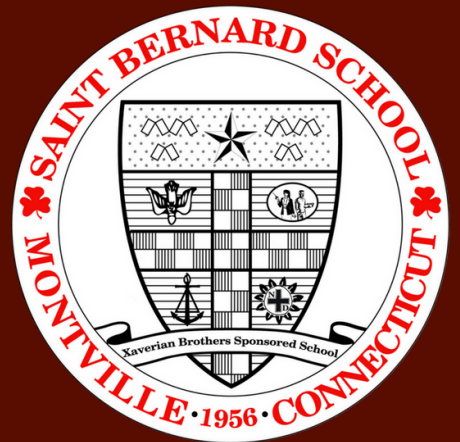


# SAINT BERNARD SCHOOL



## Student Handbook 2019-2020



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# Saint Bernard School

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## Student Handbook 2019-2020

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### 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.

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## 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*

## **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.

## **Xaverian Brothers Sponsored Schools**

Saint Bernard School is one of the thirteen Xaverian sponsored schools in the United States. The first Xaverian sponsored school opened in Louisville, Kentucky in 1854. Its founder was Theodore James Ryken. As a Xaverian sponsored school, our community and curriculum are built upon the spiritual values of humility, trust, zeal, compassion and simplicity. A demanding educational program, a spirit of harmony, and a passion for justice and peace are our hallmark.

# 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            | (1 credit Biology and 1 credit Chemistry)              | 3 credits   |
| Social Studies     | (1 ½ credits US History and 1 ½ credits World History) | 3 credits   |
| Physical Education |  | 1 credit    |
| Fine Arts          |  | 1 credit    |
| World Language     | (in the same language)                                 | 2 credits   |
| 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 seventh graders.

### **Academic Eligibility**

Any student failing two or more courses for any quarter or final will be required to meet with their school counselor. At that time such students will be given 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. In addition, students failing any course will be assigned to a structured study hall for the following quarter.

### **Bell Schedule**

|           |               |            |
|-----------|---------------|------------|
| Period 1  | 7:44 – 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 |
| 1st Lunch | 11:03 – 11:25 | 22 minutes |
| 2nd Lunch | 11:25 – 11:48 | 23 minutes |
| 3rd Lunch | 11:48 – 12:10 | 22 minutes |
| Period 6  | 12:13 – 12:57 | 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 cheat or plagiarize 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 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:

| <u>Grade Level</u> | <u>Service Hours</u> |
|--------------------|----------------------|
| 6th                | 5                    |
| 7th                | 5                    |
| 8th                | 5                    |
| 9th                | 20                   |
| 10th               | 20                   |
| 11th               | 30                   |
| 12th               |                      |

## Course Changes

- Course changes must be made within the first two weeks of the course if the schedule will permit it. Course change forms are available from the School Counseling Office.
- After the first marking period, any course change will require a conference with the guidance counselor, parents, teacher and student.

## Course Leveling

- Advanced Placement:** College-level courses prescribed and audited by The College Board, following College Board-approved curriculum. Students will either take the A.P. Test or a final examination.
- Honors:** Typically for students whose Entrance Test profiles range from the 80<sup>th</sup> 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.
- Advanced:** Advanced 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, Advanced Placement) may be combined with administrative approval.

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

## Plus Portals

With in 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 post secondary planning, academic, and social/emotional needs. 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.

- College search helps with direction in researching and choosing a college. Financial aid search helps with obtaining scholarships/loans for college education.
- Post secondary planning 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.
- Academic 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.
- Social/emotional counseling helps students solve personal problems that may arise in or out of school.

The School Counseling Office has developed the Post Secondary Planning Handbook, which is distributed to all students in their junior year. This document outlines the college application process, important deadlines, and financial aid information.

## Grading Scale

|   |                |
|---|----------------|
| A | (100-90)       |
| B | (89-80)        |
| C | (79-70)        |
| D | (69-60)        |
| F | (59 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.

## 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. 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.
- Reference books and reserved books are to be used only in the Library.
- A copy machine is available for student use.
- No food or drink of any kind is allowed in the Library and Multi-Media Center.

## **Mid-Term and Final Exams**

Exams will be averaged as 10% of each 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. All one semester courses require an exam.

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.

Students in the National Honor Society provide peer-tutoring afterschool for students who need extra help.

## **Report Cards and Plus Portals**

Report cards are posted on Plus Portals quarterly. The report card has two main sections: scholarship and comments. 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.

A student's progress may be monitored on Plus Portals. This on line service is maintained by each teacher and should provide a student's current average, attendance and disciplinary status. Parents are encouraged to contact the teacher or counselor if there is a concern or question.

## **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 the school year. 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**

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 School Counseling Office. 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 receive standardized tests. 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.

Students in grades 8-11 take the PSAT On the College Board's Day of Testing. Seniors take the SAT on this day. The scores will be available on the College Board website. School Counselor's will assist students in accessing those scores. Parent's wishing to access the scores should contact the school Counseling office for login information.

## **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 School Counseling Department upon proof of satisfactory performance in all classes at mid quarter.

Unstructured Study Hall 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, the Library 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 either a D or a 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.

## **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. All credit recovery institutions must be approved by the Administration. The grade issued by the credit recovery course 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 credit recovery course.

