main Office at ext. 101 at any time for assistance with the portal.

Students and parents can use the portal to:

- View Report cards
- Updated grade books throughout the marking period.
- Current grades and major assignments.
- Attendance and discipline
- Access school forms
- Email teachers

Community Service: Students are expected to give back to their community through service projects. The purpose of community service is to provide students the opportunity to share their time and talents with others. Service projects can take place at school, church, or through various community/civic activities. A complete list of activities is available in the Office of Campus Ministry. A Community Service Board listing various opportunities is also available. Volunteer hours cannot be earned through family responsibilities or at a for-profit business.

Middle school students are expected to complete 5 hours of community service per grade. These hours can begin as early as the summer before a student enters a grade level.

High school students must earn a **minimum total of 70** community service hours to graduate from Saint Bernard School. If requirements are not met, the student will not receive their diploma.

All students (middle and high school) must submit community service hours by the last school day of April.

Computer Labs and Media Center

Saint Bernard School has three facilities equipped with student computers that teachers utilize for a variety of lessons including research, Internet-based learning, etc. There is one Computer Lab on the first floor and one on the second floor. The Media Center is located adjacent to the Library and includes a teaching station, multimedia projector and Smart TV.

Concerts: Through our varied opportunities for participation in Concert Choir, Band, and String Orchestra our students develop much more than a love for music. Our students improve not only their musical skills, but their character as well. They learn the value of hard work, commitment, and loyalty. Students have credited their involvement with music as one of their primary inspirations for teaching them how to reach their maximum potential.

Students involved in the Saint Bernard music programs participate in two concert performances (Christmas and spring) each year. The first concert is held in early December with the final Spring Concert performance held in early May.

Students involved in the Saint Bernard music programs can participate in a variety of ensembles, concert performances each year in the local area, the region, across the United States and globally. Historically, Saints in the music program have been invited to participate in over 15 honor ensembles and perform over 20 times a year at various venues.

Contact Information:

- Main Office: 860-848-1271 ext. 101
- Headmaster (ext.146)/Assistant Headmaster (ext. 140)
 - Attendance Office: 860-848-1271 ext.134
- Admissions (ext. 102 or ext. 302)
- Advancement Office (ext. 103)
- Athletics (ext. 117)
- Financial Information (ext. 132)
- Guidance & Academic Counseling (ext. 128)
- Campus Ministry (ext. 148)
- Health Services (ext. 125)

Email addresses:

- Faculty and Staff Directory or www.beasaint.us/academics
- Faculty and staff e-mail address naming convention is the first letter of the faculty's first name plus last name followed by @saint-bernard.com. For example, James Leone is jleone@saint-bernard.com.
- Diocese of Norwich Sexual Misconduct Policy Summary - CT Edition
The Policy may be viewed via Saint Bernard School website. To report misconduct one should call the Diocesan Reporting Line at 1-800-624-7407 or the Connecticut Department of Children and Families at 1-800-842-2288

Dismissal Policy: (refer to Attendance)

Dress Code: (refer to Uniforms)

Dress down Days: (refer to Uniforms)

Drop off and Pick Up: Students may begin arriving as early as 7:00 AM. Breakfast is served in the cafeteria beginning at 7:00 AM. PLEASE have your child ready to exit the car. The academic day ends at 1:45 PM. We ask that parents/guardians use the lower parking area with children exiting and entering vehicles at the sidewalk. Parking & walking your child in may create a hazardous situation. Make every effort to use the drop-off line.

Emails: SBS Administration, staff, and faculty make every effort to respond quickly to parents/guardians (within 24 hours) after receiving a message. Unfortunately, not all messages are received by the intended recipient. If a response is not received within 24 hours, please check junk email, resend the message, or call the Main Office.

Finals: Exams will be averaged as 10% of the midterm grade and 10% of the final grade. It is mandatory that exams be taken as scheduled. Students shall sit for exams when the exam is slated to be administered; however, one make-up day will be set aside for those students who miss a scheduled exam due to unforeseen events such as illness or family loss. Students missing an exam due to illness must provide the school with a health professional's note in order to take a make-up exam. Parents of students missing an exam due to loss of a family member should contact Ann Griffin.

Please note: Any student who has an outstanding tuition balance one week before the start of mid-terms or finals will not be allowed to take a portion of his/her exams until arrangements have been made with the Business Office. An incomplete will be assigned for the final grade until the exams are taken. For seniors, an incomplete will be assigned as a grade and their diplomas withheld.

