

Saint Bernard School

Student Handbook 2018-2019

Mission Statement
Saint Bernard School Philosophy
Xaverian Brothers Sponsored Schools
Contact
About this Handbook
Academics
Athletics
Attendance
Discipline
Dress Code
Spiritual Life
Student Life

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.

Saint Bernard School Philosophy

Fundamental to our mission is an understanding that all life flows from God and, therefore, has a sacred character and destiny. A strong sense of Christian values provides our students with the capacity for good judgment that will bring meaning and purpose to their lives on earth. Students are prepared for active leadership and service roles within their faith communities, society, and the global community. Saint Bernard School realizes that parents have the primary right, responsibility, and obligation for the education of their children, consequently the school strives to reinforce and extend the values espoused by these parents. The formal study of religious truths and values prepares our students to meet the challenges of today's world.

Saint Bernard School will always be characterized by a concern for the individual student. Each student is provided with opportunities to value and develop his/her unique spiritual, physical, intellectual, and emotional life. Saint Bernard strives to create a community in which its students, coming from different socio-economic, ethnic and family backgrounds, educate one another through mutual understanding and respect.

In addition, Saint Bernard endeavors to provide an academic environment that helps to instill a respect for learning as a life-long process. Assisted by this knowledge and life experience, students can seek solutions to the problems and challenges of the 21st century.

Saint Bernard School teachers are mindful of the educational mission of the Church as it is so clearly stated in the Documents of Vatican II, and reflected in the National Conference of Catholic Bishop's pastoral letter, *To Teach as Jesus Did*. "Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action." (*To Teach as Jesus Did* #7.) We, therefore, endeavor:

1. To prepare students to proclaim the Good News of the Gospel and to grow in Christian values.
2. To develop students' talents, spiritual, intellectual, and physical, so that they can contribute to society and be prepared for their external destiny.
3. To guide students to the realization that all life is sacred and that they are created in the image and likeness of God.

4. To experience Christian community so that students will be better able to build community in their own lives and the lives of others.

At Saint Bernard School, our aim is —to grow in our commitment to service of God, to one another, the Church and the general community. (To Teach as Jesus Did #107)

Xaverian Brothers Sponsored Schools

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

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.

Contact

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Extensions:

Main Office – 101

Admissions Office – 102
Athletics - 117
Business Office - 132

Advancement Office - 103
Attendance – 101
Guidance - 128

About this Handbook

This Student Handbook is intended to serve as a guide to help students and their families come to know Saint Bernard School as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, discipline, school rules, student life, athletics and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Saint Bernard School to deviate from the normal rules and procedures set forth in this handbook, and/or to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the students, the School, its faculty, employees, and/or overall school community.

These policies, rules and guidelines may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Administration.

This Handbook supersedes any other manuals or guidelines that have been previously published and any other prior practices related to the policies in this Handbook. All such prior manuals, guidelines, and practices are hereby revoked.

Academics

Graduation Requirements (High School)

Students are challenged to use their God-given talents to the best of their abilities. Saint Bernard School prepares all its students to move on to institutes of higher learning. Twenty-eight credits are required for graduation. These credits must be earned while the student is enrolled in grades 9-12. In addition to academic requirements, students are expected to complete community service each year. Failure to complete service requirements may jeopardize promotion or graduation. (See service requirements)

Theology 4 credits

English 4 credits

Mathematics 4 credits

Science 3 credits (1 credit Biology and 1 credit Chemistry)

Social Studies 3 credits (1 ½ credits US History and 1 ½ credits World History)

Physical Education 1 credit

Fine Arts 1 credit

Foreign Language/Reading 2 credits (in the same language)

Health ½ credit

Electives 7 ½ credits

Physical Education Exception

One full credit in Physical Education is required for graduation. Students will be granted ¼ credit for each season they participate in Saint Bernard School inter-scholastic athletics (High School).

Physical Education is an integral part of the Middle School curriculum for sixth and seventh graders.

Academic Eligibility

Any student failing two or more courses for any quarter or final will be placed on academic probation and will be required to meet with their guidance counselor. At that time such students will be given guidance and mentoring to assist them in the academic process.

Any student failing two courses at the end of a quarter will be ineligible to participate in athletic or extra-curricular activities until the following quarter at which time the Administration will review the student's grades. If the student's progress report indicates passing all classes, eligibility may be reinstated. If not, they will remain ineligible.

In addition, students failing any course will be assigned to a structured study hall for their "Unstructured Study Hall" during the following quarter. Any teacher can assign a student to study hall for academic deficiency.

Seniors who fail more than one course for the school year will not participate in the graduation ceremony. Notification of any student in jeopardy of not graduating will be made to parents and guardians at the beginning of the fourth quarter.

Bell Schedule

Period 1	7:45 – 8:36	52 minutes
Period 2	8:39 – 9:24	45 minutes
Period 3	9:27 – 10:12	45 minutes
Period 4	10:15 – 11:00	45 minutes
Period 5	11:03 – 12:10	67 minutes
1 st Lunch	11:03 – 11:25	22 minutes
2 nd Lunch	11:25 – 11:48	23 minutes
3 rd Lunch	11:48 – 12:10	22 minutes
Period 6	12:13 – 1:57	45 minutes
Period 7	1:00 – 1:45	45 minutes

Cheating and Plagiarizing

Cheating and plagiarizing directly contradicts the philosophy of Saint Bernard School and will not be tolerated. Students who are caught cheating or plagiarizing will receive an automatic zero for the particular assignment (e.g. exam, test, quiz, paper, etc.). Parents and Administration are to be notified. Repeated instances of cheating or plagiarism will result in failure of the course or courses as well as disciplinary action.

Community Service

Students are expected to give volunteer hours of community service. The purpose of service projects is to provide the opportunity for students to share their time and talents. 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.

The following table shows the Community Service requirements broken down by grade. All students must submit community service hours by the last school day in April. Community Service hours are cumulative, and it is recommended that all hours are completed before senior year. If requirements are not met participation in extra curricular activities will be in jeopardy, and the graduating senior will not receive his/her diploma.

Community Service Requirement Breakdown

Service Hours by Grade Level:

6 th	5
7 th	5
8 th	5
9 th	20
10 th	20
11 th	30
12 th	

Course Changes

1. During the first two weeks of a semester, a course change will be allowed if both teachers and parents agree and the schedule will permit it. Course change forms are available from the Guidance Office.
2. After the first marking period, any course change will require a conference with the guidance counselor, parents, teacher and student.

3. Course level changes must be approved by the course teacher. Level changes can occur at any time; however, it becomes increasingly difficult as time progresses to move up a level.

Course Leveling

The school employs the following system to describe course levels offered by various departments:

- a. **Advanced Placement:** College-level courses prescribed and audited by The College Board, following College Board-approved curriculum, and requiring an A.P. Test, taken in place of final examination. Placement is based on departmental referral.
- b. **Honors:** Typically for students whose Entrance Test profiles range from the 80th percentile upward and who, as upperclassmen, have demonstrated superior performance, Honors courses presume essential skills mastery, move at a faster pace and with greater depth than Traditional courses.
- c. **Traditional:** Traditional courses continue essential skills mastery and develop habits of study for later success in a challenging college program.

Course grade level (9,10,11,12) and course level (College Prep, Honors, etc.) may be combined with administrative approval.

A course may be taken out of sequence with administrative approval.

Plus Portals

Within the first few weeks of school an email will be sent to parents with log in credentials for the student portals. Plus Portal allows parents to access class schedules, grades, report cards, course information, attendance, discipline status, and contact teachers online. Please contact the Main Office at ext. 101 at any time for assistance with the portal.

