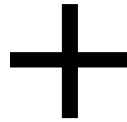


# SAINT BERNARD PREPARATORY

*The Upper School, Grades 9-12*



Corpus Mens Spiritus

## **B - BOOK** Student-Parent Handbook

**2009 – 2010**

### MISSION

Saint Bernard Preparatory School is committed to fully engaging students in learning for the whole person – Mind, Body, and Spirit.

CORPUS – MENS – SPIRITUS

Saint Bernard pursues this mission through instruction in the classroom; participation in religious, social and athletic events; and involvement in mentoring and community service activities.

Saint Bernard guides and encourages students to be intellectually curious and objective thinkers; to be more adaptable and receptive to new situations and challenges; and to become independently thinking and socially responsible Christ-like members of society.

**SCHOOL PRAYER**

O God,  
 You are Truth itself,  
 and You are Love without limit.  
 Draw near to us  
 so that with our minds we may know the truth,  
 and with our wills we may choose to love You above all things  
 and to love our neighbors as ourselves.  
 And grant, O Lord,  
 that all who come to this place of Saint Bernard  
 will open their hearts to know Your presence  
 and  
 – with body, mind and spirit –  
 glorify You in all things.  
 We ask this through Christ our Lord.

Amen.

**BENEDICTINE PRAYER**

Stir up in your Church, O Lord,  
 the spirit that animated our Holy Father Benedict,  
 that filled with this spirit  
 we may learn to love what he loved  
 and practice what he taught.  
 Through Jesus Christ, Your only Son, Our Lord,  
 Who lives and reigns with You and the Holy Spirit,  
 God, forever and ever.

Amen.

**ALMA MATER**

The southern hills are shining  
 With lives of work and prayer,  
 And we shall e'er remember  
 Our Alma Mater fair.  
 With body, mind and spirit  
 We lift our hearts on high;  
 To praise our God forever,  
 Saint Bernard be our guide.

*Anon.*

# TABLE OF CONTENTS

## SCHOOL POLICIES AND DISCIPLINE

Philosophy and Purpose .....	3
Honor Code .....	3
Honor Council .....	4
General Guidelines .....	5
Computer-Internet Use.....	6
Academic-Classroom Guidelines .....	8
Dress Code .....	11
General Rules/Regulations .....	12
Standard Disciplinary Measures.....	16
Campus Buildings – Guidelines .....	18
Residential Life (Dorm) Guidelines .....	20
Day Student Life .....	22
Weekends and Holidays – Permission.....	23
Study – Study Hall.....	26
Health – Medications .....	26
Dining Hall and Abbey Church.....	27
ACHIEVEMENT-TRUST PROGRAM.....	28
STUDENT GOVERNMENT CONSTITUTION .....	31
BENEDICTINE CHALLENGES AND FACTS .....	35
CALENDAR .....	36
BASIC INFORMATION .....	37
CAMPUS MAP .....	Cover

ST. BERNARD ABBEY – A monastery of Benedictine Monks founded in 1891 in Cullman, Alabama.

ST. BENEDICT (c. 480-547) – Founder of Western monasticism. Born of well-to-do parents in Norcia, Italy, St. Benedict became a monk and eventually wrote his *Rule* for monks, teaching them how to know, love and serve God in community and under the leadership of an abbot.

ST. BERNARD (1090-1153) – The patron saint of our Abbey. A popular young nobleman when he, followed by 30 companions, joined the monastery of Cîteaux in France, from which the Cistercians (reformed Benedictines) originated.

**UT IN OMNIBUS GLORIFICETUR DEUS**

*That in all things God may be glorified*

**LETTERS FROM THE UPPER SCHOOL ADMINISTRATORS**

Dear Saint Bernard Students and Parents,

Welcome to life at SBP, to the tradition, joys and challenges that make your School the fine place that it is.

Remember that education is primarily the work of the student, who alone can decide to learn, listen, be open, work hard, exercise self-discipline, think – all the necessities of being fully alive.

The handbook that you are holding won't do any of those things – that's your job; but it is a good tool that can help guide you toward those excellent habits. Use it well and remember that it's the struggle that counts.

God bless you always. Mary, Seat of Wisdom, pray for us.

Fr. Joel Martin, O.S.B.  
Head of School

Dear Saint Bernard Students and Parents,

Welcome to the Saint Bernard family! It is my pleasure to welcome each of you to this great place. Saint Bernard is, as each of you will soon realize, a special school, with special people. This Student-Parent Handbook has served a vital role in the maturation process of our students. Of course, the Student-Parent Handbook is only a guide, a road map, so to speak. As you can see, there are a lot of privileges, and more importantly, a great deal of responsibility is entrusted to you, the student. The administration, faculty, and staff expect students to respond to the challenge of self discipline, to strive to be the best student academically, physically, spiritually. In other words, Corpus – Mens – Spiritus.

It is not enough to say, "I went to Saint Bernard" – we believe you become part of the tapestry, woven into the fabric that is uniquely St. Bernard. Like so many before you, you will be Saint Bernard men and women for the rest of your life. I, like other faculty, are here for you as teachers and mentors.

May God bless you as you begin this school year.

Dr. Donna L. Bryant.  
Assistant Head of School

## SCHOOL POLICIES & DISCIPLINE

### PHILOSOPHY & PURPOSE

As an educational institution, Saint Bernard Preparatory School understands that the academic achievement of its students is of great importance. But even weightier is one's moral development, the making of good choices; this leads to self-confidence and fine character. It is expected that, based upon Christian principles and the teaching of the Catholic Faith, our students will live responsibly, will learn to discipline themselves so that eventually others will not have to do so, and will exercise genuine respect and love for God, for others and for themselves.

The St. Bernard program is structured for success, for helping young men and women to set aside fear and to eagerly accept the gifts and challenges of life. With the support of our students and parents this program will continue to foster the academic excellence and honorable behavior that lead to personal maturity. This is the tradition that has been a hallmark of St. Bernard Preparatory School.

Enrollment at St. Bernard Preparatory School requires that students and parents/guardians be familiar with, and agree to live by, the contents of this book and the philosophy expressed in it. At registration students and parents/guardians must sign a statement acknowledging the same. For the convenience of all, the typical guidelines and consequences for behavior are herein made explicit. This book is essentially a job description, which a student pledges to accept and fulfill by enrollment.

It is to this end, and for good order and peace, that the guidelines and regulations contained in (but not limited to) this book apply. *As needed, the directives of this book may be amended, deleted, or altered, and made effective as such at any time as determined by the \*school administration. Issues not addressed specifically in this handbook will be left to the discretion of the Administration. The Administration reserves the right to administer disciplinary measures as deemed appropriate and on a case by case basis.*

*\*School administration refers to the Head of School and Assistant Head of School or school administration designees.*

### ST. BERNARD PREPARATORY SCHOOL HONOR CODE

As a student of St. Bernard Preparatory School, I will maintain the highest level of honesty and integrity by supporting the community of trust as embodied in this code.

- A. **Respect for Academic Honesty** I will ensure that the work I submit is my own. Not only will I not cheat, represent the work of others as my own, allow others to copy my work or plagiarize, but I will also put forth my best effort to achieve the highest academic success of which I am capable.
- B. **Respect for Personal Honesty** I will be honest and truthful at all times in my discussions and actions. I will not mislead others. I will not tolerate any dishonest discussion or action committed by a fellow student and will report him/her accordingly.
- C. **Respect for Property and Rights of Others** I will respect the property and rights of others and will not take anything without permission, vandalize or destroy property belonging to another person or the St. Bernard community.
- D. **Respect for Self** I understand that my academic work, my conduct, my attitude towards others, my personal honor, and the honor of my school community are my personal responsibility. I will uphold this code by observing it myself and encouraging others to do the same. I understand that if I observe violations of this Honor Code and of the St. Bernard Preparatory School Student Handbook, and do not uphold it, that I have violated the code and dishonored myself, my school, my fellow students and my parents. I accept my responsibility not to passively participate in a violation by allowing it to continue even though I know it to be wrong.

By pledging myself to this Honor Code that has been created by St. Bernard student representatives with the approval of the faculty and administration, I accept my responsibility to do the right thing because I know it is right.

### **ST. BERNARD HONOR COUNCIL**

#### **MEMBERSHIP:**

The St. Bernard Honor Council will consist of the following:

- A. One (1) floor proctor from the boys dorm (voted by male dorm students) and approved by the administration. (Loss of floor proctor position will result in loss of Honor Council position.)
- B. One (1) floor proctor from girls dorm (voted by female dorm students) and approved by the administration. (Loss of floor proctor position will result in loss of Honor Council position.)
- C. Two (2) day students elected by the student body and approved by the administration. (*Qualifications are the same as for Student Council President as stated in the Student Council By-laws. See Article II, Membership. Level I will result in loss of the position.*)
- D. Two (2) resident students elected by the student body and approved by the administration. (*Qualifications are the same as for Student Council President as stated in the Student Council By-laws. See Article II, Membership. Level I will result in loss of the position.*)
- E. One faculty representative (selected by the Honor Council and approved by the administration). The Honor Council will submit three (3) names to the administration with the final selection left to the discretion of school administrators.
- F. The Headmaster or his designee.

The six (6) Honor Council representatives will select a leader to act as a co-moderator along with the faculty representative. The co-moderators (student leader and faculty representative) will guide and direct the Honor Council through the correct procedures. The Headmaster or designee will be present at all Honor Council meetings and will supervise the proceedings, and will act on the recommendations of the Honor Council.

#### **PROCEDURES:**

- A. The Honor Council will be given a written report of the infraction at least 24 hours before the scheduled Honor Council meeting.
- B. The Honor Council will meet as directed by the Assistant Head of School. The meeting will take place no less than 24 hours after all members have been given written reports of the infraction.
- C. Meeting location, date and time will be determined by Assistant Head of School or designee and meeting information will be submitted to all Honor Council members in a timely manner.
- D. A quorum must be present in order to hold an Honor Council meeting.
- E. After receiving written report of infraction, the Honor Council will gather additional information/facts regarding the infraction from other reliable sources (e.g., dorm directors, students).
- F. The co-moderators will present an account of the infraction to the Honor Council members (without the accused student present).
- G. Members of the Honor Council will be given the opportunity to present additional information obtained from reliable sources.
- H. The accused student then will be given the opportunity to present his/her account of the infraction to members of the Honor Council.
- I. The Honor Council will be given the opportunity to ask the accused student additional questions for clarification and for gaining additional knowledge/facts of the infraction.
- J. After reviewing the written report, hearing the account of the infraction from the accused student, considering additional information from other reliable sources, the Honor Council will submit a written recommendation for action to the Assistant Head of School or his/her designee. The recommendation must be in writing, must be dated and signed by Honor Council members and must be submitted at the conclusion of the meeting.

## GENERAL GUIDELINES

**1.0 EXPECTATIONS:** St. Bernard Prep students represent their school and are expected to possess and to exhibit the highest moral principles. These expectations are to be met at all times, on or off campus, and especially when a student is under the jurisdiction or responsibility of the school, or representing the school formally or informally, e.g., athletic events, field trips, town day. As a student, you have pledged to live according to the guidelines established by this community and school and have accepted a leadership role and you will expect the same from your fellow Bernardians.

Students who receive misconduct reports must appear before the Headmaster or the person he designates. Appropriate disciplinary action will be taken as a result of those reports. Those in the presence of a student while he or she is violating the School's regulations or expectations may receive the same consequences as the student in violation, including suspension and expulsion. Remember, **you are your brother's keeper.**

A student involved in an activity that would harm the good name of the school (especially involving police action) will be subject to disciplinary action. Offense may result in expulsion.

While off campus and not under the direct authority of the School, students may be involved in behavior that has a detrimental effect on Saint Bernard Prep and/or the ability of the administration, faculty, and staff to uphold the mission and policies stated in this handbook. Under such circumstances the administration reserves the right to take disciplinary action up to and including permanent expulsion.

Students are to maintain academic standards as outlined in this book and in the *General Catalog*. As a college preparatory school, St. Bernard is narrower in scope than a standard high school program. As such it is not academically appropriate for all students.

SBP reserves the right to refuse admission or readmission to anyone who fails in regard to the school's expectations.

**1.1 RESPONSIBILITY:** All students are to know and act on the importance of being responsible for fulfilling their obligations in the classroom, in work assignments, in the dormitory, in clubs, teams and organizations, and in all aspects of St. Bernard life, including meeting deadlines.

**1.2 RESPECT/COURTESY/MANNERS:** Students are to act with respect toward all people, including fellow students and themselves, but especially faculty, staff, elders, those in authority. Serious failure in this regard or being constantly incorrigible (e.g., fighting, bullying, unsportsmanlike conduct, dangerous behavior, disrespect, harassment, hazing, lying) will result in disciplinary action up to and including dismissal. See 5.12 regarding hazing/harassment.

Common courtesy includes proper social etiquette (from knowing how to shake hands properly to good table manners), and proper forms of address when speaking to others, especially elders, those in authority, e.g.:

to men: <b>yes, sir; no sir</b>	to priests: <b>yes, Father; no, Father</b>
to women: <b>yes, ma'am; no ma'am</b>	to religious brothers/sisters: <b>yes, Br./Sr; no, Br./Sr.</b>

**1.3 RELIGIOUS LIFE:** The Christian faith is central to St. Bernard Prep School, a place where Our Lord is the ultimate Teacher and the center of who we are and what we do and what we wish to become. One of the School's chief objectives for students is the development of a life of prayer and of love for God and neighbor. Students are encouraged to deepen their lives of faith especially through personal prayer, attendance at daily Mass, frequent Confession (for Catholics), and service to others.