Fundraising: The Advancement Office is responsible for promoting, soliciting, and securing philanthropic support and for administrative functions that support school fundraising operations. The Advancement Office focuses primarily on raising funds for The Fund for Saint Bernard (our annual fund) as well as ongoing alumni relations, scholarships, endowments, and capital campaigns as required. The Advancement Office must be consulted regarding all fundraising activities. The approval of the Headmaster is required before undertaking any fundraising activity.

Grades: Progress reports can be viewed on the plus portal at any time. They are informal updates intended to provide students and parent's insight into performance before the close of a marking period. This allows students to make improvements before report cards are issued. Parents/guardians are encouraged to discuss their child's progress with teachers and school counselors.

Grandparents Mass: Grandparents' Mass celebrates the special relationship between teens and their grandparents. An annual event, students invite their grandparents to school to join them for a special Mass and luncheon.

Honor Roll: There are three levels of Honor Roll at Saint Bernard School. Honor roll is based on quarterly grades using a simple GPA. No student can achieve honor roll if any course is in the "D" or "F" range. Only courses taken during the academic school day are considered for honors points.

- Honors – GPA between 84.9 - 89.4
- High Honors – GPA between 89.5 – 94.4
- Headmaster List – GPA 94.5 and above

Inclement Weather: (refer to Attendance) If we are experiencing inclement weather, the local radio/TV stations will announce the School's decision for school closings by 6:00 a.m. If, during the day, weather conditions become severe, a decision will be made by the headmaster to dismiss early. This information will be broadcast by the local media and through the Alert Now system to inform parents/guardians. Parents/guardians should discuss in advance with their children who will pick them up or what to do in case school is dismissed early.

Junior Ring Mass: A very special day in the life of a junior at Saint Bernard is the day when they receive their class ring. It is traditional that the juniors receive their rings right before the Thanksgiving break. Rings are blessed by the Bishop and distributed by Junior Class Moderator and our Headmaster.

The ceremony takes place within the celebration of a special Mass which is planned and carried out by members of the junior class. This special committee decides upon a theme for the Mass that represents their class, the readings, the music, and the decorations. There is a reception afterwards for the enjoyment of the juniors and their guests.

Knowledge:

1. Information and skills acquired through experience or education; the theoretical or practical understanding of a subject.
2. What is known in a particular field or in total; facts and information. Merriam-Webster Knowledge is the key to the door in any successful enterprise. We want both our students and parents/guardians to be as knowledgeable as possible about our great institution so they get the most out of their SBS experience. As one of thirteen Xaverian Brothers Sponsored School, SBS attempts to create programs that encourage active lifelong learning. Such programs allow for student and teacher interactions which develop skills necessary to retrieve, evaluate, synthesize and critique information.

Library: The Library provides a quiet area for students to research, study, and read. The librarian is available to assist students in all uses of the Library.

Library Hours:

- Monday – Friday, 7:30 AM - 5:00 PM

All middle school students who do not participate in an afterschool club, sport or activity are required to be in the library at 2:30 until they are picked up by a parent or take the bus.

- Students must sign in when they enter and sign out when they leave.
- The Library is to be used for quiet study, research, and recreational reading.
- Students are expected to work in a manner that does not disturb others.
- Books (up to five at one time) may be signed out for a period of two weeks and may be renewed.
- Reference books and reserved books are to be used only in the Library.
- School computer stations are available for student use. Computer use is limited to school-related work.
- Tutoring available during the day and afterschool
- Chromebooks are checkout and returned at the library

Personal devices may be used in the Library as follows:

- Devices are allowed for school-related use only.
- Texting, games, social media, etc. are not allowed.
- Devices must be in silent mode at all times.
- Headphones must be used for any work requiring audio.
- **Phone calls must be made/answered in the Main Office**

Locker Combinations: Each student is assigned a locker and locker combination. Lockers are to be locked at all times and kept neat and clean. Students are advised not to give locker combinations to any other student. Additionally, students shall not “rig” their lockers in an unlocked position. Doing so invites access by others which could result in theft. Writing, stickers, or other alterations to a locker are not permitted. The Administration of Saint Bernard School reserves the right to search any locker at any time.

Students are encouraged to use the lockers in the athletic locker rooms. Combination locks may be brought from home for student use (please keep combinations in a safe/accessible location). All personal locks must be removed and lockers cleaned out prior to the end of the school year.

Lost & Found: Found items are placed in the Lost and Found located in the Main Office. Every attempt will be made to return items to their rightful owner. At the end of each quarter, unclaimed items will be donated or discarded.