School Counseling

The counseling staff helps students meet their vocational, educational, and personal goals. School Counseling doesn't make decisions for students, but furnishes them with tools, information, and suggestions that enable students to make informed decisions regarding their future. Students see their counselor to exchange information and examine educational options. Part of this process includes the Student Success Plan. This is a document created by both the student and their counselor. It is designed to clearly outline the steps to be taken in order for the student to achieve their personal, academic and social goals.

Educational counseling helps students choose the proper course of study while attending Saint Bernard School. Students who wish to change courses must see their school counselor. Personal counseling helps students solve personal problems that may arise in or out of school. Career counseling helps students in deciding what to do with their professional life; taking and interpreting interest and aptitude tests is an important part of this counseling. College search helps with direction in researching and choosing a college. Financial aid search helps with obtaining scholarships/loans for college education.

College applications are to be completed and brought to the School Counseling Office at least two weeks prior to the deadline. The School Counseling Office mails out all applications. All letters of recommendation for students submitted by the counselor or members of the faculty are considered confidential. Students must obtain written permission from the individuals submitting the letters in order to review them.

Available in the School Counseling Office:

- Viewbooks from schools all over the country
- Comprehensive College Guidebooks including books on Majors and Financial Aid.

- Applications: the Common Application
- SAT, ACT registrations, forms and practice books, PSAT practice books.
- Scholarship Guide listing over 125 local/national scholarships.
- Booklet – Guidelines for College Bound Students and their Parents – containing information about college admissions, resumes, essays and financial aid tips.
- Profile Forms.
- Tutoring by National Honor Society students is set up through the School Counseling Office.

Grading Scale

A (100-90)

B (89-80)

C (79-70)

D (69-65)

F (64 and Below)

Homework

Homework is a necessary part of the learning process and a means of reinforcing what has been presented in class. Homework may be defined as studying or writing for an overnight or long-term assignment. Homework is assigned on a regular basis, and teachers go over specific homework requirements at the beginning of the school year. Failure to hand in assignments on time is a serious matter. Parents/guardians are encouraged to keep open lines of communication with their children regarding homework assignments.

Students in grades 6-12 should expect homework nightly in each of their courses. The amount of homework is dependent on the level of the course.

Sixth, seventh and eighth graders, in preparation for the demands of later grades, should plan to spend approximately 1-1/2 hours each evening on class assignments, possibly more if in an honors program.

Honor Roll

There are three levels of Honor Roll at Saint Bernard School. They are as follows:

- Honors – a simple GPA based on quarterly grades that must equal 84.9 - 89.4
- High Honors – a simple GPA ranging from 89.5 – 94.4
- Headmaster List – the simple GPA must be a minimum of 94.5

No student can achieve any of the three levels regardless of GPA if any course is in the “D” or “F” range. Only courses taken during the academic school day (7:44AM – 1:45PM) are considered for honors points.

Library and Multi-Media Center

The Library provides a quiet area for students to research, study, and read. In addition to the collection of fiction, non-fiction, and reference books, there are twenty computers (PCs), all with access to the Internet and to five educational on-line databases. The Multi-Media Center is equipped with thirty computers and a teaching station. This area is designated for teacher-directed research and lessons. The librarian is available to assist students in all uses of the Library and Multi-Media Center.

Library and Multi-Media Center Policies:

- The Library is open from 7:30 AM to 5:15 PM.
- 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 will not disturb others.
- Books may be signed out for a period of two weeks and may be renewed.
- After a grace period of five school days, an overdue fine of 5¢ per day, per book, is charged.

- A maximum of five books may be signed out at one time.
- Reference books and reserved books are to be used only in the Library.
- A copy machine is available for student use. There is a charge of 10¢ per copy.
- All copies must be paid for.
- No food or drink of any kind is allowed in the Library and Multi-Media Center.
- Documents printed from school computers should be limited to ten pages.
- Students will be charged 10 cents for any additional pages or excessive printing.

Mid-Term and Final Exams

Exams will be averaged as 20% of the semester grade and 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 illness. Students missing an exam shall provide the school with a health professional's note in order to receive permission to take a make-up exam. Seniors, with a grade of 85 and above for the year, will be exempt from their final exam in that subject.

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 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.

National Honor Society

The Thomas Dooley Chapter of the National Honor Society is a leadership and service organization at Saint Bernard School. Students who are inducted must demonstrate exceptional scholarship, leadership, character, and service characteristics.

Juniors and seniors are eligible for National Honor Society (NHS) at the end of the first semester of the junior/senior year and must have a cumulative average of 88, including at least four honors courses. All eligible students are invited to attend a meeting with the NHS Advisor and a member of the Administration, who will explain the selection process. Students will be evaluated by a faculty council.

Report Cards and Progress Reports

Report cards are posted on Plus Portals quarterly. The report card has three main sections: scholarship, attendance/tardiness and comments. In the attendance section of the report card, the number of days a student was absent or tardy is recorded. In the comment section of the report card, teachers note the area(s) in which a student needs to improve in order to perform better. They may also use this section to praise a student for good work and/or improvement.

Progress reports are posted via Plus Portals each quarter. Progress reports are informal updates intended to provide students and parents insight into the student's performance before the close of a marking period. This allows for students to make improvements before report cards are issued. Progress reports should be taken seriously, however, parents and students should be mindful that grades might change significantly between the progress report and the report card. Parents are encouraged to discuss their child's progress with teachers and guidance councilors.

Simple GPA vs. Adjusted GPA

At Saint Bernard, the simple GPA is used for Honor Roll calculation and is merely based on a mean or average calculation for all courses taken in any given quarter. For the Saint Bernard "Weighted GPA", known as the "Adjusted GPA", all half credit or full credit courses are given a value as determined by the Administration, of either a 1.0(Advanced), 1.2 (Honors), or a 1.4 (AP). This Adjusted GPA is what colleges look for on a transcript and is commonly referred to as a "Weighted GPA".

Special Education

Students with identified learning disabilities need to know that Saint Bernard School may not be a good match for their individualized learning needs.

While Saint Bernard School welcomes students of all academic abilities, the school does not have a special education department. Limited services are provided to students of Saint Bernard School with an Individual Education Plan (IEP), which is transformed to a Service Plan through the PPT process. The Town of Montville works with the school to provide some services for students with special learning needs. A 504 Accommodation Plan can be honored or developed through the Guidance Department. The Administration has final approval of any accommodations made in either a Service Plan or 504 Accommodation Plan.

Standardized Tests

In keeping with the directives of the Diocesan School Office, the following test is administered to Grades 6, 7 and 8: Iowa Standardized Test.

This test provides teachers and parents data needed to ascertain what the students have achieved during the previous year. Parents will receive the test results. If significant difference exists between a student's potential and his/her actual score, the parents will be scheduled for a conference with the teachers.

Study Hall

All students in grades 9-10 are required to attend Study Hall. Students in eighth grade may choose a study hall as an elective course. Any student who has received a failing grade or an incomplete grade will be assigned to Study Hall for the following quarter, per their course schedule. Any student may be assigned to Study Hall for academic deficiency or disciplinary reasons. Students may only be released from Study Hall with a change to their schedule which is made by the Administration and/or the Guidance Department upon proof of satisfactory performance in all classes at mid quarter.