**1.4 PATRIOTISM:** Love of our country and respect for its flag and other national symbols is a part of St. Bernard Preparatory School life.

**1.5 VOLUNTEERISM:** Being a part of the St. Bernard community is a privilege and it is expected that students will respond to that privilege by offering their time and talent when there is need. This is especially true of the SBP *Bloomin' Festival*, the annual arts & crafts fair that is the major fund raiser for the school. All students will assist in that event and are allowed to participate in it, suspended students excepted.

**1.6 INVITATION TO RETURN:** Students who for academic or social reasons will not be invited to return to the School will be notified at the conclusion of the semester. Students who may have exhibited academic or social difficulty during their tenure at Saint Bernard but who are given the opportunity of returning may have to submit to the Headmaster or those he designates, a detailed letter explaining past difficulties and how those difficulties will be remedied.

**1.7 POSSESSIONS:** Students are responsible for any and all things on their person or in their possession, e.g., lockers, bookbag, automobile, dorm room, etc. Never exhibit advertisements, words, or any observable forms at odds with the rules and principles of SBP.

**1.8 HYGIENE:** Cleanliness is always expected and students should be presentable, bathed (no body odor),

hair washed and groomed, teeth cleaned (daily habit of brushing, flossing), etc.

**1.9 OBEDIENCE:** As part of good character training, students are to obey the directives of legitimate authority, in particular the administration and those designated by the administration, faculty, dorm directors, etc.). If a student refuses to obey a directive, that student may be referred to the administration. Given the seriousness of the disobedience, the administration (occasionally in conjunction with the Administrative Council) will determine the discipline to be administered, which may include suspension or expulsion.

**1.10 PROM / BANQUETS / SPECIAL EVENTS:** It is school policy that the Junior-Senior Prom be held in Cullman County. All students enrolled at SBP (suspended students excepted) will be allowed to attend the Junior-Senior Prom and the Honors Banquet, and those involved directly in the school sports program will be able to attend the Athletic Banquet. Students on Levels I or II may attend these and other very extraordinary occasions as allowed by the Headmaster, with some time added to their levels.

**1.11 QUAD:** Students are asked to maintain quiet in the Quad, especially outside the Abbey Church, during the time of prayer for the monks (particularly from 5:00 pm to 6:00 pm and during the night hours). Because of the likelihood of broken windows and injury to bystanders playing ball or throwing objects of any kind is not allowed in the Quad.

**1.12 MAILED ITEMS:** Students receiving any item via the mail service must open those packages in the presence of the administration to insure the contents are acceptable. This includes recordings such as CD's, tapes, videos, etc.

**1.13 WEATHER:** In severe weather circumstances (e.g., tornado or thunderstorm watch), students will be informed and will take precautions as necessary, at the direction of the Headmaster and Dorm Directors. Unless parents are present, day students may be required to remain on campus if severe weather is threatened, taking shelter as needed, including the use of dorms (boys in boys dorm, girls in girls dorm). Town privileges will be suspended while the campus is under a severe weather watch.

**1.14 SNOW/ICE/EXTREME WEATHER:** If boarding students are on campus during inclement weather, classes will always be held. Day students (and boarding students away from campus) take their cue from the **Cullman City school system**. If the city system is closed, day students (and boarding students away from campus) will be excused, though they are encouraged to be present when possible and safe. When the city system is closed and boarding students are in residence, SBP will begin classes at 10 am. If boarding students are away from the school and local circumstances make returning to school questionable, television and radio stations, as well as our phone system, should be consulted. If advised to do so, SBP will send all students home when extreme weather conditions are impending.

## COMPUTER/INTERNET USE

**2.0 COMPUTER/INTERNET** use is allowed according to St. Bernard Prep standards of good conduct. Connections to the Internet may be made through the St. Bernard network only. Remember that Internet resources and information are property, and email is a form of speech. St. Bernard standards of honesty, fairness, decency, and respect are required. You are responsible for any computer activity which takes place on a computer. Be sure to log off when you are leaving or finishing work on a computer.

Note the following specifics:

- a. Responsibility for damages resulting from prohibited use will be assumed by the offending student's parents or legal guardian.
- b. If you send email it must clearly identify you by name as the sender.
- c. Profane, vulgar, harassing or disrespectful communication is not allowed (see 5.27)
- d. Avoid chain letters, spam, and email "bombs".
- e. Administration must grant permission for use of free email services such as *hotmail*, *juno*, *lycos*, etc.
- f. For your safety, do not give out personal information such as your address, age, or telephone number over the Internet, i.e., social security number, credit card number.
- g. Copying software in violation of licensing agreements is stealing.
- h. No software may be installed on a St. Bernard computer without the explicit permission of the School.
- i. No commercial use of network resources is permitted.
- j. Copying or downloading copyrighted files without proper permission is illegal.
- k. Internet plagiarism is a serious offense. Use proper citations in your work.
- l. Attempting to enter programs or files belonging to others by hacking, or attempting to enter the St. Bernard network without the proper password, or attempting to subvert or circumvent any of the system's security

programs, or using another student's account improperly – these are serious violations; “breaking and entering” of physical or digital space will not be tolerated.

**2.1 LAN:** The following are guidelines by which all members of the SBP community are to abide when using the School's LAN.

**2.2 ACCEPTABLE USE:** The purpose of Saint Bernard Preparatory School's network and its link to the Internet is to support research and education among its students by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the School. The transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. You may not use the system for commercial activities, nor may you use it for product advertisement or political lobbying.

**2.3 PRIVILEGES:** The Internet is a privilege, increasingly beneficial in education, but the freedoms it offers demand new responsibilities. Guidelines for use are practical and logical extensions of St. Bernard's commitment to conduct that is responsible, ethical, considerate and legal. The use of the Internet is not a right, and inappropriate use will result in a cancellation of the privilege. Access to the Internet at St. Bernard is permitted only via the school's local area network (LAN) system. Use of telephone connections with a modem to access the Internet is strictly prohibited and will result in the termination of both telephone and Internet privileges. School officials, to include dorm directors and, where appropriate, system administrators, will deem what is inappropriate use, and their decision is final. The School, system administrators, and law enforcement officials may access the personal files of any computer on our campus, if necessary, at any time. School officials may request that the system administrators deny, limit, or revoke specific user accounts and Internet access.

**2.4 SPECIFICALLY ACCEPTABLE USES WITHIN:**

- a. Contact with researchers, educators, students and databases in connection with research, instruction, or exploration of the Internet's resources.
- b. Communication and exchange for professional development, to maintain currency or to debate issues in a field or sub-field of knowledge.
- c. Use in applying for college applications, requests for financial aid, or inquiries regarding research or instruction.
- d. Any other communications or activities which support and further St. Bernard Prep's goals and objectives.
- e. Communication with family, friends, school faculty and staff.

**2.5 NETIQUETTE:** The rules of the Saint Bernard Handbook apply to all Internet browsing, email communications, etc. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not be abusive or offensive in your messages to others. You are responsible for communication sent from your computer and any material viewed on your computer as well. Your words can easily be passed to others without your knowledge. And remember, the Internet is not private, but open to all. Evidence of behavior that is illegal or inappropriate will be grounds for disciplinary action, including suspension and permanent dismissal. Inappropriate = noncompliant with this Handbook.
- b. Use appropriate language. Do not harass, use profanity or vulgarities or any other inappropriate language. See 5.10 and 5.12.
- c. Do not reveal your personal address or phone number or those of other students or colleagues.
- d. Note that electronic mail (e-mail) and files stored on the network or one's personal computer are not guaranteed to be private. No student may invade or attempt to access a fellow student's computer or any other computer (School, classroom, faculty, staff or administrative) on the campus.
- e. Do not use the network in such a way that your actions could or would embarrass the School.
- f. Be wary of viruses that could disrupt service for you and the rest of the School.
- g. Do not use another individual's account or passwords.
- h. You may not browse websites which provide material that would be considered distasteful and/or inappropriate in a classroom, or that are in direct violation of the *Student-Parent Handbook*.
- i. Access to the network is intended to exploit the educational resources provided by the Internet. Accordingly, the use of chat rooms, instant messages, game playing, recreational browsing, and audio files is discouraged and excessive use of the same may result in having your access limited or revoked.
- j. Internet purchases are strongly discouraged. The school will not be responsible for any purchases made under your account or for any misuse or misrepresentation involving materials or services purchased over the Internet.

k. Respect software licensing agreements and the laws covering intellectual property. Do not copy licensed software of copyrighted files.

**2.6: SERVICE:** Saint Bernard makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Bernard will not be responsible for any damages you suffer resulting from the computer's connection to the network. This includes loss of data resulting from viruses, delays, or service interruptions. Saint Bernard specifically denies any responsibility for the accuracy or quality of information obtained through the network.

**2.7: SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security shortfall or breach on the internet, you must notify the school administration immediately. Do not demonstrate the problem to other users. Do not attempt to log in to servers as a system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School's network. A student who attempts to defeat the logical or physical separation of networks, or who attempts to defeat the intended functions of the installed security measures/firewalls, will be subject to disciplinary action, which may include permanent dismissal from the School.

**2.8: VANDALISM:** Vandalism will result in cancellation of Internet privileges and will lead to severe disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy computer hardware, software, or data of another user (local or external) accessed via the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses or their intentional promulgation.

**2.9: LOANING/SHARING COMPUTERS:** A student is prohibited from loaning his/her personal lap top or standard unit computer, nor is one permitted to borrow a computer from any member of the SBP community without permission from the Dorm Director or Headmaster. If a student does not have his/her own personal computer on campus, that student is required to use the School Lab, Library, or, if a boarder, the dorm lab.

**2.10: DISCIPLINARY MEASURES:** Failure to abide by these expectations will result in disciplinary action as follows. Severe violations involving such acts as vandalism, harassment, pornography, etc., will receive more serious initial punishment, and may include dismissal from the School. ***ANY VIOLATION OF THE COMPUTER/INTERNET POLICY MAY RESULT IN IMMEDIATE REFERRAL TO THE HONOR COUNCIL WITH THE FOLLOWING DISCIPLINARY MEASURES POSSIBLE OPTIONS IN ADDITION TO MORE SEVERE MEASURES WHICH MAY INCLUDE BUT NOT LIMITED TO SUSPENSION AND EXPULSION.***

- a. 1<sup>st</sup> offense: Level II two weeks, loss of computer and internet use 1 month for all students involved.
- b. 2<sup>nd</sup> offense: Level I for one week and Level II for two weeks with loss of computer and Internet service for the remainder of the semester or for six academic months, whichever the administration deems appropriate.
- c. 3<sup>rd</sup> offense: May result in suspension and or expulsion.

Remember, one is responsible for all information on one's person, including book bags, automobiles, jackets, all computers, disks, CD's etc. If the information obtained is prohibited by the *Student-Parent Handbook* disciplinary action will follow.

## ACADEMIC/CLASSROOM GUIDELINES

**3.0 DEVELOPING GOOD ACADEMIC STUDY SKILLS AND DISCIPLINE** is a major part of the overall program at St. Bernard Prep. Such study is broader than assigned homework; it has to do with a serious approach to the discipline of learning and the development of intellectual inquiry, the joy of discovering what is true, good, and beautiful. Even when "homework" is completed or on a rare occasion not strictly assigned, a student must be concerned with reviewing and reorganizing previous work (class notes, homework, tests, etc.) and entering more deeply into the subject areas that are one's responsibility. The statements, "I have nothing to do," and "I have no homework," are never applicable at SBP.

**3.1 SBP GRADING SCALE:** Numerical grades are used for grade reporting and for permanent records at St. Bernard as follows:

<u>Number Value</u>	<u>Letter</u>	<u>Number Value</u>	<u>Letter</u>
90-100	A	60-69	D
80-89	B	below 60	F
70-79	C		

Students who have a semester average of 95.0 or greater will be recognized as members of the **Honor Roll**. Students who have a semester average of 90.0 or greater, but less than 95.0, will be recognized as members of the **Merit Roll**.

**3.2 CLASSROOM PARTICIPATION:** Being present, being prepared (e.g., books, paper, pens, etc.) and actively participating in class are expected of all students.

**3.3 HOMEWORK** and class assignments must be turned in on time as determined by individual classroom teachers. Assigned work must be turned in a timely manner and is left to the discretion of the teacher. Habitual offenses represent a pattern of disobedience and will be addressed by the administration.

**3.4 TARDINESS:** Students are to be on time for class or other assignments (e.g., office aide, etc.). Habitual tardiness without satisfactory excuse will result in disciplinary action.

**3.5 SCHEDULE CHANGES - DROP/ADD:** Ordinarily, once registration is completed and schedules have been approved by School and parents, the commitment is made and changes are not allowed. Examples of acceptable exceptions: a. student wishes to add a class and drop a study hall, b. student wishes to take a more challenging course. A course may not be dropped because a student dislikes a teacher or class, or because the student wishes to avoid a low grade. Class schedule changes for legitimate reasons must be made by the end of the second week of school. If a student believes there is a need for a schedule change he/she must see the Guidance Counselor immediately for clarification of the Drop/Add policy. Any change requires signed approval of the Headmaster, Guidance Counselor and parent(s).