Lunch: (also see Giuseppe’s Catering, LLC) Students may opt to either bring a lunch to school or buy lunch through our contracted food service provider. A microwave is available in the cafeteria for students wishing to heat up items brought from home.

Masses: Masses for the entire school community are held monthly and all feast days.

Naviance: Saint Bernard School is very pleased to have access to Naviance Family Connection, a comprehensive web site designed especially for students and parents that can be used to help make decisions about colleges, scholarships and careers. Students use Naviance to sign up for upcoming college presentations, search through over 427 scholarship opportunities, take career and personality surveys, and request transcripts for college and scholarship applications.

Naviance is linked with Succeed, a service that school counselors use to track and analyze data about college and career plans, so that it can provide up-to-date information that is specific to our school.

To access Naviance for the first time, student will need a personal access code, which will be provided by their school counselor. Students can use that code to register for their own Naviance account.

Giuseppe’s Catering: Giuseppe’s Catering, LLC provides our students with breakfast, and lunch, as well as healthy snacks and beverage options. Please use the links found on either the Saint Bernard website or Plus Portal-to login to your account or to sign up for a new account. Please note that you will be redirected to the PayPams website to enter your information.

Open House/Information Sessions: Several open houses, information sessions and coffees with the headmaster are held each year both on and off campus for prospective students and their families.

During the on campus events, prospective students and their families get that all important “first impression” of our school through Student Ambassador led tours and faculty and staff presentations. In addition, students and their families can meet with athletics and club and

activities representatives. Volunteer Parents/guardians serve a vital role in promoting and supporting Open House events.

“Coffee with the Headmaster” is held at the home of a current parent and is time for prospective parents to meet with the headmaster in a casual setting. Parents wishing to hold a coffee at their home should contact the Admissions Office.

Parent Ambassadors: The Parent Ambassador program at Saint Bernard School is geared to recruit parent volunteers who will serve as ambassadors for the school. Members of the Parent Ambassador program will:

- engage with other parents/guardians to foster connections and build partnerships with SBS
- assist the Admissions Office with outreach to current and prospective families
- participate in broadening and deepening relationships in support of the SBS
- share their experiences with families of prospective students.

The program values and recognizes the family as a whole, creating a link between family, school and community. For more information, contact the Admissions Office (ext. 102)

Parent Teacher Communications: (Refer to Communications)

Progress Reports: (see grades)

Questions and Concerns: (Refer to Contact Information)

Rules and Regulations: (refer to Student Handbook - Discipline) Students are expected to behave in a manner that exemplifies the ideals of Saint Bernard School. Conduct or behavior contrary to the ideals of Saint Bernard School will not be tolerated.–While the discipline policy and expectations apply generally to all students, the teachers and administration consider the age and maturity of the student when making disciplinary decisions. Every effort is used to make discipline an opportunity for a “teachable moment” in a student’s life. Please refer to your student’s handbook for the complete disciplinary policy and procedures.

Saints News: The Saint Bernard School weekly e-newsletter. (August – June)

Service Hours: (refer to Community Service)

Scholarships and Financial Aid: Tuition Assistance information is available through the Business Office. Applications will be made on-line (FACTS Grant and Aid) and will be accepted beginning in January. There is a \$40 fee (subject to change, and paid directly to FACTS Grant and Aid) for the application process. Scholarships are awarded based specific scholarship criteria.

Student Ambassadors: Their responsibilities consist of offering campus tours and assisting with admissions and advancement programs as hosts and hostesses, and general volunteers. Student Ambassadors possess a great deal of spirit and commitment to promoting SBS. Regular meeting

times are scheduled. An emphasis is placed on service, public speaking and making positive first impressions.

Student Council: Saint Bernard Student Council is an organization that provides a place for individual expression, opinion, and general interest. It sponsors a variety of events such as Homecoming, spirit days, pep rallies, and community outreach. The student council enables students to experience the process of governing themselves and others. Meetings are open to all students and are a forum in which students voice their ideas and concerns to become actively involved in school-sponsored events. The student council is a growing organization, composed of senior and junior officers and representatives from all homerooms. Officers are elected in May for the following school year. Homeroom representatives are selected by class vote in early September.

Student Handbook: Parents/guardians and students are expected to read the student handbook in order to become familiar with school discipline, policies, programs, and personnel. The effectiveness of our school depends on our students, parents/guardians, and members of the school community working together. The student handbook is located on the Plus Portals page of our website. www.plusportals.com/SaintBernard.