Unstructured Study Hall

This is a privilege that allows students in grades 11-12 an alternative study atmosphere within the school day. The privilege may be revoked at any time for any reason. When this privilege is unearned or revoked, students will report to a traditional study hall. Should a student be placed into study hall due to academic standing, he / she may not receive passes to participate in Campus Ministry or any other non-academic activity during that class period. Students' grades will be reviewed quarterly for eligibility to receive the privilege of Unstructured Study Hall. A student with any failing grade in a quarter will not be eligible for this alternative study hall in the next quarter.

Students must report to the Cafeteria at the beginning of the period and the proctor will take attendance. Students who are late three times in a quarter will lose the privilege for the remainder of the quarter. Students with a pass may report to the Library, Guidance, Campus Ministry or a faculty member. Seniors with Senior Privilege may report to Sunshine Hallway. No food or drink may be taken from the Cafeteria. No students are allowed in the gym or locker rooms.

Other ways students can lose the Unstructured Study Hall privilege include:

Overdue detentions—lose privilege until detentions are served.

Suspension—loss of the privilege for the remainder of the quarter and the following quarter

Credit Recovery

Students failing multiple subjects will be reviewed by the Administration to determine their eligibility to return to Saint Bernard for the subsequent year. Partial credit will not be granted in full-credit courses and no student may take more than two summer school credits. Any student taking a summer course at an approved institution must receive at least a "B" to receive credit at Saint Bernard. All institutions must be approved by the Administration. The same policy exists for private tutors, and the student must pass the Saint Bernard final exam for that course for credit to be issued.

The grade issued by the Summer School institution will appear on the transcript along with the Failing grade the student originally received, if the course was used for credit recovery. For the purpose of " Adjusted GPA", a 1.00 will be used for the Summer School institution.

Transfer Credit Policy for High School Students

As students occasionally transfer to Saint Bernard from other institutions during the High School years, a policy for transfer credit exists such that those students will retain the transcript and GPA from the sending institution, as well as a transcript of said student's years spent at Saint Bernard School. When the time comes for the College Application Process to commence, those transfer students will be issued two or more (depending on the number of schools attended) transcripts from the Saint Bernard Guidance office. Each will have courses and a GPA from the sending institutions.

If a student has numeric grades of 55 or below the grade shall be entered as 55. If the transfer grade is the letter grade F, it shall be converted to a 55.

OFF CAMPUS COURSES: Students may take approved courses for credit from other institutions if the course is either not offered at Saint Bernard or it does not fit into the student's schedule. Off campus course grades are not entered into GPA calculation and appear on the high school transcript as P (pass) or F (fail).

Athletics

Saint Bernard School 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 Saint Bernard 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 at all scheduled practices and games is mandatory. Violation of the Attendance Policy may result in non-participation in an athletic contest and possible forfeiture of awards.

Any property damage (beyond reasonable wear and tear) will result in repair/replacement costs being assessed to the coach and all athletes using the facilities at the time the damage was done. Disciplinary action will be at the discretion of the Administration and could result in the suspension of the athlete from the program,

Sports Physical Requirement

To participate in a sport, a physical exam is required every year. The date of the physical exam shall not expire during the sport season. No student will be allowed to attend any practices without having an updated physical on file.

Sports Offered

Boys/girls Basketball, boys/girls Swimming, Football, boys/girls Cross Country, boys/girls Track, , Baseball, Softball, Co-ed Fencing, boys/girls Tennis, , boys/girls Soccer, Cheerleading, Co-ed Golf, boys/girls Lacrosse, Co-ed Wrestling, Co-ed Hockey .

Sportsmanship

Saint Bernard School and the Eastern Connecticut Athletic Conference have pledged to make our athletic events an enjoyable, safe, and hospitable environment for all fans, players, and officials involved in any athletic contest. All students are reminded that good sportsmanship and good competition go hand in hand. Respect for one another is a vital element of healthy competition. Saint

Bernard School expects that its fans will maintain appropriate decorum and refrain from profanity, abusive cheers, and the taunting of any players. Poor sportsmanship may result in disciplinary action.

Transportation

Saint Bernard is a school of choice and student athletes come from many different surrounding towns. Given this fact this policy is designed to make sports transportation as convenient as possible for our parents and student athletes and to reduce travel time for them where possible. Because of this, our sports teams' transportation policy is as follows:

- Student athletes will be provided transportation to all away games. If a team is traveling a long distance student athletes will also be provided transportation back to Saint Bernard's after the game. If the team is playing in the general area of the school it will be the parents responsibility to provide transportation to their child home from away games. The coach will be responsible for releasing student athletes to their parents after the game. After any away game a parent in attendance at a game may elect to take their child home at the conclusion of the game. Parents must inform the coach that they are doing so. Coaches will inform student athletes and their parents of the transportation plans at least 24 hours before an away contest is played.
- No student may drive to a game without permission from the schools administration. No student will be allowed to drive another student to games unless administration grants permission. All parents involved will need to provide a consent letter if a student is driving themselves, other students or receiving a ride to a contest. All Connecticut teen driving laws must be followed at all times by our student athletes who drive.

Sports Program for Grades 6-8

The extra-curricular sports program for students in grades 6-8 at Saint Bernard School includes the following competitive sports:

1. Soccer
2. Cross Country
3. Basket ball
4. Cheerleading
5. Lacrosse

Values of the Program:

The sports program at Saint Bernard School is meant to complement the academic program, emphasizing the all-around development of the student. Saint Bernard School sports programs provide students the chance to develop the ability to listen to directions, to follow them accurately, to put other's needs before one's own, to come up a winner even in the face of defeat. The sports program stresses that a healthy body and a healthy mind work together to produce a well- rounded person. When a student is no longer able to participate in the extra- curricular sports program because of failing grades, or questionable behavior, that student, the coach, and the parents have the opportunity to reflect upon the importance of setting priorities in one's everyday life.

Eligibility Requirements:

Any student failing two courses at the end of a quarter will be ineligible to participate in athletic activities until the following quarter at which time a review of the student's grades by the Administration will occur.

Removal from the sports program because of failure will be effective on the date the report card is issued. Notification of ineligibility will be handled through the Athletic Office by written notice to the parents. The notification must be signed by the parents and returned to the Administration. Coaches will be notified simultaneously with the issuance of the report card. Any student removed from the team for reason of grades is eligible for reinstatement at the next report card if he/she has

successfully passed all core subject areas.

Expectations or 6-12 Program:

In all education, discipline is necessary to secure and maintain certain conditions, which foster concentration and reflective thinking. The students at Saint Bernard School will be made aware of and expected to follow the proper code of behavior. Therefore:

1. As soon as a student receives three detentions, he/she is in jeopardy of losing the right to participate in the athletic or extracurricular programs.
2. Anyone observed using or under the influence of tobacco, e-cigarettes, alcohol, and/or drugs on school property or during authorized school functions (dances, field trips, games, etc.) will be dismissed from the team or activity immediately. Upon observance of this behavior, the parents will be called to discuss the situation immediately with the Administration.

Any of the above violations should be brought to the attention of the parent by the coaches, Administration, and/or teachers, or authorized personnel. All incidents of this nature will be brought to the attention of the Administration. There will be NO REINSTATEMENT for the season in that team or activity after violation of alcohol, drugs or tobacco regulations.

Parent Participation:

Parents are welcome to participate in cheering our teams on, however, if any parent has to be spoken to by a coach or an official for disruptive unsportsmanlike conduct, that parent will be banned from future games.

Participation in the Saint Bernard School Athletic and extracurricular programs is a privilege not a right.

Attendance

Attendance Policy

In-class instruction and learning experiences are considered to be an integral part of the Saint Bernard educational system. It is expected that parents/guardians recognize their responsibility to see that their children come to school daily and are on time. Students will be marked each class period as either Absent, Tardy, or Present.