**3.6 AWARDS:** To be eligible for graduation awards (valedictorian, salutatorian, general excellence medal), a student must be enrolled at SBP for at least four concurrent semesters. To be eligible for class awards (e.g., highest scholastic average, etc.) a student must be enrolled for at least two semesters. Awards are based on a student's cumulative record. N.B. Students who blatantly fail to follow the expectations contained in this Handbook may not be considered for academic distinctions.

**3.7 COLLEGE VISITS** on school days are for juniors and seniors. A college visit may be made and excused only if there is prior approval by the SBP Guidance Counselor, who must be satisfied that the visit includes official contact with the admissions office of said college in which the student is sincerely interested. Students must notify all affected SBP instructors in advance and receive their approval and directions for make-up work. Maximum visits: normally (4) four, 2 during the junior year and 2 during the first semester of the senior year, unless additional visits are permitted by the administration. The proper permission form must be approved before and after each visit. Appropriate documentation of college visit (i.e. signed and dated verification on college letterhead) must be presented to SBP guidance counselor upon return to school.

**3.8 GRADUATION:** In order to be eligible for graduation from SBP, a senior must earn a semester passing grade (at least 60) in each course in both semesters of the senior year. This requirement is to be met in every course taken, whether or not the course is required, and regardless of career credits earned.

Note that final exams at SBP are final. They are given once, with no extra credit offered beyond the examination itself. No re-taking of an exam will be administered for the purpose of passing a course, elevating a grade, or qualifying for graduation.

**3.9 ACADEMIC ELIGIBILITY/RESTRICTION:**

Extra-Curricular Activities: Students are eligible for extracurricular involvement based on quarter or semester grades. Students are eligible for the entire academic quarter (9 weeks) provided they meet St. Bernard academic standards, avoiding restriction as follows: If a student receives a grade below 60 in any single subject, or a grade below 70 in any two (2) subjects, he/she is ineligible to participate in an extra-curricular activity. Examples listed below:

<b>*English</b>	<b>59</b>
Alg. II	65
Physical Science	78
World History	86
Theology	92
Art	93
Latin	69

\* Ineligible due to one grade below 60.

English	76
<b>*Alg. II</b>	<b>68</b>
Physical Science	82
World History	70
Theology	90
Art	87
<b>*Latin</b>	<b>66</b>

\* Ineligible due to two (2) grades below 70.

In either of the two examples noted above, a student is ineligible to participate in any extra-curricular activity until the next deficiency reporting period (4.5 weeks). If the student has raised his/her average at the 4.5 week mark to above 60 in a single subject or above 70 in two (2) subjects he/she may be allowed to participate immediately.

**Example:** In the fall of 2009, student eligibility in any extra-curricular activity is determined by the 2<sup>nd</sup> semester of the 2008-09 academic year. If a student had one grade below 60 or two (2) between 60 and 70 for

the 2<sup>nd</sup> semester, that student may **NOT** participate in any extra-curricular activity at the beginning of the 2009-10 school year. If at the first deficiency reporting period (after 4.5 weeks) however, the student improves academically and no longer has prohibitive grades (i.e., has no grade below 60 and no more than one grade between 60 and 70) the student may participate in extra-curricular activities immediately.

If on **ACADEMIC RESTRICTION** status:

**Boarding students** will lose town permission on Monday through Thursday, with the exception of school-provided transportation on Wednesdays (Town Day).

**Commuting students** are to leave campus immediately after classes are dismissed and any required duties are performed. If this is not possible, the student must inform the office immediately if he/she can not fulfill the above requirements and that student will be placed in study hall.

**3.10 ACADEMIC PROBATION & WARNING:** As described in the *St. Bernard Catalog*, at the conclusion of a semester, a student who earns an overall semester average below 77.0 will be placed on academic warning status; a student who earns an overall semester average below 75.0 will be placed on academic probation status. During the following semester, students in either category must earn an overall semester average of 77.0 and no single semester grade below 70. For those on *warning* status, failure to meet that requirement will result in an academic review in order to determine a student's continuation in the School; for those on *probation*, failure to meet the requirement will result in a review, and under normal circumstances the student will be permanently dismissed. Any student who earns a semester grade below 70 in two separate courses is subject to review and may be dismissed from the School.

**3.11 ABSENCES, MAKE-UP WORK:** Students may not be absent from class without a reasonable excuse. Absence for any reason removes the student from the primary learning environment and thus has a negative impact on student achievement.

St. Bernard Prep School uses the following guidelines for excused absences: illness, legal quarantine, death in the immediate family, inclement weather which would be dangerous (as determined by the administration) to the life and health of the child, college visits with proper form(s) completed in the guidance office giving at least one week notice to instructors, and emergency conditions as determined by the administration.

A student's parent and or legal guardian is to notify the school as early as possible on the day of the student's absence.

If a student is absent because of illness for more than two school days in succession or during a school week, a physician's excuse will be required on the day of return; otherwise the absence will not be excused and the student will be assigned morning and or lunch detention. A student who is absent for any period of time is responsible for his/her assignments.

Absence records are kept in the Head of School's office. A semester's credit **may** be withheld from a student who has 10 absences for a given semester, even if the absences are excused. On the 11<sup>th</sup> absence, the student **MUST** appear before the Administrative Council and present documentation verifying his/her absences. On the 8th absence (whether excused or unexcused), the school office will send written notification to parents verifying that 8 absences have occurred and reminding parents of the 10-day absence policy. These absences are documented per period. **Example: If a student is absent from 1<sup>st</sup> period a total of 11 days, he/she must appear before the Administrative Council.** On the day following any absence (whole or part of a day) a student must go to the Head of School's office immediately upon arriving at school and present a written excuse (signed by the responsible person) for readmission to each class missed. A readmission slip will be given the student; that day the slip must be presented to the teacher of each class previously missed. Failure to present a written excuse to the office immediately upon return to the school will result in lunch detention being assigned on the day the student returns to school. In the event lunch detention cannot be assigned on the day of return, detention will occur on the next available day. Absences are either excused or non-excused. It is the responsibility of the student on the day of his/her return to class to make arrangements with each subject teacher for make-up work. If a test has been missed the teacher will set the time of the make-up test. The rescheduling of the test is not to exceed **five school days** after the student has returned to class. ***It is the responsibility of the student to arrange a time for all make-up work, not the instructor.***

**Note:** Absences sanctioned by the school, i.e, field trips, college days, athletic obligations, school retreats, etc., will not count towards accumulated absences. For other absences students may ask permission from the School to be excused from class and avoid an academic penalty. Permission must be requested **five school days prior to the date of absence**. The School office has the proper form (Approved Absence) for the student. Students planning to be absent must have each instructor sign the proper form. The School reserves the right to deny any and all requests. Parental consent is required both verbally, in writing or via email.

If an absence is unexcused, the student must make up the work missed, including tests. However, each grade earned for the make-up work will have 10 points (100 point scale) deducted.

## DRESS CODE

**4.0** The St. Bernard Preparatory School Dress Code represents St. Bernard's history and community, both of which are steeped in century-old tradition and values. The dress code represents one's choice and commitment to attend St. Bernard and to abide by the rules and regulations set forth by the administration.

**4.1 GENERAL APPEARANCE:** At all times all students are to be neat, clean, well-groomed and neither distracting nor offensive in appearance; not exhibiting advertisements, words, or any observable forms that are at odds with the rules and principles of SBP. Students should neither write nor paint on their bodies, nor should they have tattoos or piercings, with the exception of girls as allowed for earlobes, see 4.4 b. Girls will use appropriate fingernail polish and will use discretion in the use of other make-up. Skirt length will fall no higher than 2 inches above the knee. Boys will be clean-shaven, with fingernails cut short and unpainted. Ordinary dress outside of class: **boys:** shirt, pants or shorts, shoes; **girls:** blouse or shirt, either slacks, dress, skirt or shorts, and shoes. (Not allowed are clothing with holes, tank-tops, shortshorts, mini-skirts and the like. No midriff showing, no strapless blouses or sweaters or the like.). No clothing which advertises, or displays tobacco, alcohol, drugs, sexual misconduct, discrimination or harassment toward another individual may be worn

### **4.2 UNIFORM-BOYS:**

- a. Navy blue blazer (brass buttons) specified by the school.
- b. White button-down oxford cloth standard cut dress shirts with white buttons. Shirts must be pressed, wrinkle free and must be worn tucked inside the trousers. (Recommend at least five). Only a white, non-printed T-shirt may be worn underneath.
- c. Two school ties. Ties must be clean, appropriately tied, no holes, etc.
- d. Optional polo golf-type shirts (white) may be worn on days designated by the administration.
- e. Optional navy blue sweater vest for boys specified by the school.
- f. Khaki pants specified by the school. Pants must fit properly (especially waist and length).
- g. Belts. Plain, solid black or brown belts.
- h. Socks. Solid black, brown, navy blue or white socks must be worn while in uniform.
- i. Shoes. Solid black or brown smooth leather, dark brown leather, dark brown leather deck shoes with dark colored soles and classic traditional oxford or loafers may be worn. No open toes or heels, no cloth, suede or athletic shoes, no clogs, moccasins, or sandals may be worn while in uniform.

### **4.3 UNIFORM-GIRLS:**

- a. Burgundy blazers (brass buttons) specified by the school. Girls who have purchased navy blue blazers may continue to wear those blazers until graduation.
- b. White button-down oxford cloth standard cut blouses with white buttons. All blouses must fit properly, tucked in, clean and neatly pressed. Undergarments under blouse must be white or the wearer's flesh-tone; t-shirts must be white and non-print.
- c. Optional: girls may choose to wear the School tie; if so, see 4.2 c above.
- d. Optional polo golf-type shirts (navy blue) may be worn on days designated by the administration.
- e. Khaki pants specified by the school. Pants must fit properly (especially waist and length).
- f. Skirts specified by the school. Length must fall to mid-knee or no higher than 2 inches above the knee.
- g. Optional burgundy uniform sweater or sweater vest. Sweater may not be worn tied around the hips or hanging below the jacket.
- h. Socks. Burgundy or navy blue socks, no higher than the knee. Natural color or burgundy or navy hosiery or tights.
- i. Shoes. Solid black or brown smooth leather, dark brown suede, dark brown leather deck shoes with dark colored soles, and classic traditional oxford or loafers may be worn. No open toes or heels, no cloth or athletic shoes, no clogs, no moccasins, or sandals may be worn while in uniform.

**4.4 DAILY:** The following criteria should be met each day unless otherwise directed: For boarding students beginning with departure from the dorm for breakfast. Commuting students, with their arrival on campus – and ending after the student leaves the school building at the end of the class day:

- a. Uniforms are to be neat, clean and well kept (properly buttoned, not wrinkled but pressed, ties in place, etc.).
- b. Students should present themselves in a manner suitable to the above guidelines as well. For young men,

clean-shaven, hair clean and properly groomed. For young ladies, skirts must comply with the established guidelines, hair color within the guidelines, no piercings except for the ear lobe.

- c. Shirts, blouses are to be tucked inside pants or skirts. A teacher may confiscate an improperly worn non-uniform item; it will be returned by the end of the semester or academic year.
- d. Even after the class day, uniforms (if worn) are to be presentable (e.g., shirts tucked in; ties, if worn, may be loosened but not untied).
- e. The uniform blazer may be worn any day, but must be worn on days/times as directed.
- f. Optional SBP letter jacket or other approved athletic clothing may be worn as part of the uniform on game days and other days as allowed. The letter jacket must be properly fitted.
- g. Other jackets/coats may not be worn with the school uniform (exceptions, 4.6).

**4.5 SCHOOL FIELD TRIPS:** On outings, field trips, or when representing the School, students are to dress in the uniform unless other clothing is officially allowed by the administration. If not in uniform, it is normally expected that boys should wear dress slacks, shirt-with-collar, belt, socks and shoes. For girls: dress slacks or dress or skirt with blouse, hosiery or socks, and shoes.

**4.6 COLD/INCLEMENT WEATHER:** If necessary a dress overcoat or raincoat may be worn over the school uniform when the student is outdoors. Bluejean jackets and the like are never to be worn with the school uniform. These additional coats are not to be worn in the school building; they are to be stored in the students' lockers during the class day, and are not to be kept in bookbags or hung in classrooms.

**4.7 JEWELRY / OTHER ITEMS:** With uniform: Students may wear nothing that is visible with the uniform, with the following exceptions: a watch, a ring, a small wrist bracelet, and seniors may wear the senior cross. Simple earrings may be worn (Examples: studs, appropriate hoops; see below. **IF IN DOUBT, ASK**) With or without uniform: Students may not wear studs or rings in any part of the body with the exception of girls, who may wear simple earrings, one ring or stud in each earlobe only. Any jewelry deemed inappropriate must be removed immediately at the direction of the faculty/staff. **Hats**, bandannas and the like are not to be worn with the uniform. Boys are not to wear hats or any head covering inside a building except in the dorm. However, during the class day and during cold weather standard solid navy or dark blue toboggans may be worn while outside. They must be removed immediately upon entry of a building.

**4.8 HAIR** for boys must be neat, presentable, clean, and cut at such a length that it is incapable of hanging in front of the eyes, or below the standard collar length in the back, or below the ears on the side. Sideburns are not to grow below the ear. Girls are to use discretion in hair style, color and cut; hair is not to cover the face. Students choosing a hair color or style deemed unacceptable by the administration must make the necessary changes. A warning will be given to a student whose hair needs attention (e.g., length, style, color, etc). Disciplinary action will result should a student continue to violate the hair code.