Senior Hallway: (AKA Sunshine Hallway) This area is located outside the gymnasium and opposite the courtyard. School day use of this area is a privilege for seniors only. Any underclassmen found loitering in this hallway will receive a detention. Seniors may not invite an underclass student into Senior Hallway. No food or drink is allowed. Inappropriate behavior may result in loss of this Senior Privilege.

Teacher Conferences: Parent-teacher conferences are an important component of ongoing home-school communication and family involvement in their child's education. The parent-teacher conference is an opportunity for Parents/guardians to learn about their child's progress in school and for teachers to gain insights into the student's home and community lives. Parent perspectives on student strengths and needs, learning styles, and non-school learning are important to long-term educational success. Formal conference days are scheduled during each academic year. Parents/guardians are encouraged to contact teachers regarding their child's progress at any time during the school year.

Tuition and Fees: Saint Bernard School utilizes the services of FACTS Tuition Management Company to collect and manage all tuition payments. Every family is asked to sign up with the FACTS Tuition Management Company through the Saint Bernard website (www.saint-bernard.com) by selecting the link entitled FACTS Tuition Program. We have set up multiple payment plans through FACTS:

- 1) Single payment due June 2
- 2) Two payments due June and December
- 3) Quarterly payments due June, September, December and March
- 4) Monthly payments due monthly, June through March

Every student must have a signed tuition payment contract on file with the Finance Office before the student begins any school activity. This is in addition to signing up with FACTS Tuition

Management. All contracts are expected to be kept up to date. If you feel you are unable to stay current with your payment plan, you must contact the Finance Office before you become delinquent. The Finance Office may impose fees associated with late payments or payments returned for insufficient funds as outlined on your tuition contract which may be in addition to the FACTS Tuition Management fees.

Parents/guardians will receive monthly tuition statements and are responsible for reviewing the activity shown on each statement. Any discrepancies should be brought to the attention of the Finance Office immediately. Parents/guardians whose parish subsidizes their student's tuition are responsible to ask the parish to send the payment to the school. Parish invoices will be sent only upon written request of the Parents/guardians. Parish subsidies are only credited to accounts upon receipt of payment.

Any student who has an outstanding tuition balance one week before the start of mid-term or final exams will not be allowed to take his/her exams until arrangements have been made with the Finance Office. An incomplete grade will be assigned for the final grade until the exams are taken. Seniors will not be able to participate in graduation, receive a diploma, or receive transcripts until their balance has been paid in full.

Any student who voluntarily withdraws from Saint Bernard will be responsible for payment of tuition and fees based on the date of the withdrawal. Any student who has not met tuition and fee obligations on or before the withdrawal date will be required to remit the remaining balance prior to the release of transcripts.

All payment plans are expected to stay current. If a family becomes seriously delinquent in their financial responsibility, student privileges may be withheld (i.e. no participation in extracurricular activities including athletics, dances, proms, etc.). All payment plans must be completed by May 1st. Underclassmen will not be allowed to return to Saint Bernard School for the following school year if tuition from the previous school year is still owed. Seniors who have financial obligations will not receive a diploma until all financial obligations are paid. In addition, school transcripts will be withheld.

Uniforms:

The Saint Bernard uniform is a long standing tradition. In keeping with good decorum and current fashion, the uniform is modified from time to time. This dress code document is intended to make clear the acceptable uniform variations. The dress code is strictly monitored by the school staff and any violations of the dress code may result in disciplinary action.

For more detailed information concerning the uniform policy, please refer to the Saint Bernard School dress code handbook on the Plus Portal and included with your new student orientation package.

The following items must be purchased from Donnelly's catalogue or website: polo shirts, red and gray ties, gray/plaid skirt, red sweater/vest, gray Saint Bernard sweater, gray Saint Bernard fleece.

The modification of uniform components is unacceptable (e.g. hemming of skirts to a too-short length, the rolling of waist bands, rolling up & hemming of short sleeved polo shirts sleeves). The following chart outlines the components of the uniform.

For more details, see the Donnelly's website at www.donnellysclothing.net or visit their Rhode Island store at 50 Sharpe Drive, Cranston, Rhode Island 02920. Please note that earlier components of the uniform are permitted as well.