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. Parents/Guardians are urged to stress the importance of punctuality and good attendance since the development of good habits in these areas will be invaluable to future job performance.

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 (the beginning of fourth period), 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.

Definition of School Day

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 with prayer and announcements.

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.

If the Administration allows the privilege, only seniors who meet academic requirements and with signed parental permission forms are allowed to sign-out before the official end of the school day if they have the last period of the school day off. All other 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 student drivers due to inclement weather must call the Main Office directly. 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, and CBS). Weather related schedule changes will also be communicated via the 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 after 7:44 AM must report directly to Main Office to sign in and will remain in the Library until morning announcements have been completed. 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 his/her schoolwork.

Discipline

Philosophy of Discipline

Conduct or behavior contrary to the ideals of Saint Bernard School will not be tolerated. Rejection of the school philosophy or refusal to collaborate with the efforts of the Administration and teachers is unacceptable. As a private school, Saint Bernard reserves the right to determine what acceptable and unacceptable behavior is. Consequences for unacceptable behavior can result in an after-school detention, in-school or out-of-school suspensions, or expulsion from the school.

Saint Bernard School is mindful that students develop as they progress through their years in school. While 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.

Arrests

If a student disgraces the school by being arrested, the student is subject to disciplinary action by the Administration.

Bullying

Bullying is prohibited in Saint Bernard School. Behaviors characterized as bullying will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Bullying is defined as any overt action by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Bullying includes physical intimidation or assault; extortion; oral, written or electronic threats; teasing; "putdowns"; name-calling; threatening looks, gestures or actions; cruel rumors; false accusation; social isolation; and using electronic devices to send inappropriate pictures and/or messages (aka Sexting).

Any behavior deemed by the school administration to be bullying shall result in disciplinary action, which may include detention, suspension and expulsion from school. Any student who retaliates against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

School employees, students, and parents who become aware of any act of bullying or suspected bullying must report the incident to the school administration for further investigation. Students may report acts of bullying or suspected acts of bullying anonymously.

Upon learning of a bullying incident or suspected bullying incident, the Administration shall thoroughly investigate the circumstances. Investigations may include interviews with students, parents/guardians, and school staff.

If, upon investigation, it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents or guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall be determined based upon the seriousness of the actions and include parent conferences, recommended professional counseling, detention, suspension or expulsion. Depending on the circumstances, the Administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising students involved; providing staff for students as necessary; reporting incidents to law enforcement if appropriate; and establishing a supervision plan with parents.

Class Cuts

A class cut is an unexcused absence from class and is strictly prohibited. A class cut will result in a zero (0) grade for that day without the opportunity to make up the missed work as well as a one (1) day in school suspension.

Corridors

Students are asked to move promptly and in an orderly fashion in the corridors and on the stairways to prevent congestion, keeping to the right and avoiding loud noises, pushing, or other unacceptable behavior. Running in the corridors and stairwells is strictly forbidden. Students may not go to their lockers during classes without a written pass from a teacher. Any student responsible for disturbing classes in session will be referred to the Administration. All corridors and doorways must remain free of personal belongings at all times.

Controlled Substances/Alcohol

Any student who appears on school property or at school-sponsored activities off or on the premises under the influence of drugs or alcohol will be suspended immediately. A subsequent conference with the parents and consideration of extenuating circumstances will determine further action, which could result in expulsion. Students who exhibit drug or alcohol dependency will be required to seek professional help as a condition for remaining in school.

Any student found selling, passing or in possession of controlled substances or alcohol will be suspended immediately, and should be aware of the possibility of police intervention. After consultation with all parties concerned and with due consideration being given to the good of the individual and the welfare of the student body, a decision will be reached concerning disciplinary action. Expulsion is ordinarily warranted in these cases.

Detention

Detentions are served Tuesday or Wednesday and Thursday 2:00-2:45 PM. Students must be in full uniform and doing school-related work while in detention.

Students will have three detention days after signing for the detention to serve their detention. It is the students' responsibility to be aware of their conduct status, viewable via their Plus Portal accounts. Students who do not serve their detention will be suspended from athletic and extracurricular activities until the detention is served.

Disciplinary Contracts

Students may be placed on a probationary contract by the Administration, for disciplinary offences

committed by the student at any time (this includes weekends, school vacation periods, as well as periods when school is in session). Students who fail to adhere to their contract may be asked to leave Saint Bernard School.

Policy for Acceptable Use of the Network/Internet and Related Technology

Saint Bernard provides computer use and Internet access to promote educational excellence by facilitating resource sharing, innovation and communication. We recognize the education value of technology and also the issues that can accompany such access. The following Saint Bernard acceptable use policy along with the code of conduct outlined in the student handbook will govern student behavior while utilizing the Saint Bernard Internet and Network.

As used herein, the terms below will be defined as listed:

- **“Computer”** refers to any desktop, laptop, or mobile device owned or issued by Saint Bernard School.
- **“Device”** refers to any device - smart-phone, laptop, tablet, iPad, or any other mobile computing device - personally brought into the school building by any student and not owned by Saint Bernard School.
- **“Email”** refers to school-provided email.
- **“Internet”** or **“Network”** refers to the Internet and network as provided by Saint Bernard School.
- **“AUP”** refers to Acceptable Use Policy.
- **“Technology”** covers all “Computers”, “Email”, “Devices”, “Network” and “Internet”.
- **“System Administrators”** refers to contracted services.

All students are responsible for their actions and activities involving computers, devices, Internet, and network. They are also responsible for their files, passwords, and accounts. These rules provide guidance concerning proper use and examples of prohibited uses. This AUP does not attempt to describe every possible case of prohibited activity. Students, parents and staff who have questions regarding improper use should contact the Headmaster, Assistant Headmaster or Technology Coordinator for clarification.

Acceptable Use

1. Saint Bernard provides access to the Internet for educational purposes and research consistent with Saint Bernard School’s mission, curriculum, and instructional goals.
2. Students must comply with all school policies, school rules, and expectations regarding student conduct.
3. Students are also required to comply with teachers and staff regarding use of technology.

Prohibited Uses

Unacceptable uses of technology include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials:** Students may not access, submit, post, publish, forward, download, scan, or display defamatory, inflammatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials, images (still or video), or messages
2. **Illegal Activities:** Students may not use technology for any illegal activity or in violation of school policies. Saint Bernard School assumes no responsibility for illegal activities of students while utilizing technology at Saint Bernard School.
3. **Copyright Compliance:** Students are expected to adhere to all copyright laws. Proper notation is to be given for any items utilized that are not the student’s express individual idea or with permission of the original owner of the material. This refers to images, passages, research, papers, music, videos, software, etc.
4. **Use for Non-Educational Purposes:** Student access to the Internet for non-educational purposes is permissible as long as they do not violate the “Prohibited Uses” section and Saint

- Bernard Code of Conduct and so long as it does not interfere with educational purpose of the computers, devices, or instruction.
5. **Misuse of Passwords/Unauthorized Access:** Students must not share passwords, use others passwords, access others' accounts, or attempt to work around the school filter, network, or Internet.
 6. **Rights of Access/Review:** All material, which is electronically stored on the school's computers, or within the school's Internet account (saint-bernard.com - email, drive, etc.) is the property of Saint Bernard School. The school retains the right to access, review, copy, print, edit, and/or delete all user files and any material.
 7. **Security:** Any security problems with the school's computer systems or online services must be reported to the Technology Coordinator.
 8. **Vandalism:** Vandalism is defined as any attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses, "jail-breaking", hacking activities, or changing online materials without permission.
 9. **Posting of material to Social Media/Internet:** Students should refrain from posting videos, images, or references to individuals (students, teachers, staff, etc.) within the school building without the individual's permission.