## **Transfer Credit Policy for High School Students**

When students transfer to Saint Bernard from other institutions during the High School years, those students will retain the transcript and GPA from the sending institution, as well as a transcript for courses taken at Saint Bernard School. For college applications, transfer students will be issued two or more (depending on the number of schools attended) transcripts from the Saint Bernard School Counseling Office. Each transcript will list courses and the GPA from the schools attended.

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 adheres to the Saint Bernard School's philosophy which 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 may 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.

### **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.

### **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.

### **Eligibility Requirements**

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.

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. 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.

### **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 including prohibited attendance at sporting events.

## **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. All parents involved will need to provide a consent letter if a student is driving him or her self or another student. All Connecticut teen driving laws must be followed at all times by our student athletes who drive.

## **High School Sports Program**

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

## **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:

- Soccer
- Cross Country
- Basketball
- Cheerleading
- Track
- Lacrosse

Tennis and Wrestling are offered as club activities.

# 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 extended illness (four days), 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 or dismisses before 11:06 is absent, or is suspended out of school for the day, he/she may not participate in any school related athletic or extra-curricular activities for that day.

## **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.

## **Early Dismissal**

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

All 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.

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

### **Travel/Vacations Absences**

Parents/guardians are strongly encouraged to adhere to the scheduled school vacations. If circumstances necessitate that a student must accompany parents/guardians on travel or vacation during the school year. Make up work may be requested upon the student's return to school. The teacher will determine a reasonable period to make up the missed assignments.

## **DISCIPLINE**

### **Philosophy of Discipline**

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.

### **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 class without the opportunity to make up the missed work as well as a one (1) day of in-school suspension.

## **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. A subsequent conference with the parents and consideration of extenuating circumstances will determine further action, which could result in expulsion.

Any student found selling, passing or in possession of controlled substances or alcohol will be suspended, with the possibility of police intervention. Further action including expulsion may be taken.

## **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.

## **Removal from Class**

When a student is sent out of class due to unacceptable behavior the following will occur;

- First Offense: Detention
- Second Offense: Possible in-school suspension and/or Parent Meeting
- 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, in any form, 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.

## **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.

## **Student Review Board**

The student Review Board is a seven member board comprised of the headmaster, assistant headmaster, school counselor, admissions director, finance director and two teachers. Its purpose is to determine which action shall be taken for students brought before the board.

A student must meet two of the three criteria below to be called before the board:

1. A minimum of 10 full day absences or 10 tardies/absences from one class
2. A minimum of 5 disciplinary referrals
3. A failure of 2 classes in the same quarter

The headmaster will determine whether a student will come before the board based upon the criteria above and other circumstances deemed relevant.

When a student is invited to a board hearing, the student may be accompanied by a parent. The student and /or parent may present details that are believed to be necessary for the board to make an informed decision. The student and/or parent may opt not to attend without consequence.

Upon Review of the student's record, a review of evidence of the criteria which have been met, and other information brought before the board by the student or parent, the board may take one or more of the following actions:

1. Place the student on probation for a period of time determined by the board, to be followed by a second review. Probation may require the student to attend tutoring or counseling. It may also restrict extracurricular activities or other restrictions deemed appropriate.
2. Reduce or eliminate financial assistance if applicable.
3. Disenroll the student. (Disenrollment is not an expulsion.)

## **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 well being 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**

- 6<sup>th</sup>-7<sup>th</sup>: Socks; Navy Blue Dress Pants; Belt; Gray Polo
- 8<sup>th</sup>-11<sup>th</sup>: Socks; Khaki Dress Pants; Belt; White Polo
- 12<sup>th</sup>: 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**

- 6<sup>th</sup>-7<sup>th</sup>: Socks; Navy Blue Dress Pants; Gray Polo; Red Sweater/Vest
- 8<sup>th</sup>-12<sup>th</sup> : 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**

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

- 6<sup>th</sup>-7<sup>th</sup>: Socks/Tights; Blue Skort; Gray Polo; Red Sweater/Vest
- 8<sup>th</sup>-12<sup>th</sup> : 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.
- Items which may prevent students from hearing announcements or alarms, or items which inhibit sight are not permitted.

### **Saint 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 according. 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. A placement 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.

### **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. 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 without Administrative approval.

Students are required to clean their place at the table following a meal. Students must remain in the cafeteria during the entire lunch wave since others are in classes throughout the building.

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.<br>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 <sup>th</sup> birthday  |
| MMR:           | 2 doses separated by at least 28 days, 1 <sup>st</sup> dose on or after 1 <sup>st</sup> 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 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday; or verification of disease  |

### **Grades 10-12**

|            |  |
|------------|--|
| Td/Tdap:   | At least 3 doses. The last dose must be given on or after 4 <sup>th</sup> birthday.<br>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 <sup>th</sup> birthday   |
| MMR:       | 2 doses separated by at least 28 days, 1 <sup>st</sup> dose on or after 1 <sup>st</sup> 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 <sup>st</sup> 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:

- 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 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](http://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.

## **TECHNOLOGY**

### **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/](http://www.google.com/edu/products/productivity-tools/)

### **For information regarding COPPA:**

[www.coppa.org](http://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.*

## **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 students 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 or Acceptable Use Policy 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.

### **Chromebook 1:1 Program**

Saint Bernard School has adopted a 1:1 Chromebook program. Please refer to the SBS Chromebook 1:1 Program and Policy found on the Plus Portal for more information.