**4.9 CASUAL DRESS / CASUAL DAYS may be allowed occasionally, students wearing a “casual uniform” as defined by the School.**

**Semi-Formal/Formal Dress – SBP standards:** For Mass or other special occasions, i.e., all banquets, on or off campus with which the School is involved, any events that take our students off campus during school hours: **Boys: dress shirt & tie (coat as announced), dress pants, belt, socks and dress shoes, not athletic shoes or boots. Ladies: dress or skirt (length as for uniforms, 4.3) with blouse, hosiery and dress shoes, not athletic shoes or boots.** Very nice dress slacks are acceptable. No dresses open at mid-riff, down the front, or below the waist in the back; no spaghetti strap dresses. At Mass or other worship, clothing is to be modest and appropriate. No strapless or open-back dresses.

**4.10 UNIFORM CARE:** Uniforms must be well cared for (especially the blazer), laundered and mended as needed.

## GENERAL RULES/REGULATIONS

**5.0 BOARDERS/COMMUTERS:** Students at SBP fit into two categories with regard to housing: boarding students and commuting students. It is understood that boarding students must live on campus in the housing supplied by the school. Commuting students must live with their parents or legal guardians and on school days travel to the campus, being responsible for their own transportation to and from school.

**5.1 IN LOCO PARENTIS:** As the "local parent" and concerned for the welfare and safety of all its students, the School reserves the right to make itself aware of anything in a student's possession; thus a student may have his or her belongings inspected by the administration or those he/she designates.

**5.2 DRUGS:** SBP will not tolerate the unauthorized use or the abuse of drugs. Therefore, the sale, distribution, possession or use of illegal drugs or drug paraphernalia are forbidden. Understood in this category are any controlled drugs that have not been prescribed for the student by a doctor approved by the student's parents and/or the school administration. The above violations will result in permanent expulsion from the school.

SBP participates in the anti-drug program offered by the City of Cullman that includes review of our campus by school officials and local authorities, such review includes, but not limited to all buildings, automobiles, dormitories, personal belongings, school lockers and other areas of the campus. The school also engages in a random drug testing program (cf. Form) to further ensure a drug-free environment. If there is probable cause to suggest that unacceptable drugs are used by a student, the school reserves the right to require a reliable testing procedure, viz., hair test and/or urinalysis, at a time and location chosen by the school. Probable cause includes, but is not limited to a student speaking about his/her drug use, unusual or erratic behavior or language and/or information deemed credible by the administration. A student may withdraw rather than take a drug test; refusal to take a drug test as directed by the school, or an attempt to alter test findings may result in permanent expulsion. Should expulsion occur in any of the above the student must leave campus as quickly as possible and have no contact with fellow students before doing so; the student may not visit the campus in the future.

The cost of all drug testing is done at the expense of the student's family. These statements constitute a preliminary warning. (Regarding over-the-counter & prescription drugs see 12.2).

**5.3 ALCOHOL:** Alcoholic beverages and their containers are forbidden for SBP students. Intoxication, the possession, sale, distribution or use of alcohol will result in disciplinary action and may result in suspension and/or expulsion. Someone obviously violating the above restrictions may result in expulsion or suspension. Students, boarding or commuting, who choose to disregard this rule will lose their driving privileges to and from Saint Bernard and all events sanctioned by the school for *ninety (90) school days*, excluding holidays. Saint Bernard reserves the right to administer a breathalyzer test to any student when there is reasonable suspicion that alcohol might be involved at any school sanctioned event, or while under the supervision of the school, or on the campus of Saint Bernard at any time.

**5.4 TOBACCO:** For the benefit of yourself and others, read this regulation carefully and avoid both the hazards of smoking and the consequences of disregarding the School's expectations. The use of all tobacco products (cigarettes, chewing tobacco, snuff, pipe tobacco, etc.) is harmful, thus forbidden for SBP students. Further, the possession of matches, lighters, pipes and other tobacco paraphernalia is also prohibited (e.g., having such on one's person, clothing, dorm room, auto, or any belongings).

A student who breaks the above requirement, or who is in the presence of another student who is obviously doing so, is subject to the following penalties:

- a. 1<sup>st</sup> offense: Level II for 2 weeks, letter sent to parents on seriousness of continued offenses against the no-tobacco rule.
- b. 2<sup>nd</sup> offense: Level I for one week.
- c. 3<sup>rd</sup> offense (or more): Referral to Honor Council for disciplinary action which may include but not be limited to the following: Further Level I restriction, possible suspension, additional consequences.

**N.B.** A student who is found smoking in a St. Bernard building or in the presence of one doing so will serve one week of Level I for the first offense and be suspended for one week for the second offense.

**5.6 WEAPONS:** Students may not possess or use the following: firearms, knives, weapons of any sort, firecrackers or any explosives, box openers, darts and other sharp or bladed objects. The unauthorized starting of fires is prohibited. Students who possess any of the above are subject to immediate and serious disciplinary action. If you are unsure about whether or item is allowed, don't assume, ask. **NOTE: A STUDENT IN POSSESSION OF A FIREARM WILL BE PERMANENTLY DISMISSED FROM SCHOOL.**

**5.7 SEXUAL MORES:** Catholic teaching on sexual morality is to be the guide for all students. Disobedience in this regard is harmful to all and will not be allowed.

**5.8 PUBLIC DISPLAYS OF AFFECTION (PDA):** Students are not to engage in public displays of affection of any kind. This rule applies to but is not limited to: holding hands (Saturday Detention), hugging (at least 1 week of Level II), kissing (1 week of Level I), leaning on or in some kind of contact with another (1 week of Level II), or any action deemed inappropriate by the administration. Penalties may be increased.

**5.9 LYING, CHEATING, STEALING:** These actions are immoral and unacceptable and will result in serious disciplinary action (See St. Bernard Honor Code). **If major cheating is evident, the offending student will receive no credit for the course and may be subject to suspension or expulsion.**

**5.10 PROFANITY:** Human communication requires self-control, a hallmark of maturity. Students are not to possess or use profane/vulgar language or material of any sort, visual or spoken, or through any means of communication, including the Internet. Individual instructors may vary in their expectations regarding language, and their students must adhere to their guidelines. Students who violate those guidelines will be disciplined and any material deemed unacceptable may be confiscated. Pornography of any kind will result in disciplinary action and may result in a consequence of Level I or greater. See 5.27.

**5.11 GANG-RELATED ACTIVITY** frequently causes a breakdown in the family and in the school community. SBP will not tolerate such activity in either behavior or dress. Failure in this regard will result in disciplinary action to be determined by the administration, and may result in suspension or expulsion.

**5.12 HARASSMENT/HAZING:** Hazing, sexual harassment and/or harassment in general are behaviors that are strictly prohibited on the St. Bernard campus. Important to note is that these prohibited behaviors are uninvited, unwanted, and unwelcome and almost certainly creates an environment that interferes with the overall learning process and makes the victim feel unsafe within our community. The behaviors may be communicated in various ways: verbally, in writing (internet), physical contact, etc.

a. **Hazing** is any conduct, whether intentional or unintentional, that is offensive and results in the discomfort of another person. This behavior can be based upon but is not limited to a person's race, color, national origin, age, height, weight, disability, or social background. Examples may include but are not limited to: ganging up, goading stares, sexual references, destruction of personal property, hiding book bags, invasion of personal spaces, internet usage, jokes, tricks or pranks. Any behavior that results in another person's being made fun of and uncomfortable will be considered hazing. Mean-spirited acts toward other students under the guise of "all in fun" will not be tolerated.

b. **Sexual harassment** is more specifically directed at a person because of his/her sex. It includes but is not limited to sexual advances, requests for sexual acts or favors, inappropriate sexual remarks or humor, displaying sexually explicit material, or verbal or physical conduct of a harassing nature. This inappropriate behavior can be between members of the same or opposite sex.

All students and employees are encouraged to think before they speak or act and to put themselves in the other person's place. If unsure as to whether or not a particular behavior is appropriate, one should simply avoid it. In effect, every student/employee should be treated fairly and with respect.

Any student who feels he/she has been subjected to or has witnessed harassment/sexual harassment/hazing verbally, or in any form, is urged to contact the administration, the Counselor, or any faculty or staff member immediately. Any such acts will be investigated immediately and the offending person will be subject to disciplinary action up to and including dismissal.

**5.13 MISSING CLASS:** If leaving school while classes are in session, students must have parents notify the school, have the school's permission and, at the time of departure, notify the Headmaster's office and sign out. Failure to do so is serious and will merit a minimal punishment of one week of Level I. A student should sign out only when he or she is actually leaving and has fulfilled all necessary commitments. Students who arrive at school after classes have begun for the day ***must sign in at the School office and obtain a tardy/absence slip to be signed by the teachers involved.***

**5.14 GUM CHEWING/FOOD:** Gum chewing and eating and drinking are not permitted in any building on campus with the exception of the dorms and the dining hall.

**5.15 OPEN PERIODS & LUNCH:** During these times students are to be in designated areas, not in the stairways or hallways of the classroom building. During lunch students are to be in the dining hall or in an approved area outside, not in the classroom building, unless specific

**5.16 GAMBLING:** Gambling on SBP campus is forbidden and will result in appropriate disciplinary action.

**5.17 VANDALISM** or defacing of property (e.g., writing on walls, desks, etc.) is wrong and absolutely unacceptable. Students will be required to pay for the repair or replacement of damaged property and they will receive a minimum punishment of Level II, though more severe consequences, including permanent dismissal, may result.

**5.18 WINDOWS:** Students are not to sit on the window ledges, talk or yell out of or into the windows of any building.

**5.19 FIRE SAFETY RULES:** Fire alarms, extinguishers and detectors are installed for the protection of life. Misuse of such will be treated with the greatest of seriousness and will result in disciplinary action.

**5.20 HITCHHIKING** is not permitted.

**5.21 PETS** are not to be kept on campus.

**5.22 LITTERING:** Student cooperation is needed to help maintain the beauty of our campus. Any littering

will result in detention or the deduction of A/T points. More serious offenses will be addressed by the Headmaster.

**5.23 BATHROOMS** are designated for males or for females. Such areas are not to be entered by members of the opposite sex.

**5.24 SKATES/BICYCLES:** Bicycles, roller skates, blade skates, skate boards and the like may be used on campus by SBP students on Monday through Friday from 4:00 pm until 6:45 p.m. or dark (whichever arrives first). This may be done **only** on the classroom building parking lot or (with the exception of skate boards) between the tennis courts and perimeter road. Be aware of automobile traffic; danger, be cautious. On the weekends such activity may take place during daylight at the direction of the weekend dorm director. Proper safety equipment, particularly a helmet, must always be worn. A week of Level II will result if the helmet is not worn. Persons outside the St. Bernard community will not be allowed this privilege.

**5.25 GUESTS** (SBP alumni included) are welcome at SBP when their presence is approved by the School. They may visit the students in the Quad, the Brahma Room, the Student Union or other designated areas when they are properly available. Guests who are not alumni of the School may not be present on campus, dances and other activities included, unless the administration has been notified at least one day in advance and parental permission has been received by the SBP student's parents. Violations will receive at least one week of Level II. Guests and SBP day students are expected to be off campus by 6:55 pm. Guests who are present for athletic and other events are to be at those events only, not on other parts of the campus. Students may not have guests on campus during class hours (8:00 a.m. – 3:10 p.m.). If, by special approval, guests plan to have lunch with a student, the cafeteria must be notified so additional meals may be prepared. No outside meals are permitted on campus during instructional time (7:30am -3:10pm). Though guests may occasionally be invited to dances and other such activities, permission must be obtained at least one day in advance.

**5.26 CELL PHONES/ COMMUNICATION DEVICES** may not be used on campus during instructional time, i.e., the class day (7:30 a.m. – 3:10 p.m., including breaks & lunch). Rule: ***Cell Phones may NOT be brought into the school building during the school day. Cell phones may not be placed in lockers, book bags, purses, and clothing or in the possession of a student during the school day.*** Cell phones may be kept in the dorm room or in the private vehicle of a student. Day students who do not drive are required to submit cell phones to the administration upon arrival in the morning. Phones may be picked up upon leaving in the afternoon. Any evidence of cell phones or other electronic devices during the class day will result in disciplinary action resulting in two (2) weeks of Level II restriction for the first offense and may include additional disciplinary measures as deemed appropriate by the administration. Repeated offenses will result in additional Level II or I restrictions in addition to other disciplinary actions (e.g., referral to Honor Council). The device will be handed in immediately. NOTE: For security purposes, a cell phone may be returned when one leaves the campus.