Compensation for Loss, Costs, and/or Damages

The student specifically agrees to reimburse Saint Bernard School and the system administrators for any losses, costs, or damages, including reasonable attorney's fees and costs related to investigation of violations incurred by Saint Bernard School and the system administrators relating to or arising out of any breach of this Acceptable Use Policy by the student. This includes any cost incurred related to the action on the part of the student that violates the warranty of any computer within Saint Bernard School.

Google Apps for Education Accounts

Students at Saint Bernard School are provided with Saint Bernard Google Apps for Education Accounts to allow them access to email, storage, collaboration, and more. These accounts are restricted based on grade level.

Students in grade 6, 7, 8 are restricted to access emails and notices from other saint-bernard.com users only. Students in grades 9-12 have the ability to email outside of the saint-bernard.com domain allowing them to contact other schools and colleges.

A student's Saint Bernard account also allows them access to their student portals where teachers post grades, assignments and keep their calendars.

With respect to Google Apps for Education and Children's Online Privacy Protection Act (COPPA), advertising is turned off for Saint Bernard School in Google Apps for Education. **No personal student information is collected by Google for commercial purposes.** The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as projects, documents, email, files, username and password.

For more information regarding Google Apps for Education:

www.google.com/edu/products/productivity-tools/

For information regarding COPPA:

www.coppa.org

Student Privacy and Security

Student Privacy and Personal Security - Students should always exercise caution and consult with a parent, teacher, staff member, or technology coordinator when revealing their full name, e-mail

address, physical address, telephone number, social security number, or any other personal information over the Internet. Students should never agree to meet people they have contacted through the Internet without parent permission. Students should inform their teacher and/or parent if they receive or access messages or information that are dangerous, inappropriate, or make them feel uncomfortable in any way.

Consequence of Violation of Saint Bernard Acceptable Use Policy

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. Also, the Technology Coordinator may deny access privileges at any time as required or requested by Saint Bernard's administration, faculty, and staff. If at all necessary, an individual account can be suspended and access denied.

The contents of this policy may be modified by the administration to fit the continually changing environment. Changes to this policy will be posted on www.saint-bernard.com.

Limits of Liability - Saint Bernard School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via online services is at the user's risk. Saint Bernard School specifically denies any responsibility for the accuracy or quality of information obtained through these services.

Saint Bernard School BYOD/BYOT Program

Saint Bernard School recognizes the ever-changing face of technology and our students' ever-increasing interaction with technology. We recognize the many new and positive ways in which technology can enhance the education experience. With this in mind, Saint Bernard School has adopted a BYOD/BYOT (Bring Your Own Device/Bring Your Own Technology program). With this, students are encouraged to bring their own devices to enhance their learning experience. Students not able to bring in their own technology will be able to access and utilize school equipment when available or needed. No student will be left out of instructional activities.

Student-Owned Devices

Saint Bernard students' devices will have access to Saint Bernard School's Internet and be required to follow Saint Bernard's AUP. Student devices are defined as, but not limited to: portable hand-held tablets, phones, laptops, and any existing and emerging mobile communication systems, portable Internet devices, hand-held entertainment systems, or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

Proper use of student owned devices includes the following:

- If requested, a student will be required to provide the Technology Coordinator or administrator with information such as device address.
- The student is required to bring in their device fully charged. Students cannot expect to have a location to charge devices within the Saint Bernard School building.
- A decision to use devices within a classroom - including structured study halls - rests solely with the classroom teacher. Teachers may choose to use them on some days and not others, use them every day or not use them at all. Saint Bernard will be utilizing a color-coded system to let students know the level of use within a classroom:
 - Green - very device friendly use friendly classroom
 - Yellow - devices may be utilized for certain specific activities only
 - Red - devices are not allowed

- Saint Bernard School is not responsible for any damage to a student-owned device. All students have personal and full responsibility of their own devices.
- Student device volume should be off when in school as to not disturb others.
- Student devices should never be used to cheat on any assignments, quizzes, or tests.
- Students are required to comply with teachers' requests to turn off their devices, close their laptop, or turnover their smart-phone, tablet, etc.
- Students acknowledge that the students' access to the Internet will go through content filters.
- Students are not to bring into Saint Bernard School any viruses, Trojan, malware, or programs designed to damage, alter, destroy, or provide unauthorized data or information. This is in direct violation of Saint Bernard's AUP.
- Access to the student server while utilizing a student device is not possible. It is highly recommended that students save files to their Google Apps Account provided by Saint Bernard School or another appropriate location.

Stolen Devices

If a device is suspected of being stolen, the student should report it immediately to the Assistant Headmaster. A reasonable effort will be made to locate the device, however, the school holds no responsibility for the device. Therefore, it is not recommended that students share or loan their personal devices. Identifying marks on the student devices such as skins and protective coverings are highly encouraged.

Management of Student Devices

Saint Bernard School is not responsible for management, troubleshooting, technical support, or repair of student devices.

Chromebook Policy

The use of school-supplied Chromebooks at Saint Bernard School is a privilege. The device is at all times property of Saint Bernard School, not a student's personal device. The following policy is in place for students who utilize Saint Bernard's Chromebooks:

1. Saint Bernard's Chromebooks are governed by the Policy for Acceptable Use of the Network/Internet and Related Technology located in the student handbook.
2. Chromebooks stay at school and are for school use only.
3. Students are required to abide by teacher classroom policies in regards to Chromebook use.
4. The student that signs out a Chromebook must be the student who returns the Chromebook. All Chromebooks must be returned to the library no later than 2:45 pm
5. Students that borrow a Chromebook are to be the only user of that Chromebook during the period that the student has checked out the chromebook. Loss or damage that occurs when anyone else is using the Chromebook will be the responsibility of the student that signed out the Chromebook. The replacement cost of a Chromebook is \$200.00
6. Students may not sign Chromebooks out for others.
7. Students that check out a Chromebook assume all responsibilities of that Chromebook. Including proper and appropriate care of that Chromebook:
 - a. Students shouldn't eat or drink while using a Chromebook
 - b. Chromebooks should never be carried while open
 - c. Avoid using excessive force on the keys
 - d. Heavy objects such as books or binders should never be placed on top of the Chromebooks
 - e. Make sure nothing is between the screen and keyboard when the Chromebook is closed
 - f. Chromebooks should never be placed on the floor

- g. Chromebooks must never be left unattended
 - h. Do not place a school Chromebook in your backpack
 - i. Shut down the Chromebook before returning it to the library
8. If a Chromebook is damaged while under a student's use, that student must immediately report that damage and return the Chromebook to the library.
 9. If a Chromebook is dropped, it must be returned to the library immediately for a damage assessment.
 10. Students are not to remove, deface, or alter the Saint Bernard identifying stickers or labels in any way.
 11. The Chromebooks do not have access to printing.

If a Chromebook cannot be accounted for at 2:45 pm, the student who signed it out may not sign out another Chromebook until the previous one is recovered.

Use of Devices in Unstructured Areas

Saint Bernard does allow for students to use their devices in unstructured areas (such as unstructured study hall, cafeteria, school halls) for acceptable school uses. The teacher on duty of any of these areas retains the right to ask students to turn off their device or put it away if it becomes a nuisance to those around that student. The teacher reserves the right to confiscate the device if used inappropriately or in violation of the AUP. Reminder, the school is not required to allow a student to charge a device. All devices should arrive at school fully charged.