6th and 7th Grade		
	Boys	Girls
Socks	Ankle Socks	Knee Socks or Tights
Pant/Skorts/Skirts	Blue Pants	Blue pants, skirt, or skort (skirt/skort length no shorter than 2" above the kneecap)
Daily Shirt	Grey SBS Logo Polo	Grey SBS Logo Polo
Dress Attire	Red SBS Logo Sweater Vest or V-Neck.	Red SBS Logo Sweater Vest or Cardigan
	White Oxford (optional)	White Blouse (optional)
	Red/Grey Tie (optional)	

8th through 11th Grade		
	Boys	Girls
Socks	Ankle Socks	Knee Socks or Tights
Pant/Skorts/Skirts	Khaki Pant	Khaki Pant or Grey or Plaid Skirt (skirt length no shorter than 2" above the kneecap)
Daily Shirt	White SBS Logo Polo	White SBS Logo Polo
Dress Attire	Navy SBS Logo Blazer	Red SBS Logo Cardigan or Sweater Vest
	White Oxford	White Blouse
	Red/Grey Tie	

12th Grade		
	Boys	Girls
Socks	Ankle Socks	Knee Socks or Tights
Pant/Skorts/Skirts	Khaki Pant	Khaki Pant or Grey Skirt (skirt length no shorter than 2" above the kneecap)
Daily Shirt	Red SBS Logo or White Polo	Red SBS Logo or White Polo
Dress Attire	SBS Logo Navy Blazer	SBS Logo Red Cardigan or Sweater Vest
	White Oxford	White Blouse

	Red/Grey Tie	
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Hair and Appearance:

- Hair is to be neat and well groomed.
- Neither extreme hairstyles nor unnatural coloring are allowed.
- Boys' hair is to be off the collar, above the eyebrow, and without accessories.
- Tattoos must be covered at all times.

Shoes and Accessories:

- Shoes must be closed-toed. Loafers, sneakers, and boots are allowed. Boots must be laced and tied and end below the knee. Slippers, slides, flip flops, and high heels are not allowed.
- Two earrings in the lobe may only be worn by females. No other visible piercings allowed.
- Hats, caps, bandanas, hoods, scarves and other head coverings are not allowed.

St. Bernard Spirit Wear:

- St. Bernard spirit wear is allowed during the school day on Fridays. A spirit wear long-sleeve or short-sleeve t-shirt does not require a polo shirt beneath it. A spirit wear jacket/sweatshirt is allowed with a polo beneath it.

Dress Down Day:

- Blue jeans are allowed. Clothing with inappropriate writing or graphics is not allowed. Athletic pants, sweatpants, yoga pants, joggers, or jeggings are also not allowed.

Game Day:

- Students are allowed to wear the approved jersey of their sport on days they have games.

Penalties: Students who are in violation of the dress code will be required to correct the violation, and may receive disciplinary action.

Visitation/Shadow Days: Student visitors who are interested in future enrollment at Saint Bernard School and who have begun the application process are welcome to set up a Visitation Day. Permission must be obtained from the Admissions Office, their present school, and their parents/guardians before visitation will be granted.

Volunteering: There are many opportunities for SBS students to volunteer and to get involved, both inside and outside the curriculum. Volunteering is an important part of their personal development and enrichment.

Website: www.saintbernardschool.org

Weapons and Dangerous Instruments: A student possessing, displaying, or using a weapon on school grounds or verbally expressing a threat to any member of the school community may be subject to immediate suspension and/or expulsion (per Diocesan Policy)

Xaverian Brothers Sponsored School: The vision of a Xaverian Brothers Sponsored School has its origin in the charism of the Brothers of Saint Francis Xavier. This charism, the founding impulse of the congregation, is a gift received by the Founder, handed on and developed throughout the history and lived experience of the Brothers, and further enriched and enlivened by the giftedness of those who collaborate in Xaverian Sponsored education. Together, the Xaverian Brothers and those who collaborate with them in their educational ministry serve as stewards for the Xaverian charism.

Faithful to the tradition of Xaverian education, a Xaverian Brothers Sponsored School is a center of growth and learning marked by:

- enduring personal relationships
- stewardship for God's creation
- the centrality of religious instruction, spiritual formation, worship and prayer
- character and moral value development
- a challenging educational program
- a spirit of harmony
- a passion for justice and peace

Yearbook: AKA The Saint Bernard School Phoenix. Memories are not forgotten. Remember to keep all photographic record of your best (or worst) times! Parents/guardians are invited to offer a year book submission to their graduating senior (Start looking for cherished photographs now).

Zeal: Recognized in the Xaverian charism are certain values that distinguish the spirituality of the Xaverian Brothers and are rooted deeply in the Brothers' history and traditions. These values are humility, trust, zeal, compassion and simplicity.

The word zeal is traditionally used among the Xaverian Brothers to mean the single-minded devotion to, the ardent enthusiasm for and the intense drive to fulfill the Church's ministry of education.

We welcome your family into the Saint Bernard School Community. It is with great zeal we will achieve tremendous success.