**5.27 MEDIA:** Audio or video recordings, movies, games and other media that are profane, sexually explicitly, blasphemous or anti-social, or that encourage immoral or violent behavior are not allowed on the St. Bernard campus. SBP students are not allowed to hold, down-load or use such anywhere on campus, including automobiles. This material, whether or not it is labeled as profane or officially so listed, is unacceptable and will be confiscated. It is the student's responsibility to know the contents of what he or she possesses or has sent to the campus. There are numerous rating systems for such material, so it is the student's responsibility to insure approval by the school. Not allowed are the following: "R", "X", "Mature Audiences", and the like. Movies, videos, DVD's and the like that are bought, down-loaded or shown on the campus must be rated PG or PG-13, must be clearly marked as such and must be in the original container. Un-rated audio or video recordings, games and the like are NOT allowed. Unacceptable material will be confiscated immediately. Students may submit un-rated or un-named DVD's, CD's, etc. to the administration for approval (basketball or similar sporting event that has been recorded or extra-curricular activity such as musical performance, etc.) Approval must be granted by administration BEFORE students are allowed to have these items on campus. Students are not allowed to have or use video cassette players on campus. School players may be used only as supervised by the Dorm Director. No student is allowed to make use of any unacceptable material off campus at any time while the student is subject to the authority of the school (e.g., while staying on campus for the weekend). Violations may result in Level I restriction and the loss of the recordings privilege. See 5.10.

**5.28 SOUND EQUIPMENT:** Students may not carry or use personal sound equipment (e.g., radios, portable CD players, IPOD, and the like) during the school day.

**5.29 BOOKBAGS** may be used by students as allowed by the school, which may require certain bags. Bags that are marked on or used inappropriately will be confiscated, and the privilege of using any book bag will be

lost for a period of time. Safety requires that bookbags may not be placed in the foyer of any building on campus (especially the classroom building or dining hall) or in a hallway such that they are an obstruction to traffic.

**5.30 TEXTBOOKS:** Students are expected to take good care of them and be responsible in using them, including the use of book covers as required. A student whose text has been mistreated will be required to pay for the damage or purchase another text. Books in disrepair, or with answers written, or with any kind of graffiti will also incur additional cost to the student, parent and/or legal guardian. A fee will be charged for textbooks that are left in hallways, bathrooms, etc. When not being used, books are to be placed in the student's assigned locker.

**5.31 HALL PASS:** Students must obtain the permission of, and a hall pass from, the teacher or the librarian to leave the classroom or library during the class period. Any student outside the classroom during the school day without a valid hall pass, or who is not accompanied by a faculty or staff member, is subject to disciplinary action.

## STANDARD DISCIPLINARY MEASURES

### 6.0 SIMPLE MISCONDUCT REPORTING AND CONSEQUENCES

**Here follows a general outline of the decent behavior expected of all St. Bernard students:**

#### **Classroom Responsibilities:**

- a. Obey the directives of the teacher and the *Student-Parent Handbook*.
- b. Be punctual and equipped for class (books, pencil, pen, paper, homework, etc.).
- c. Be attentive and participating in class activities as required by the teacher.
- d. Complete homework and all assignments as required by the teacher.
- e. Obey the dress and grooming code.
- f. Be respectful and courteous to teachers and staff, students, parents, guests and others.

#### **Dorm Responsibilities:**

- a. Obey the directives of the dorm directors and the *Student-Parent Handbook*.
- b. Keep a clean and orderly room and doing one's part in the housekeeping of shared areas.
- c. Study during assigned study hours.
- d. Maintain quiet and avoiding activity that might disturb others.
- e. Follow the rules and regulations for dormitory life as outlined in the *Student-Parent Handbook*.
- f. Help maintain a clean, orderly and attractive campus.
- g. Be respectful and courteous to dorm directors, staff, students, parents, visitors and others.

**MISCONDUCT REPORT (MR) SYSTEM:** Less severe failures to live according to the above expectations will result in one MISCONDUCT REPORT (MR) given for the offense made. Examples: tardiness to class, food/drink/gum in class, classroom misconduct, dress code violation, no/incomplete homework; dorm misconduct such as room inspection violations, failure to sign in or out of the dorm, and other matters at the discretion of the Dorm Directors.

An occasional misconduct is not problematic, however the choice to continually repeat even small infractions is a problem. Consequences for continuing MRs are in the following section.

#### **GENERAL MISCONDUCT REPORT (GMR):**

1. For each General MR, Morning and/or lunch detention will be given and served. Detentions will be posted on the bulletin board just outside the Headmaster's office.
2. When 6 MRs have been earned, the student will serve in Saturday Detention, 7:00-11:00 a.m. on the first Saturday following.

#### **DORM MISCONDUCT REPORT (DMR):**

1. A Dorm MR is given to the Headmaster's office by the Dorm Directors. MRs will be posted in the dorms.
2. When 5 Dorm MRs have been earned, the student will serve in Saturday Detention (SD), 7:00-11:00 a.m. on the first Saturday following.

#### **SATURDAY DETENTION GUIDELINES:**

- a. Students will serve Saturday Detention (SD) if 6 General MRs or 5 Dorm MRs are earned within a period of 20 school days, with the first day of the 20-day period beginning when the first MR is earned.

- b. Parents will be notified. Students must check the bulletin board frequently.
- c. Saturday Detentions will be posted on the bulletin board just outside the Headmaster's office.
- d. A new 20-day cycle begins on the day if and when an MR is earned after a Saturday Detention is merited.
- e. Students must pay the School a fee of \$10.00 for each Saturday Detention served for excessive MRs. After two detentions in a semester, the fee is raised to \$20.00 per SD for the remainder of the semester.
- f. (Note that the Saturday Detention fee is for excessive MRs, not for Saturday Detentions given as a result of Levels I or II or for single offenses.)
- g. The fee is due on or before the Friday after the assigned Saturday Detention day. Depending on the circumstances, earlier payment may be required. Tardy payment is merited an MR for each late day.
- h. One time each semester a student may postpone a Saturday Detention for one week.
- i. A SD may be postponed because of school obligations or extreme personal situations (not outings or vacations) to be explained in writing by parents before the SD. In case of postponement the fee is due according to the original SD day.
- j. In case of student job obligations and extreme circumstances, SD may be served from 6 p.m. until 10 p.m. as allowed by the administration.
- k. If a SD is not served and is not excused, an extra SD will be served and an extra fee paid immediately.
- l. If 3 SDs are earned in a semester, the student will be on Level II restriction for 2 weeks – without extra SDs for the Level.
- m. If 4 or more SDs are earned in a semester, the student will be on Level I restriction for 1 week – without extra SDs for the Level.

#### SATURDAY DETENTION REGULATIONS

- a. Location: Rendezvous with the monitor in Rm. 100 of the Classroom Building by 7:00 a.m.
- b. Wear decent clothing for work and/or study, and have a watch with you.
- c. Bring texts to read or study – schoolwork only.
- d. Students may not talk, sleep, rest their heads or lean on the desk or anything else.
- e. No food or drink, laptop, cell phone, sound equipment or any such device. If brought, they must be checked in with the monitor upon arriving.
- f. If tardy: up to 5 minutes late, 1 MR; up to 10 min., 2 MRs; up to 15 min., 3 MRs; up to 20 min., 4 MRs; over 20 minutes late, don't come in, do the detention the next Saturday, plus an extra full Saturday Detention will be required, with payment.
- g. Violations will cause MR's to be given.

When a student exhibits serious difficulty in adhering to Saint Bernard Prep's discipline system, he/she will be reviewed by the Administrative Council and may be the recipient of immediate suspension or permanent dismissal. The School reserves the right to meet with the parents, legal guardians of the student, instructors or others with or without the student present and may at any time convene the Administrative Council to determine disciplinary action.

**6.1 SUSPENSION** means that a student will be sent home or, in the case of a foreign/international student, to the home of the sponsoring family, at the parents' expense, the number of days being determined by the **Headmaster, Assistant Headmaster or, in their absence, the Administrative Council**. The time of suspension is given in the number of actual class days during which the student is suspended. A student who is suspended will, upon returning to campus, serve one week of Level I with additional level restrictions as deemed necessary by the administration. **Students who are suspended from school are responsible for obtaining their assignments for missed classes.** An Appeal of the decision to suspend must be made in writing to the administration within three school days of notification. The final decision will be made by the Headmaster.

While suspended, the student may not be present on the campus or attend classes, school functions or social activities. These absences are unexcused (3.11). Missed work must be made up, with 20 points (100 point scale) deducted from each makeup grade. After being readmitted to the school at the end of the suspension, the student must follow the conditions as given by the administration. The student will be on Social Probation (see 6.3) for at least one full semester. Suspension results in one's loss of position/eligibility for class officer or Student Council membership for the current and following semester.

**6.2 PERMANENT DISMISSAL:** Serious and/or continuous failure to live according to the expectations of the School will result in permanent dismissal. Expulsion does not mean that the School "gives up" on a student or views him or her as incorrigible; it is simply a consequence for inappropriate behavior. We wish dismissed

students well; we declare them alumni and we hope for and expect their success.

See Level I and Level II restrictions under the Achievement Trust program described in this Handbook.

When it becomes necessary to expel a student, the appropriate school authority will notify the student and parents immediately. In expulsion a student is permanently dismissed from the student body and must leave the campus as quickly as possible. The student will be restricted until the actual time of departure. Once expelled, the student may not visit the campus except with written permission given by the Headmaster or his assistant.

Expulsion takes place with the approval of the Headmaster or, in his absence, the Administrative Council. An Appeal of the decision to expel must be made in writing to the Headmaster no sooner than two days and not beyond three school days after expulsion. The student and his or her parents may meet with the Headmaster and Administrative Council if they wish to do so.

**6.3 SOCIAL PROBATION/SOCIAL WARNING:** Social Warning status indicates a student has experienced some difficulty with the guidelines outlined in the *Student-Parent Handbook*. A status of Warning indicates a student must show significant improvement in his/her behavior during the next quarter or semester. Social Probation is generally given when a student is placed on Level I for discipline related matters. A student will have this probationary time (at least one semester) to clear his/her status through responsible behavior. This status indicates the need for a student to show major improvement in the social behaviors expected of SBP students. As needed, social probation may include loss of position/eligibility for class officer or Student Council membership for the current and following semester. While on social probation students may lose the privilege of participating in any extracurricular activities. Students who are suspended are placed on social probation, and have one full semester as defined by the administration to clear this status. Continued social problems or failure to follow the guidelines of this handbook may result in the student being permanently dismissed from Saint Bernard.

## CAMPUS BUILDINGS AND GUIDELINES

**7.0 LIBRARY:** The SBP Library is a treasure of resources for learning and enjoyment. The following directives will help to preserve the beauty of the library and make it easier for all patrons to enjoy.

- a. Keep feet on the floor, not on the furniture. Leave chairs flat on the floor.
- b. Each student will leave his or her space in order: pick up any paper or other items that may have been dropped and deposit them in the wastebasket, and push the chair under the table.
- c. Return magazines to the appropriate spaces on the periodical shelf and put newspapers in order after use.
- d. As is traditional, the library is a quiet space for study and research. During the morning break, students may talk quietly as they enjoy magazines and newspapers.

Each student is responsible for the books he/she borrows from the library. Books should be checked out properly and should not be passed to others; they should be returned to the library at least by the due date so that they will be available for those who need them. Taking materials from the library without checking it out properly is considered stealing and will be so addressed (see 1.4.)

A fine of 20¢ per day (weekends & holidays excepted) is charged for overdue books.

**7.1 GYMNASIUM:** Proper care of the gym requires that only athletic shoes be worn on the gym floor, and that proper supervisors (faculty, staff) be present at all times that students are in the gym. Seniors with no required study hall and no A/T Level restrictions may use the gym during study hall time if it is open and with permission from the administration or athletic director. Students on campus for the weekend are to consult with the dorm director and the athletic director for use of the gym.

**7.2 FACULTY LOUNGE:** Students are never admitted to the faculty lounge or the work area adjacent to it, unless accompanied by a faculty or staff member, or involved in work study after school.

**7.3 WEIGHT ROOM:** Seniors with no study hall restrictions may use the weight room during study hall if the gym is open. The schedule for use of this room is: girls Monday and Wednesday; boys Tuesday and Thursday (subject to change). Students on campus for the weekend are to consult with the dorm director and the athletic director for use of this room. Any violation of rules can result in either temporary or permanent loss of this privilege. The weight room is not an area for socializing.

**7.4 SCHOOL OFFICE:** Respect and courtesy, expected of SBP students at all times, is especially needed while in the school office. Use of the telephone in the school office should be for emergencies only. Long distance calls, ordinarily require use of a calling card or collect call.

**7.5 QUAD:** Students are asked to maintain quiet in the Quad, especially outside the Abbey Church, during the time of prayer for the monks (particularly from 5:00 pm to 6:00 pm and during the night hours). Because of the likelihood of broken windows and injury to bystanders playing ball or throwing objects of any kind is not allowed in the Quad.

**7.6 OFF LIMITS:** Students are not allowed outside the perimeter road unless involved in a supervised school function or activity, such as official practice and games (see map on back page). Students on Level III or above must have written permission from the administration during the day or the Dorm Directors at other other times to visit the Cemetery, Grotto or other areas outside the perimeter road. Commuting students are advised that, because of this policy, they may not park their vehicles in the Grotto parking lot and they must arrange to be picked up at a place other than the Grotto, e.g. the Administration Building, the Classroom Building or the Gymnasium. Students in the woods or other areas outside the perimeter without proper permission will be assigned Level II for one week. Students in the woods or other areas outside the perimeter without proper permission will be placed on at least one week of Level II.