Ability to Confiscate and Search Personal Devices

Saint Bernard reserves the right to seize any personal device when there are reasonable grounds for suspecting that search will turn up evidence that the student is in violation or has violated the law or rules set down by Saint Bernard School. The personal device may be searched in accordance with applicable laws and policies. The device will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

Consequences of Violation of Saint Bernard's Policies

Violation of Saint Bernard School's rules or AUP can result in a loss of access privileges, a prohibition of the use of the student's device within Saint Bernard School, detention, and even suspension or expulsion, if the violation warrants.

Pregnancy

In case of pregnancy, the student may be required to leave school at a time decided by the Administration, after consultation with parents and the student, and deemed appropriate by the physician. The school will continue to provide a supportive community for the student. The school will provide opportunities for home-bound instruction as well as opportunities for personal counseling for the student and parents. In addition, the student and her parents will receive counseling under the auspices of Catholic Family Services. The student's eligibility to return to school will be determined by the Administration.

If it is ascertained that a male student member of the Saint Bernard Community fathers a child, he and his parents must receive counseling under the auspices of Catholic Family Services. The student's eligibility to remain in school will be determined by the Administration after consultation with parents and the student.

Obtaining, encouraging, or assisting another to obtain an abortion will subject a student to expulsion.

Public Displays of Affection

Within the school building and during school hours, students shall limit amorous behaviors (e.g. hand holding, hugging, kissing, etc.) to momentary touches. Anything other than transient embraces makes others uncomfortable and shall be avoided while at school.

Removal from Class

If a student is sent out of class due to unacceptable behavior, the following procedure will be enforced:

- First Offense: Detention and the teacher will telephone call parent/guardian
- Second Offense: Suspension from class until parent/guardian and student meets with the Administration, teacher and student's guidance counselor
- Third Offense: The Administration will determine the manner to best maintain a positive learning experience for all at this time.

Sexual Harassment

Sexual harassment will not be tolerated at Saint Bernard School. Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct. See also "Bullying".

Smoking /Tobacco

Students are forbidden to have tobacco, E-cigarettes, vape pens or Juul pens of any form in their possession (e.g. in their lockers, cars, backpacks, pocketbooks, etc.) or on school property at any time. Students found in violation of this policy will be suspended.

Student Marriages

If a Catholic student is validly married after following the procedures prescribed by the Diocese of Norwich for persons under the age of 19, he/she may remain in school until graduation. If a Catholic student marries outside of the Catholic Church, the student may be asked to leave Saint Bernard.

Suspension and Expulsion

Behavior indicating a lack of responsibility and integrity will subject a student to suspension and possible expulsion. A student who has been suspended from school is also suspended, for the duration of the punishment, from participating in any school activities. It should be noted that while suspensions are not part of a student's permanent record or transcript, any information requested on college applications regarding a student's suspension history will be supplied. Students who consistently display unacceptable behavior will be referred to a Disciplinary Board. Internal and external suspensions are considered unexcused absences.

All students will be subject to school expulsion for any conduct that, in the judgment of the Administration, jeopardizes the good name of Saint Bernard School and is detrimental to the common good of our students and school or is harmful or offensive to the school community. This applies to conduct in or out of school, at any time of the day, week, or year, including vacations.

Weapons and Violence Policy

The purpose of this policy is to ensure that all Saint Bernard School students experience an educational setting that is safe, nurturing and conducive to learning. Indeed, any conduct that disrupts such an atmosphere and/or impinges on the safety and wellbeing of Saint Bernard School students or employees will not be tolerated.

Accordingly, Saint Bernard School has adopted this policy prohibiting weapons, assaults and/or other violence at school. The policy is intended to provide administrators the power to promptly and expeditiously defuse and/or otherwise address dangerous and potentially dangerous situations. It provides express notice to students and employees, alike, that weapons, assaults and violence at school absolutely will not be tolerated. The policy does anticipate, however, that when administrators implement its provisions they will be permitted some flexibility in their response to a given situation based on the underlying circumstances, including but not limited to, the age and capacity of the student(s) involved, the intentionality of the conduct at issue and the degree of danger posed to students and/or employees of the school.

In order to provide guidance regarding the implementation of this policy, the following applies:

Definitions:

At School

For purposes of this policy, the term “at school” includes being in the school building and/or anywhere on school-owned property/grounds (regardless of whether school is in session), on a school-provided bus or other vehicle, and/or at a school- sponsored activity/function.

Weapons

The term “weapons” shall include, by the way of illustration but without limitation, the following: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, cross-bow, paintball gun); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stungun); any martial arts device (including but not limited to Chinese stars, nunchak) or any tool or instrument (including but not limited to blackjack, chain, club, brass knuckles, night stick, pipe, studded bracelet) which school administrative staff could reasonably conclude was possessed for the intended purpose of inflicting or threatening bodily harm; or any item which, by virtue of its shape, design or handling, is intended to give the appearance of being a weapon, as described above.

Assault

Assault is defined as an act of physical violence or a threat of physical violence by any individual against a student or employee. Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force (actual or implied) such as would give the victim reason to fear or expect immediate bodily harm, constitutes an assault. An assault may be committed without actually touching, or striking, or doing bodily harm to the person of another.

When considering what constitutes an assault, the factors to be weighed include: age of individual(s) involved; seriousness of bodily injury (if any); the actual or perceived capacity and intent of the individual (s) involved; any disability affecting the behavior of the individual(s); and any other factors deemed relevant to the Headmaster or his/her designee.

Suspension/Expulsion

Suspension is defined as an act by a school administrator that removes a student from the general student population (either within the school or out of school) for a specified period of time. Expulsion occurs when the Headmaster determines that a student should be permanently removed from the school.

Police Involvement

1. In appropriate cases involving weapons or assaults at school, local police shall be called immediately, and all confiscated weapons are to be turned over to the police department at that time.
2. Documentation of any confiscated weapons will be kept by school administrators and will be available to be reviewed by the local police department.

Statement on Enforcement

This policy will be implemented as deemed appropriate in the judgment of school administration and/or Headmaster.

1. Any student while at school found to be in possession of a weapon, or involved in an assault, as defined herein, will be subject to immediate out-of-school suspension. During this initial suspension, the school administration will take the necessary steps to review the facts and circumstances relating to the weapon possession and/or assault. Following the completion of such review, the administration may determine that appropriate discipline has been meted out or may impose additional disciplinary measures, up to and including expulsion. Any student who gives a weapon to another student or aids another student in committing an assault will be subject to disciplinary action.
2. All decisions regarding discipline (including whether to expel or suspend a student, and, if suspended, the type of suspension to be imposed and/or the specific length of a student's suspension) will be made by the Headmaster or Assistant Headmaster at his/her sole discretion. Any student serving an out-of-school suspension or expelled from school is prohibited from entering onto school premises and/or participating in school functions.

Dress Code

The dress code at Saint Bernard School is a unique part of the students' experience and an integral part of the school's mission. As an institution focused on preparing our students for success inside our walls and in their future endeavors, Saint Bernard's Faculty and Administration hold their students to high standards of professionalism in dress and appearance. Saint Bernard School believes its dress code is a useful tool for creating and maintaining an environment that is conducive to our student's growth and development. A dress code allows us to instill a sense of discipline, foster community among students, and enhance security on campus. Furthermore, a dress code allows us to minister to the poor and underprivileged of our community by helping to create an environment devoid of socioeconomic conditions that can cause fragmentation. It is in this spirit that we require our students to adhere to the dress code of Saint Bernard School.