**7.7 WITHIN THE PERIMETER ROAD, the following areas are off limits for SBP students:**

- a. **Benedict West**
- b. **Administration Building/Girls Dorm** (all 4 floors). Students may not be in or behind shrubery, or on or underneath the steps of the Administration Building. *Exception:* Other than the two top floors, girls may use the laundry room in the basement. Boys may not enter the building unless invited by an administrator at a particular time to be on the main (1<sup>st</sup>) floor, entering and exiting the building only through the central doors facing the Quad or the Grotto, and leaving immediately when authorized business has ended.
- c. **St. Bernard Middle School.** Upper school students (9<sup>th</sup>-12<sup>th</sup> grade) should not be in the middle school building or socializing with middle school students unless authorized by the Administration to do so and under the supervision of St. Bernard faculty or staff.
- d. **Placid Hall** (on and underneath the steps).
- e. **Dining Hall Building,** nowhere except the Dining Room, Brahma Room and Art Room when appropriate. Not the kitchen and not the monastic refectory or any other part of the building.
- f. **Heidrich Building** (unless there's official School supervision).
- g. **The Monastery** and grounds behind it (including the gazebo).
- h. **The garage area** (unless administrative approval given).
- i. **The barns, shops and out-buildings** on the farm.
- j. **Lakes/Streams.**

**7.8 QUAD/INNER QUAD:** At night (after dark), when students are out of the dorm they are to remain within the Quadrangle (Quad) and enter no building other than the appropriate dorm, unless otherwise noted. The QUAD is the area in the back of the Administration Building (girls dorm) bordered by the street, plus the area in front of the Abbey Church, bordered by the sidewalks. This does not include the Brahma Room, the Dining Hall porch, neither on nor underneath the steps & porch of the Admin. Building & Placid Hall, the doorway of the Abbey Church, nor the grass between Benedict Hall and the sidewalk. The INNER QUAD is that area inside the street that runs behind the Admin. Bldg., including the inside curb of the street up to and including the sidewalk that runs behind the Admin. Bldg. When (on rare occasions) they are allowed outside the dorm at night, students on Levels I & II are to remain within the "inner quad" – other students in the regular quad. After dark, before study hall, dorm students who are on Level III or above may go to the gym if the gym is open for students.

**7.9 LEAVING CAMPUS:** Permission must be obtained from the Headmaster or the one he designates for any student to leave the campus. This applies to boarding students at all times, and to day students during class hours, or even before class once that student enters a school building. When boarding students leave campus they must follow the checkout procedure as given in other sections of this book. During the school day any student who has obtained proper permission to leave campus must sign out in the Headmaster's office when leaving and sign in when returning. All students who sign out during the school day must have a staff member from the Headmaster's office initial the check-out form; failure to do so will result in morning and lunch detention. Repeated failure to meet this requirement will result in more serious discipline.

**7.10 SCHOOL OUTINGS:** When on a school outing, students are to remain with the group unless otherwise directed by the person in charge.

## RESIDENTIAL LIFE / DORM GUIDELINES

**8.0 CLOSED DORMS POLICY:** A student's mother and father are welcome to enter the dorm at certain times (loading, unloading) if permitted by the Dorm Director. However, a student's brother should not enter the girls dorm nor should a student's sister enter the boys dorm unless a particular exception is made by the Dorm Director. Guests, including day students, are not allowed to enter the dorms. Failure to comply will result in the students involved being placed on a minimum of one week of Level II. Boys may not enter the girls dorm nor may girls enter the boys dorm.; failure to follow that regulation will result in suspension or expulsion. See Admin. Bldg., 7.7. Exceptions to any of the above will be made by the Administration, and only for the specific time requested.

**8.1 ROOM ASSIGNMENTS** are the responsibility of the school. Boarding students will be assigned to dorm rooms according to the judgment of school officials. Students may be moved and reassigned to rooms as needed.

**8.2 QUIET:** Loud and raucous behavior is out of place in the dorm. Music, as allowed, is not to be played so loudly as to be heard outside one's own room.

**8.3 QUIET TIME:** The time after 10:00 pm is *quiet time* and not for socializing. During this time students will be in their own rooms unless it is necessary to use the bathroom. No sound equipment is to be played and students may not admit other students to their rooms. Exceptions: as allowed by the Dorm Director.

**8.4 LIGHTS OUT** will be at 10:30 pm for all students from Sunday through Thursday, and on Friday and Saturday at a time to be determined by the dorm director in charge and the Headmaster. Exceptions: as allowed by the Dorm Director.

**8.5 BEHAVIOR:** As in most living spaces, ball playing, running and the like are not allowed in the dorm.

**8.6 QUAD BREAKS:** Normally on Sunday - Thursday from 9:00 - 9:30 p.m. students are allowed use of the Quad (cf. 7.5) for a break time, those on Levels I or II excepted.

**8.7 DORM ROOMS** are to be kept neat, clean and orderly. They may be decorated tastefully. Unless otherwise approved by the dorm director, windows will be covered with only the blinds or drapes furnished by the school. Transoms and closet doors must remain uncovered. No furniture of any type is to be placed in front of a closet door. Nails, tacks and tape that will remove paint are not to be used on the walls. Posters and the like are to be approved by the dorm director and will be no larger than 2x3 feet, and limited to two per student per room. Pages cut out of magazines may not be used as wall posters. Road or street signs are not to be brought into the dorm. No furniture may be brought into the dorm without the permission of the dorm director. Room checks will be made. The results of room inspection will be posted on the dorm bulletin board. The following are minimum requirements for room inspection, to which others may be added by the Dorm Director: beds properly made, floors (including under bed) clean, if there is a wash basin / mirror it must be kept clean, desk in order, closets neat, no clothes on the floor, waste basket emptied.

**8.8 FOOD:** All food kept in dorm must be kept in a heavy plastic container or in a refrigerator. The Dorm Director will post specific regulations in this regard.

**8.9 RISING:** Students will rise on their own, and on school days are to be dressed and have their rooms ready for inspection as directed by the Dorm Director.

**8.10 DORMS LOCKED:** Ordinarily the doors to the dormitories will be locked Sunday through Thursday at 9:30 pm. All boarding students are required to be in the dorm then. Any student who fails to be in the dorm at that time will be counted as missing for night bed check. Students who, without permission, leave the dorm after it is secured, or go off campus at night, will be subject to suspension or expulsion.

**8.11 NIGHT SECURITY:** Once the dorm has been secured for the night, only the dorm director or a member of the dorm staff may admit anyone (e.g., a tardy student) into the building. Monday through Friday no one is to leave the dorm until 6:30 am or until daylight, whichever comes latest. Saturday and Sunday no one is to leave the dorm until 8:00 am without permission.

**8.12 WINDOWS:** Students are not to sit on the window ledges nor talk or yell out of the windows of any building. When the A/C or heat is on, windows must be closed unless specific permission is given by the Dorm Director. Failure will result in one week of Level II.

**8.13 SAFETY:** Students are not to use the fire escapes except in case of an emergency. Doorways and windows are to be clear of furniture and obstacles. Neither candles, incense, nor any kind of fuel are allowed. Student should not engage in any activity that would endanger fellow dorm students.

**8.14 VISITING A ROOM:** Dorm courtesy requires that a student may not enter another's room without first knocking and being invited to enter. **No student is to enter the room of one who is not present.** Doors are to

remain unlocked when guests are in the room. Students who do not follow this guideline will be required to leave their doors open when guests are in their rooms. Students may not enter another student's room after *quiet time* and may not spend the night in another student's room.

**8.15 ROOMS LOCKED:** Students are responsible for whatever happens in their rooms. Therefore, a student's dorm room is to be locked when the student is out of the room. Failure to take care of this responsibility will result in a disciplinary action.

**8.16 WEEKENDS/HOLIDAYS:** When a student leaves the campus for the weekend or holiday, the room is to be neat. Electrical equipment (clocks and refrigerators excepted) are to be turned off. Windows are to be closed, doors locked. Room keys must be returned to the dorm director at Christmas break and at the end of the academic year.

**8.17 DORM DIRECTOR:** At all times, students are expected to follow the directives of the dorm directors (cf. 1.9 above).

**8.18 BULLETIN BOARD:** Students must read the dorm bulletin board daily and comply with directives posted. This is especially important immediately after the last class of each school day.

**8.19 MODESTY/PRIVACY:** Window shades, curtains, or blinds are to be appropriately used in the dorm to insure modesty and privacy.

**8.20 LAUNDRY:** Dirty laundry is to be kept in a laundry bag at the foot of the bed. Dorm Directors may require students to wash their dirty laundry as needed. Laundry machines are located in the basement of each dorm. Laundry should be done during free time and finished in time for headcount or by the time established by the Dorm Director. Clean or dirty, laundry is not to pile up in either the student's room or in the laundry room.

**8.21 DORMITORY LIFE** is community life, a chance to grow and mature together – central to the boarding school experience. Barring emergencies or extraordinary circumstances (not concerts, entertainment), students are expected to remain as residents of the dorms Sunday through Friday, particularly observing the study halls that are held Monday – Thursday in the dorms.

**8.22 FLOOR & ROOM RESTRICTIONS:** Each student is to know and follow the guidelines of the Dorm Director regarding rooms, floors, and other areas of the dorm that are restricted or off limits.

**8.23 GENERAL USE TELEPHONES:** Community phones for the use of all students in the dormitories are as follows: **(256) 739-6682**      **Boys Dorm: ext. 499**      **Girls Dorm: ext. 399**

Phone conversations are not to be carried on during the time of study hall. Sunday through Thursday, all phone conversations must be completed by 10:00 pm. Seniors may use the phone until 10:30 p.m. only to speak with their parents. Friday and Saturday phone conversations must be completed by 10:30 p.m. or at a time determined by the weekend dorm director. (School office phone.)

**8.24 PERSONAL TELEPHONES** may be used in the dorm as allowed by the School. A \$75.00 fee is charged and the phone must be *touch-tone*. Another student's phone may be used only with his or her permission. Long distance calls may be made only with the use of a personal calling card. Any phone changes (e.g., phone transfers, disconnections, reconnections) will be made at student's expense. Phones may not be used during study hall period (usually 7-9 p.m.) or between 10:30 p.m. and 6:00 a.m. or at other times as posted. Repeated violation of the above will result in loss of phone privileges.

**8.25 CELL PHONES / COMMUNICATION DEVICES** may be kept in the dorms but may not be used during study hall hours (including breaks) in the dorms or in common study hall, or between 10:30 p.m. and 6:00 a.m. Violation will result in two weeks of Level II and the privilege will be lost for that time. Repeated violation will result in permanent loss of the privilege. For security purposes, a cell phone always may be carried when one leaves the campus. It must be handed in immediately upon return or days will be added to the restriction.

**8.26 ITEMS FOR BOARDERS:**

Required: linens (at least 2 sets), bedspread (twin size), mattress pad, toiletries, blanket, desk lamp, tote bag for books, pillow, fan, foot locker-lock (standard size, 30x16x12 inches), alarm clock, laundry bag, laundry detergent, towels and wash cloths, umbrella and/or rain coat, personal items (clothes, shoes, etc.).

Optional: bicycle, computer with monitor (no TV), calculator, hair dryer/hotrollers, curling iron, iron and ironing board (use in laundry room), radio (no elaborate system), guitar, small floor rug (vacuum may also be needed), electric razor, typewriter, refrigerator (must be compact, operate on regular 110 v. current, requiring no more than 1.5 amps of electricity).

Not Allowed: TV's, heaters, cooking appliances, halogen lamps, exterior antennae, water heaters, aerosol products (with the exception of shaving cream and approved medical products), VCR's, colored lights, two-way communication apparatuses (e.g. CB transceiver).

Any furniture must be approved by the Dorm Director. Items not allowed will be taken and held for return to the student's home.

**8.27 STORAGE:** All trunks, suitcases, boxes, etc. will be tagged and stored in the dorm storage room at the beginning of the school year. These will be returned at the Christmas break and at the end of the school year.

**8.28 MONEY:** Students are discouraged from keeping money in their rooms. Money should be deposited in the Business Office to be held in the student's account. Allowances will be given as directed by the student's parents.

**8.29 SKATES/BICYCLES:** Roller skates, blade skates, skate boards and the like may be used on campus by SBP students on Monday through Friday from 4:00 pm until 6:45 p.m. or dark (whichever arrives first). This may be done **only** on the classroom building parking lot or (with the exception of skate boards) between the tennis courts and perimeter road. Be aware of automobile traffic; danger, be cautious. On the weekends such activity may take place during daylight at the direction of the weekend dorm director. Proper safety equipment, particularly a helmet, must always be worn. A week of Level II will result if the helmet is not worn. Persons outside the St. Bernard community will not be allowed this privilege. A protective helmet must be worn by any person cycling.

**8.30 HANDBOOK:** Dorm students are to keep the current Student-Parent Handbook at their desk in the dorm as directed by the Dorm Director.

## DAY STUDENT LIFE

**9.0 AUTOMOBILES:** With the permission of their parents, properly licensed day students (10th grade and above) may drive to school and must leave their automobiles locked and properly parked in the designated area of the classroom building parking lot. Once on campus, day students must leave their autos and may neither return to them nor leave campus with them until the end of the class day without proper permission. A boarding student may not enter the auto of a day student until the end of the class day – and then only if the students involved have the necessary permissions. Please note the following guidelines.

- a. A Freshman or a student on Level I or II is not to be in an automobile at any time unless he/she is arriving on campus and going directly to the parking lot, and/or leaving campus immediately to go home - as allowed by the School.
- b. Day students are not permitted to park an automobile in or along the quad area or in front of the Administration Building.
- c. Exceptions to any of the above must be approved by the administration.

**9.1 DAY STUDENTS** are to be off campus by 6:55 pm every night unless permission has been given from the Headmaster's office.

**9.2 DAY STUDENTS** who are Freshmen or on Level I or II are not to be in an automobile at any time unless they are:

Arriving on campus.

Leaving campus immediately to go home - as allowed by the School.

**9.3 REGISTRATION:** Any automobile used by a student at school must be registered in the school office before arrival on campus. The following criteria must be met before a student brings an automobile on campus, required items given to the Headmaster's office.

- a. Duplicate set of keys to all areas of the automobile.
- b. Any access code or device needed to disarm the auto's security system.
- c. Liability insurance is required for any vehicle driven onto campus by a student, and a certificate proving coverage. The name of the insurance company and the relevant policy number are to be recorded on the registration form which is to be filled out by each student who intends to drive an auto on campus or while under School supervision.

Note: all the above requirements must be met before an auto may be driven on or from the campus. Failure to do so will result in the loss of auto privileges for at least 2 weeks.

**9.4 VIOLATIONS:** The use of an automobile is both a privilege and a responsibility. Students who are passengers in other student's cars should be advised that they may be held accountable for any misbehavior or inappropriate conduct which may occur. Those in the presence of a student while he/she is violating rules and regulations may receive the same consequences as the student in violation. Each situation will be addressed on a case-by-case basis by the administration and disciplinary measures will be assigned as deemed appropriate.

<b>WEEKENDS, HOLIDAYS &amp; PERMISSION</b>
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**10.0 GENERAL PERMISSION:** Boarding students who are free to do so (i.e., having no weekend duties or restrictions) may go home on the weekends. Unless there is reasonable cause and prior approval, a student may not spend part of a weekend on campus.

**10.1 PERMISSION:** A boarding student who wishes to visit another student's home over the weekend or holiday must have permission to do so from his or her own parents as well as parents of the host student. This permission from the guest student's parents and the parents of the host student may be written or verbal (usually by telephone) and must be given to the Headmaster's office. On occasion the office may call the parents back to confirm the permission. Co-ed weekend visitation is not encouraged by the School.

All weekend permissions must be done through the administrative office. Weekend plan forms are to be turned in to the school secretary Wednesday morning or earlier as directed.

Boarding students must reside in the dormitory during the school week unless it is necessary to go home, in which case parental permission must be given. Any forms previously signed by the parent, student or legal guardian do not suffice for this requirement.

**10.2 RETURNING TO CAMPUS AFTER A WEEKEND OR HOLIDAY:** Students are required to be on campus and sign in at the dorm by 9 pm. If for any reason a student will not be able to meet this deadline, **the student is to insure that his/her parent or guardian call and notify the Dorm Director before 9:00 p.m. that same day. It is advisable that a student phone the Dorm Director before 9 p.m. to insure that parental notification has been made. If a parent has personally spoken to a school official in the Headmaster's office before the weekend, that will be acceptable.** This requirement is to be met even if the student noted a late or next-day return on his/her weekend sheet. If a student is late in returning to the dorm (remember, a student must sign in at the dorm immediately upon arrival) and no delay notification has been received from the responsible parent or guardian, the Dorm Director or other school official will attempt to contact the parent or guardian as necessary; the student will be held responsible and given one Saturday Detention.

**10.3 DORMS OPEN** at 5:00 p.m. after Thanksgiving, Christmas, Easter, Spring Break holidays, and announced weekends. **Note** that on weekends when the dorm is open, students should be aware that the dorm director and students may at times be away from the dorm on Sunday and the doors to the dorms will be locked. However, the doors will always be open by 5:00 p.m. Students will sign in immediately upon arrival on campus. If they must leave campus after signing in, then the town permission applies.

**10.4 TRANSPORTATION** to or from airports, train or bus stations may be provided by SBP on or after the day a break begins and the day it ends at the cost of **\$.50 per mile**. Transportation at other times – if available – may entail a more substantial charge. Arrangements must be made in advance with the School office. Birmingham (c. 50 miles): airport, *Amtrak*, *Greyhound* and *Trailways*. Huntsville (c. 50 miles): airport, *Greyhound*. Decatur (c. 35 miles): *Greyhound*.

Students who remain on campus for the weekend and those students who return to the campus on Sunday morning must attend Mass in the Abbey Church on Sunday, wearing Sunday dress. Students who are not Catholic and desire to attend other religious services should consult the administration to see if transportation can be arranged.

**10.5 AUTOMOBILES:**

With the permission of their parents, Sophomore, Junior and Senior boarding students who are properly licensed may have/keep autos on campus. Vehicles are to be locked and parked in the designated areas in the school parking lot next to the classroom building. Students may not park in other areas, especially the gymnasium, ball fields or tennis courts. **No auto is to be entered or driven in the morning before school or during school until the end of the class day unless specific one-time permission has been given by the administration.**

With the exception of loading and unloading on Friday afternoon, Sunday afternoon or evening, and the day a holiday begins and ends, students are prohibited from parking automobiles in the Quad area or in front of the Administration Building at anytime without the permission of the Dorm Director or Headmaster's Office.

Students who are serving Level II or I restriction must turn in keys to the Dorm Directors (see Level II and I restriction forms). **The administration reserves the right to search any vehicle at any time.**

**10.6 REGISTRATION:** Any automobile used by a student at school must be registered in the school office before arrival on campus. The following criteria must be met before a student brings an automobile on campus, required items given to the Headmaster's office.

- a. Duplicate set of keys to all areas of the automobile.

- b. Any access code or device needed to disarm the auto's security system.
- c. Liability insurance is required for any vehicle driven onto campus by a student, and a certificate proving coverage. The name of the insurance company and the relevant policy number are to be recorded on the registration form which is to be filled out by each student who intends to drive an auto on campus or while under School supervision.

Note: all the above requirements must be met before an auto may be driven on or from the campus. Failure to do so will result in the loss of auto privileges for at least 2 weeks.

**10.7 AUTO USE:** Parents may choose one of the following options concerning a student's automobile use:

- a. The vehicle may be used only for transportation to and from school when the student returns home on the weekend. A student who has driving permission only for trips home, must turn keys in to the school office on the day of return, or next day if office is closed.
- b. Students who have town permission may use their vehicles for travel within Cullman County only.

**10.8 SOME RESTRICTIONS:**

- a. No dorm student is allowed on the campus of any school in the City or County of Cullman except for a scheduled event, unless approval has been given by the administration.
- b. Motorcycles are prohibited on campus.
- c. Students may not walk or cycle to or from town or off campus without administrative approval.

**10.9 AUTOMOBILE (TOWN) PRIVILEGES:** Automobile privileges (which includes simply getting into an automobile) are granted for students who meet the criteria specified on the TOWN PERMISSION chart in the Handbook at the end of this section (with properly signed parental permission and school approval).

**10.10 DRIVING/RIDING RESTRICTIONS:**

- a. Students on Level II or I are restricted to campus every day except when accompanied by authorized school personnel.
- b. All students who remain on campus for the weekend will participate in school-planned activities off campus and under the supervision of authorized school personnel.
- c. The administration reserves the right to restrict/prohibit driving/riding privileges as deemed necessary.

**10.11 SIGN-IN/OUT: Dorm Students:** It is extremely important that the School know the whereabouts of its students. A sign-out desk is established in each dorm and a resident student is required to sign out when leaving campus (stating where and how he or she may be found), and to sign in upon return – at the appropriate dormitory. Along with the student, the person driving him or her must sign the sign-out sheet. (See 10.2).

**Note: A dorm student may not ride in an automobile, his/hers or another's, even if remaining on campus, unless he/she has signed out properly as required.**

Consequences:

- a. Failure to sign out: 2 dorm detentions.
- b. Habitual offense will result in more serious consequences.
- c. Failure to sign in when returning to campus: 1 dorm detention.
- d. Signing in or out improperly, e.g., illegible writing, incomplete information: 1 dorm detention.

Multiple offenses for any of the above will result in more serious disciplinary measures.

**10.12 VIOLATIONS:** The use of an automobile is both a privilege and a responsibility. Students who are passengers in other student's cars should be advised that they may be held accountable for any misbehavior or inappropriate conduct which may occur. Those in the presence of a student while he/she is violating rules and regulations may receive the same consequences as the student in violation. Each situation will be addressed on a case-by-case basis by the administration and disciplinary measures will be assigned as deemed appropriate.

**U.I.O.G.D.**



## STUDY – STUDY HALL

### ALL STUDENTS

**11.0 REQUIREMENTS:** Good academic study is a major part of the overall program at St. Bernard Prep. Please note that study hall time in the dorms is a time only for academic study that is directly related to a student's current SBP classes. Internet use during this time is not allowed. Parents, students, coaches, etc., should work to insure that all students are present for this period of time.

All students are to keep a daily record of assignments in one place so that the assignments may be checked by a teacher, parent, dorm director, study hall monitor, etc.

**11.1 DETENTION STUDY HALL:** With the approval of the Headmaster, students (boarding & day) may be assigned by teachers to an afternoon monitored detention study hall. The time and place for this study hall will be announced. Attendance is absolutely mandatory; failure to attend will receive a serious consequence.

### DORM STUDENTS

**11.2 DORM STUDY HALL:** Monday-Thursday a two-hour study hall that normally lasts from 7:00-9:00 p.m. is required of all boarding students except **Seniors** on Level IV who qualify academically for the privilege of not attending the second hour of study hall; all **Seniors** will attend the first hour. **Seniors** on Levels IV must attend the entire study hall in the dorm if there is **any quarter or semester report card grade or deficiency below a grade of 70.0.**

**11.3 DORM ROOMS:** Students regularly observe study hall in their dorm rooms or in Common Study Hall, leaving only with permission from the Dorm Director/Monitor.

**11.4 QUIET:** Study hall is a time for quiet. There is to be no talking nor are students to disturb others. Students who need clarification about homework may get such assistance only during break time. Sound equipment is not to be played, and headphones are not allowed, with the exception of seniors when they are not required to be in study hall. Items listed above and others are not permitted in the school building at any time (cf. 5.28). One should not be in possession of such items without prior approval from the Headmaster.

**11.5 DOORS** are to be kept open during study hall, students at their desks.

**11.6 BREAK:** A five minute break may be taken during study hall, not for socializing but for the use of snack machines, rest rooms, etc.

**11.7 STUDY PASS:** Students who desire to study together must obtain a study pass from their teachers or from the Headmaster's Office during the school day.

**11.8 LATE LIGHTS:** Because of homework assignments, students may ask for *late lights*. This will be approved by the Dorm Director and under normal circumstances will not go beyond 11:00 pm. There will be no late lights after a return from a weekend or holiday.

**11.9 TUTORIAL:** On nights when, by exception, a tutorial session is conducted by a teacher, students may ask permission from the Dorm Director or study hall monitor to attend the tutorial, usually between 7 and 8 p.m.

**11.10 COMMON MONITORED STUDY HALL** is required for all boarding **Freshmen** during the entire freshman year. Common monitored study hall is required of all new non-Freshman boarding students until at least the first deficiency reporting period. It will be required of any boarding student demonstrating academic difficulty, as determined by the Headmaster. For boarding **Sophomores, Juniors & Seniors**, common study hall is required if there is **any quarter or semester report card grade or deficiency below 70.0.**

**11.11 ON SUNDAY** or any first night back after a holiday or weekend: from 7-9 p.m. quiet time will be observed in the dorms to facilitate study; no TV; no sound system except with headphones. Students may use telephones and visit with one another - quietly. Leaving the dorm during that period is not allowed and will be subject to disciplinary action, excepting seniors who qualify to miss the second hour of study hall; they may be outside from 8-9 p.m. If arriving on campus during 7-9, the above must be observed immediately.

## HEALTH - MEDICATION

**12.0 ILLNESS:** In an effort to protect the health and well being of students, staff, visitors and the community; guidelines have been established for the treatment of communicable diseases and the timelines for a student's return to school from the State Health Department and Communicable Disease Center. Recommendations for the most common communicable diseases are listed below with procedures for returning to school. At all times, students should practice proper hand hygiene with the use of antibacterial soap and water or alcohol-based rubs.

a. **Chickenpox:** Student must stay home seven (7) days from first appearance of eruption (pox).

- b. **Common Cold:** Student must stay home if temperature is over 101 degrees.
- c. **Flu:** Student must stay home at least three (3) days from onset of disease and until fever free (less than 100 degrees) for 24 hours.
- d. **Impetigo:** Infected area must be covered. For multiple lesions, student must have a statement from doctor or clinic to return to school.
- e. **Measles:** MUST be reported to the Health Department. Student must have statement from doctor or clinic to return to school.
- f. **Pinkeye:** Student must have statement from doctor or clinic to return to school.

**12.1 ILL STUDENTS:** Boarding students who are sick at the beginning of the day should inform the Dorm Director by 6:45 a.m. reporting to the nurse as soon as possible. The school nurse of Administration will determine whether or not a boarding students should miss school due to illness and what restriction should be given the student after the class day. In the absence of the nurse, the Administration will make the determination assisted by medical authority.