Students should exhibit good taste, professionalism, and modesty in their appearance. The administration reserves the right to interpret the dress code. Its decisions are final.

Boys:

Daily Wear

- 6th-7th: Socks; Navy Blue Dress Pants; Belt; Gray Polo
- 8th-11th: Socks; Khaki Dress Pants; Belt; White Polo
- 12th: Socks; Khaki Dress Pants; Belt; Red Polo; White Polo

*Belts must be visible; and shirts tucked into pants.

*A *solid* red or gray sweater/sweatshirt, the gray St. Bernard sweater or the gray St. Bernard fleece is also permitted with a dress code shirt visible beneath it.

Dress Up Day

- 6th-7th: Socks; Navy Blue Dress Pants; Gray Polo; Red Sweater/Vest
- 8th-12th : Socks; Khaki Dress Pants; Belt; White Oxford Button Shirt; Navy Blue Blazer; Uniform Red and Gray Tie

*Belts must be visible; and shirts tucked into pants.

Girls:

Daily Wear

- 6th-7th: Socks/Tights; Blue Skort or Navy Blue Dress Pants; Gray Polo
- 8th-11th: Socks/Tights; Gray/Plaid Skirt or Khaki Dress Pants; White Polo
- 12th: Socks/Tights; Gray/Plaid Skirt or Khaki Dress Pants; White Polo; Red Polo

*A *solid* red or gray sweater/sweatshirt, the gray St. Bernard sweater or the gray St. Bernard fleece is also permitted with a dress code shirt visible beneath it.

Dress Up Day

- 6th-7th: Socks/Tights; Blue Skort; Gray Polo; Red Sweater/Vest
- 8th-12th : Socks/Tights; Gray/Plaid Skirt; White Polo/Blouse; Red Sweater/Vest

*Tights must be in good taste and follow business decorum.

*Skirt/Skort length must be within 2 inches of the kneecap; hemming/rolling is not allowed.

Boys and Girls Clothing:

* When referring to “red”, true red as seen in St. Bernard official wear is meant. When referring to “gray,” medium gray as seen in St. Bernard official wear is meant.

* When wearing a polo/blouse, a plain, short-sleeve white t-shirt or tank top may be worn beneath polos/blouses.

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

*These are never allowed: sweatpants, jeggings, joggers, yoga pants, cargo pants, athletic pants, clothing with holes, rips, tears, or frays, or clothing with inappropriate writing or graphics.

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

- 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, other head coverings, and scarves 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.

Dress for School-Sponsored Field Trips & Dances:

Students on school-sponsored trips and attending dances represent Saint Bernard School and must dress and behave accordingly. Students will follow the uniform dress code for all trips and dances unless otherwise directed by the Administration. Permission slips for these events will detail behavior expectations.

Enforcement Policy

Penalties: Students who are in violation of the dress code will be required to correct the violation, and may receive disciplinary action. The Administration reserves the right to determine what is not in compliance with the school dress code

Spiritual Life

Campus Ministry at Saint Bernard School seeks to realize the vision of the Xaverian Brothers Sponsored Schools through its founder, Theodore James Ryken. In embracing our Catholic identity we promote the Xaverian spiritual values of humility, trust, zeal, compassion and simplicity within our school community and beyond.

Throughout their time at Saint Bernard School, students are called to discern who they are in relation to God, self and others. Campus Ministry provides opportunities for our students to develop their relationship with God through prayer as well as opportunities to integrate faith and action through service.

Sacramental Life

The entire community gathers monthly to celebrate Mass in the auditorium. Our monthly liturgies include but are not limited to: Feast of St. Bernard Family Mass, Opening School Mass with Bishop Cote, Junior Ring Mass, Feast of Saint Francis Xavier, Feast of the Immaculate Conception, Grandparent’s Mass, Ash Wednesday and Baccalaureate Mass.

The Saints community also gathers during different liturgical seasons for school wide prayer services.

The Chapel is always open for individual prayer or for class wide prayer services. On the first Friday of each month, theology classes come to the chapel for an adoration prayer service.

Students may be involved in the liturgical ministry by serving as a lector, altar server, Extra Ordinary Minister of Holy Communion, greeter or usher or by using their gifts and talents in the Praise choir and band.

Area priests provide for the sacramental needs of the school including days of reconciliation.

Campus Ministry

The building of a faith community is essential to the life and mission of our school. All students, faculty, staff, 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: Freshman Orientation Day, staff retreats, class retreats, optional overnight retreats, daily masses, class masses, peer ministry, living stations, guest speakers, faith nights, giving tree programs, food drives, and march for life activities.

Student Life

Admissions

Saint Bernard School seeks students who value academic excellence, personal growth, and a commitment to community. Our curriculum exposes students to religion, mathematics, literature, history, science, and the arts. As students explore these worlds, they will sharpen the skills essential to the truly educated person: critical thinking, decision-making, communication, and organization. An entrance exam is required for all incoming students to grades 6-9 to begin the process of admission, followed by an interview and a brief essay. Transfer students from other high schools will be required to meet with the Admission Review Board.

Shadowing/Visitation 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 before visitation will be granted.

Advancement Office

The Advancement Office is responsible for promoting, soliciting, and securing philanthropic support and for administrative functions that support school fundraising operations. Fundraising operations primarily focus on the Saint Bernard School Annual Fund Campaign 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.

Assemblies

At all assemblies, students are to proceed in an orderly fashion and are expected to be respectful and attentive. At Mass or any other spiritual service, students are expected to behave in the spirit of reverence in addition to being respectful and attentive participants. Students may not be chewing gum during assemblies or Mass and shall sit with their peers in their class seating section.

Bookstore

The bookstore is open when staffing permits. Payment may be made via cash, check, or credit card. Students may purchase Saints sweatshirts, T-Shirts, sweatpants, and other related school supplies.

Cafeteria

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 cafe/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.

Change of Address

All changes of home addresses or telephone numbers must be submitted to the secretary in the Main Office.

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.

Health Services

A nurse is on campus daily. The Health Office is not to be used as an excuse to avoid class or as an opportunity to catch up on sleep. Students who become ill must obtain a pass from their teacher and then report to the Health Office. Medical treatment is limited to first aid care. The school does not assume responsibility for the care of illness and infection other than immediate first aid. Parents will be notified of their child's serious illness and are asked to provide transportation home as soon as possible. The family assumes responsibility for picking up their child from the Health Office and signing out the child in the main office. Student drivers who become ill are not permitted to leave school without the permission of a parent. These same procedures apply in the event of an in-school accident or inclement weather. Students will not be excused from Physical Education classes without a note from a doctor or the school nurse. Students who have a communicable disease will be required to remain at home until the communicable phase is over. A doctor's note will be required for re-entry into school.

Medications

A permission form must be on file in the Health Office in order to take any medication including Tylenol (Forms available in Health Office). State Law requires a written order from your physician or dentist for all medication, including over the counter preparations. (e.g. Advil, Sudafed, Benadryl). The parent/guardian or other designated adult (over eighteen years of age) must bring medication to and from school. Students are not allowed to carry medication at any time. Medication should not be sent to school in plastic baggies or envelopes. All medication should be sent in the pharmacy-prepared bottle or in original over-the-counter container.

No more than a 45-school day supply of any medication can be left in school.

Parents may choose to come to school and medicate their child. All medication, however, must be dispensed in the Health Room. These guidelines ensure that students are given medicine in a safe manner while allowing the school environment to be essentially drug-free. If there are any questions about this policy, the School Nurse should be contacted at ext. 125.

Physicals and Immunizations

An immunization update and health assessment is required in the 6th grade and 10th grade per CT State Statute 10-206.

The State of Connecticut requires that each student enrolled in school have a health assessment during the 6th grade year or prior to entering 7th grade.

1. Scope: The health assessment shall be a physical examination that includes hematocrit or hemoglobin tests, height, weight, blood pressure, and immunizations against polio, rubella, measles, DPT and mumps according to State Law as required by section 10-204a of the Connecticut General Statutes and any other information regarding health and development history the physician may include as necessary and appropriate.

A tuberculin test may be required of students who transfer from high incidence areas. Vision, hearing, speech, postural (only in Grades 6 and 10), and gross dental screenings are also required. If the physical exam report is not received prior to entrance into 7th grade, the student shall be excluded. A re-entrance date will be determined by the Administration pending completion of the requirements.

The following are immunization requirements, especially those with recent updates, Hepatitis B and Varicella.

Grades 7-9

Tdap/Td:	1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Meningococcal:	1 dose
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	2 doses separated by at least 3 months-1 st dose on or after 1 st birthday; or verification of disease

Grades 10-12

Td/Tdap:	At least 3 doses. The last dose must be given on or after 4 th birthday. Students who start the series at the age 7 or older only need a total of 3 doses one of which should be Tdap.
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	For students <13 years of age, 1 dose given on or after 1 st birthday; for unvaccinated students 13 years of age or older, 2 doses given at least 4 weeks apart; or verification of disease

Fire & Crisis Drills

For the safety of everyone at Saint Bernard School, periodic fire drills are required. Students will proceed silently to assigned stations and will remain silent for further instructions, in accordance with State of Connecticut fire regulations. Attendance will be taken and students may re-enter the school building only after the safety signal has been given.

Students are to follow the instructions of the faculty and staff during a crisis drill and in all other emergency situations.

Foyer

The school foyer is not a "study center" and students should not loiter in the foyer during the school day. However, after 1:45 PM, students may wait for their ride in the school foyer.

Lockers

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 that 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.

Lost and Found

The Main Office will store all "lost and found" items. Articles not claimed will be disposed of at the

end of each semester. Saint Bernard School is not responsible for lost or stolen items.

Physical Education

Physical Education helps to strengthen and develop bodies. Students learn the fundamentals of a variety of sports as well as many basic physical skills, which increase strength, general physical fitness, and coordination. Sneakers and the school gym uniform must be brought to school on the assigned gym day. Students will change into their gym uniforms. Students must come to school in their regular school uniform. To be excused from Physical Education, a student must have a written excuse from a physician and/or the approval of the school nurse.

Medical Excuse

If a student has been injured or becomes ill and must be temporarily excused from Physical Education, a note must be submitted by a doctor. This note will only cover a two-week period. Should there be need for an extension, the doctor must fill out a Physical Education Medical Excuse form (obtained in the Nurse's office) and advise the Physical Education teacher of the type of limited program in which the student may participate. Failure to provide a doctor's written excuse will result in failing Physical Education that marking period.

Senior 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.

Student Drivers

The following guidelines are to be adhered to by all student drivers:

- Student drivers must obtain a Driving Permission Form from the Main Office. It must be signed by parents/guardians and returned with the appropriate fee to the Office at which time a Parking Permit Decal will be issued.
- Motorcycles and the like are not allowed.
- The speed limit on campus is 10 mph.
- Students may not go to cars during the school day.
- Loitering in cars or in the parking lot is strictly forbidden.
- Saint Bernard School is not responsible for any items stolen from a vehicle while on school property. Cars are to be locked at all times.
- Parking is permitted in the student parking lot only. Students must park their cars in between the lines in a designated single space. The student parking lot is located on the lower level in front of the school. Students may not park in the faculty/staff/visitors parking lot on the upper level.
- Cars parked illegally or not registered with the Office will be towed at the owner's expense.
- School Administration reserves the right to search any vehicle while on school premises.
- Student drivers may not drive on the roadways behind the school at any time.

If any of the above rules are broken, driving privileges will be revoked.

Telephones

The telephone in the main office is available for emergency calls only. Students needing to communicate with others outside of the school building during the school day shall seek permission from the Main Office.

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 quick link entitled FACTS Tuition Program. We have set up multiple payment plans through FACTS: 1) One

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. There is a one-time fee of \$46 (subject to change) for all families using options 3 and 4. There is a \$20 fee for options 1 and 2.

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 FACTS 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 a 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. 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 (see chart below). 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.

Time Period Parents/Guardians Financial Responsibility

- From June 1st to the first day of school Non-refundable registration fee.
- From the 1st school day – the 1st Friday in September 25% of the total tuition
- Between the 1st Friday in September – December 31st 50% of the total tuition
- After December 31 - 100% of the total tuition

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 1, 2013. 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.

Tuition Assistance information is available through the Finance Office. Applications must be completed on-line (FACTS Grant and Aid) and will be accepted beginning in January. There is a \$30 fee (subject to change, and paid directly to FACTS Grant and Aid) for the application process. The applicants will be required to submit copies of their tax information followed by the submission of their W-2s before their application can be reviewed. The Tuition Assistance Committee convenes at the end of January to begin review of all applicants.

Video Surveillance System Policy

Saint Bernard School makes limited use of video surveillance systems on its campus. Video surveillance systems are primarily used to record access at building entrances and conduct in

hallways and stairwells. Video surveillance cameras are also used to provide surveillance of the exterior of the building.

Video surveillance cameras are *not* used in any areas where students would have an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is for security of the premises and, in limited instances, to permit after-the-fact investigation of misconduct or crimes committed on School premises, including assaults, theft and vandalism.

Management of Video Surveillance Systems

Saint Bernard is responsible for the management of all video surveillance systems used at the School. No others are permitted to install video surveillance in or around the School without the knowledge and approval of the Headmaster. In particular, students are absolutely prohibited from engaging in the covert use of cameras or other recording devices anywhere on the School premises.

Video Surveillance Monitoring and Recording

The video surveillance systems are capable of both recording and real-time monitoring. Recording occurs continuously by digital video recording system. Recorded video may be used for investigation of misconduct, building security and safety issues.

Recorded video generally will not be made available for review by anyone other than School Administration. However, recorded video may be provided to police in the event that an incident occurs for which review by law enforcement officials is necessary and/or as required by legal process. Viewing of recorded video also may be requested by parents/guardians and students in connection with disciplinary proceedings, but only to the extent the recorded video relates directly to the student on whose behalf the viewing is sought.

Recorded video is generally stored for a period of 14 days. Any video identified as being associated with a specific identified incident or event will be retained as necessary and appropriate.

School Alma Mater

With loving thoughts of our days with thee,
We bear Christ's cross for humanity.
True soldiers of His, we will always be,
Saint Bernard School, Saint Bernard School.

Down through the years ahead,
Where our paths may lead,
You'll be our comfort and guide.
Saint Bernard's fame we'll spread,
In thought and word and deed.
By your teachings, we'll abide.

Proud wearers of the Red and Gray,
We lift our hearts up to you this day,
And send forth our promise
To walk Christ's way
Saint Bernard School, Saint Bernard School.

School Creed

I believe in a school that offers abundant opportunity for growth and development.

I believe in the ideas of honesty, courtesy, cooperation, and service it seeks to promote.

I regard it as a privilege and duty, as one of its members, to try daily in every way to support its activities, to uphold its Christian ideals, and to respect and love it as my Alma Mater.

Presented by the Class of 1980