**12.2 MEDICATION POLICY:** Medication is not supplied by the school. Before students are allowed to keep medication in their dorm room, all medication must be approved for such use by the Administration and/or Dorm Directors. This must be done prior to students being allowed to self-administer medication (refer to authorized school forms below). All medications must be properly stored in a secure, clear, hard-surface plastic container and must be maintained in the student's assigned dorm room. Dorm Directors have the authority to inspect medication containers at any time for compliance. **ATTENTION: CONTROLLED SUBSTANCES WILL NOT BE ALLOWED IN A STUDENT'S POSSESSION (e.g., dorm room, book bags, purses, personal belongings, etc.) Examples include but are not limited to: drugs for ADHD-ADD, pain relievers and anxiety medication.**

**NOTE:** Students are advised to check with school nurse or administration for all questions related to medication policy. **DON'T ASSUME – ASK.**

- **Physician and parent signatures are mandatory for all prescription medications, excluding inhalers.**
- **Parent signatures are mandatory for all over-the-counter medications.**

**FORMS:**

- **SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION FORM:** This is the official St. Bernard medical form (may be located on SBP website). If parents request that their son/daughter be allowed to keep medication in their dorm room, this official form must be completed and approved by the School Administration.
- **SELF-MEDICATION AGREEMENT FORM (SBP website).**

**Prior to receiving medication during school hours, students will be required to submit proper medication authorization forms and medication (over-the-counter and prescription) to the school nurse or school administration. The school nurse or school administration will administer ALL medication (over-the-counter and prescription) during school hours.**

**NOTE:** Students may self-administer the following **AFTER** submission of **ALL** school medical authorization forms: inhalers, eye drops, epi-pens, etc. Students are required to see the school nurse for any other exclusions.

**VIOLATION:** *Because of the serious nature of medication usage; any student in violation of SBP medication policy will be disciplined as deemed appropriate by the Administration. Permission to self-medicate may be revoked if the student violates school policy governing administration of non-injectable medication and/or these regulations. Additionally, student may be subject to discipline, up to and including suspension or expulsion.*

<b>DINING HALL AND ABBEY CHURCH</b>
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**13.0 GOOD MANNERS** are required in the Dining Hall. Normal table etiquette is to be followed. Boisterous activity and yelling are not allowed.

On school days, the school uniform is worn at breakfast and lunch (cf. 4.1 & 4.2). At lunch on Sunday, the dress code for Mass applies (cf. 4.9). Dress code for other meals is as follows, **boys:** shirt, pants or shorts, shoes; **girls:** blouse or shirt, either slacks, dress, skirt or shorts, and shoes. (Not allowed are clothing with holes, tank-tops, shortshorts, mini-skirts and the like. No mid-riff showing, no strapless blouses or sweaters or the like.)

Dining hall utensils (glasses, trays, silverware, salt, pepper, etc.) are not to be taken out of the dining hall.

During lunch, off-campus food may not be delivered to the school except by special permission from the school office.

**13.1 ABBEY CHURCH:** The Abbey Church is the heart of the campus; students are encouraged to frequent it. As a sacred place, quiet and dignified behavior are required there at all times, particularly at Mass and other services of worship.

## ACHIEVEMENT / TRUST PROGRAM

**ACHIEVEMENT/TRUST and MISCONDUCT REPORTING:** The Achievement-Trust (A/T) Program assists the St. Bernard student in making good life decisions in the classroom, in the dorm, and on the campus as a whole. The School assumes that each student is “at the top” with regard to citizenship and general behavior. Therefore it gives each student the trust that results from good citizenship, and the benefits and privileges that flow from that trust as allowed each class level (freshman, sophomore, junior, senior). If a student makes the choice to act against the School’s expectations, there follows the result that is some degree of loss of benefits and privileges. After a period of time the student begins anew, the opportunity of a new start.

All students begin the year at the highest level attainable (Level III). However, returning students will sometimes begin a new school year still limited by the consequences of poor behavior from the end of the previous school year. Nevertheless the first week of school allows a reprieve from those consequences as students settle in for the new year and get acquainted/reacquainted with fellow students. Beginning the Monday of the second week of school, the earned consequences from the previous year begin. Note, however, that poor behavior chosen during the first week of school will usually result in immediate consequences.

### ACHIEVEMENT / TRUST LEVELS

**The A/T program is based on a level system with Level III allowing the greatest freedoms and privileges, Level II giving significant restrictions, and Level I being the most restrictive.**

#### **LEVEL III**

*The highest level of trust attainable, therefore the greatest freedoms and privileges.*

For Boarding Students, with exceptions as allowed by the Dorm Directors:

1. Regular Study Hall in the dorms *	7-9 p.m.	Mon. – Thurs.
2. In Dorm	9:30 p.m.	Sun. – Thurs.
3. In Own Room	10:00 p.m.	Sun. – Thurs.
4. Lights Out	10:30 p.m.	Sun. – Thurs.

\* The second hour of study hall may not be required of seniors who qualify academically.

#### **LEVEL II FOR BOARDING STUDENTS**

While on Level II the following restrictions apply:

1. Follow directives of the Dorm Director and Administration.
2. See that you receive a Level II directives sheet; follow it; keep it posted on your dorm room bulletin board.
3. A boarding student on Level II must remain on campus for the weekend if his/her Level II time includes a weekend. Two make-up days will be added to the Level II time if not present for the weekend.
4. Detention as assigned. Afternoon study hall if deemed necessary.
5. Monday through Thursday: must be in the dorm (study hall) for the night by 7:00 p.m., regular Study Hall 7:00 p.m. through 9:00 p.m., no 9:00-9:30 Quad time, in your own room by 10:00 p.m., lights out by 10:30 p.m. (Sunday sign-in: by 9 p.m. as directed by *Student Handbook*)
6. Outside of class hours, must stay in Quad during the day, Inner-Quad at dusk, unless legitimate school obligations require otherwise, e.g., work study, representing or preparing to represent the school in an approved “team” activity with direct supervision of faculty/staff e.g., sports, music, drama, Scholars Bowl. Students may go to the Abbey Church for Mass.
7. On-campus weekends: Must stay within Quad during day and in the Inner-Quad at dusk. May leave campus only with weekend dorm director when all students leave campus together.

8. Off-campus weekends: May not return to campus for any reason (with the exception of legitimate participation in athletic events, performances, etc.) until prepared to sign in and remain on campus.
9. If involved in an approved athletic practice or game, you may be present for that practice or game only. You may not be a spectator. Arrive when required and leave when the obligation is over. Failure will result in disciplinary action.
10. May not participate in school activities such as dances, movies, athletic events (as a spectator), etc. Must stay in the dorm (by 7:00 p.m. or earlier as required) during these events. If attendance at an event is mandatory, you will attend and return immediately to the dorm.
11. Town privileges are revoked, including "Town Day". Automobile privileges are lost, though an auto may be used to go to and from home. Auto keys must be turned in to the school office immediately.
12. Team managers and other support personnel may not serve in those capacities while on Level II.
13. If you break a restriction of Level II you will serve extra days on Level II. Suspension or expulsion will result if the problem is chronic.
14. If you are away from school/dorm while on Level II or, with school approval, you "break" a restriction of Level II (e.g., go to town with your visiting parent), you will serve one extra make-up day on Level II for each day missed.
15. After serving 6 weeks on Level II, any subsequent Level II placement will usually result in referral to the Honor Council. Additional disciplinary action may include but not limited to: Immediate placement on Level I, additional week(s) on Level II, suspension, referral to the Administrative Council or other disciplinary measures deemed appropriate by the administration.
16. Receiving more than 12 weeks of Level II will usually result in immediate referral to the Honor Council. Additional disciplinary action may include but not limited to: Immediate placement on Level I, referral to the Administrative Council, suspension or expulsion.

#### **LEVEL II FOR COMMUTING STUDENTS**

While on Level II the following restrictions apply:

1. Follow the directives of the Administration.
2. Morning and Lunch Detention each school day and afternoon study hall if deemed necessary.
3. One Saturday Detention (7:00 a.m. to 11:00 a.m. unless otherwise noted) will be served for each week of Level II assigned, beginning on the first available Saturday after placement on Level II. See 6.0 on "Saturday Detention Regulations". If late, MRs will be given.
4. Barred from campus during Level II period except during class hours, work detail, tutoring, detention study hall, etc.
5. May represent or prepare to represent the school in an approved activity, e.g., sports, music, drama, etc., under the direct supervision of school faculty/staff.
6. May not be present on campus outside of the above allowances, e.g., if you are involved in an approved athletic practice or a game, you may be present for that practice or game only. May not be a spectator. Arrive when required and leave when the obligation is over. Failure will result in disciplinary action.
7. May not participate in school activities such as dances, movies, spectator at athletic events, etc.
8. If Level II restriction is broken, serve extra days on Level II. Suspension or expulsion may result if the problem is chronic.
9. If away from school while on Level II, serve one extra make-up day on Level II for each day missed.
10. After serving 6 weeks on Level II, any subsequent Level II placement will usually result in referral to the Honor Council. Additional disciplinary action may include but not limited to: Immediate placement on Level I, additional week(s) on Level II, suspension, referral to the Administrative Council or other disciplinary measures deemed appropriate by the administration.
11. Receiving more than 12 weeks of Level II will usually result in immediate referral to the Honor Council. Additional disciplinary action may include but not limited to: Immediate placement on Level I, referral to the Administrative Council, suspension or expulsion.

#### **LEVEL I FOR BOARDING STUDENTS**

While on Level I the following restrictions apply:

1. Follow the directives of the administration and Dorm Director.
2. See that you receive a Level I directives sheet; follow it; keep it posted on your dorm room bulletin board.

3. A boarding student on Level I must remain on campus for the weekend if his/her Level I time includes a weekend. Two make-up days will be added to the Level I time if not present for the weekend.
4. Must turn in any **telephone/communication device** to Dorm Director immediately. May use weekend room phone to speak with parents. This may be done only once a day as allowed by the Dorm Director.
5. Must give to the Dorm Director immediately any **computer, ipod or such** in your room.
6. After the school day, return to the dorm immediately after the last class and report to the Dorm Director. Should you be assigned to any work, detention study hall, tutoring or other assigned duty by the administration, you must return to the dorm immediately with a note, signed by the appropriate supervisor stating the time of arrival and time of departure.
7. Student is not to have visitors in his/her room nor visit in another's room.
8. In dorm Sunday through Thursday at all times, except during the class day. Leave for breakfast and school building at 7:15 a.m. or as the Dorm Director indicates; leave for supper at 5:15 p.m. and return by 5:35 p.m., or as directed by the Dorm Director.
9. Students returning to campus after a weekend or holiday must go immediately to the dorm and sign in, not leaving unless permission is given by the Dorm Director or administration. Level I restrictions take effect at whatever time one returns (by 5:00 p.m. at the latest).
10. May **not** represent the school and may not participate in any extracurricular activities, e.g., athletic events, dances, music, theater, campus ministry, Scholars Bowl, etc. May not attend any SBP function on or off campus.
11. Town privileges are revoked. Automobile keys must be turned in to the school office immediately.
12. On-campus weekends: Same as during the week, except: student may be in the inner-quad during the day; and be in the dorm by 5:00 p.m. Leave the Inner-Quad only with the weekend dorm director of your dorm – when all students leave together. Must be in the dorm by 5:00 p.m.
13. Loss of position/eligibility for class officer or Student Council membership for the current and following semester.
14. **If you break a restriction of Level I you will serve extra time on that level.** Suspension or expulsion may result if the problem is chronic.
15. Placement on Level I more than once in an academic year may result in suspension or expulsion from school.

### **LEVEL I FOR COMMUTING STUDENTS**

While on Level I the following restrictions apply:

1. Morning and Lunch Detention each school day, and afternoon study hall if deemed necessary.
2. Two Saturday Detentions (7:00 a.m. to 11:00 a.m. unless otherwise noted) will be served for each week of Level I assigned, beginning on the first available Saturday after Level I placement. See 6.0 on "Saturday Detention Regulations". If late, MRs will be given.
3. Barred from campus during Level I period except during class hours, work study, tutoring, and detention study hall.
4. May **not** represent the school or participate in any extracurricular activities which the school is participating. This includes events that take place off campus, i.e., athletic events, drama, field trips, etc.
5. Loss of position/eligibility for class officer or Student Council membership for the current and following semester.
6. Follow the directives of the Headmaster.
7. **If you break a restriction of Level I you will serve extra time on that level.** Suspension or expulsion may result if the problem is chronic.
8. If you are away from school while on Level I, for each affected day you will serve a day on that level.
9. Placement on Level I more than once in an academic year may result in suspension or expulsion from school.

<b>STUDENT GOVERNMENT</b>
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## Constitution

### Preamble:

In the belief that secondary school students have much to contribute to their own and their peers' education, the Faculty and Administration of St. Bernard Preparatory School (SBP) encourage participation in varied student activities - that is, not only those included in the SBP curriculum, but those organized and carried out by students adjunct to the curriculum. It is understood that such activities must be those consonant with the SBP philosophy, moderated by a Faculty member, and approved by the Headmaster.

This Constitution has been developed in order to assure that principles of fairness, openness, and continuity will be observed in a changing student population. The document is relatively brief in order to preserve flexibility and allow room for adaptation as needed.

### Article I. Name.

The name of this organization is "The St. Bernard Preparatory School Student Council," hereinafter called "The Student Council."

### Article II. Purpose.

The purpose of the Student Council shall be five-fold:

To support excellence in scholarship among students. St. Bernard Preparatory School was founded in 1892 for excellence in educating adolescents; therefore, the major objective of a Bernardian is to excel (academically) consistently. The Student Council is an organization which should constantly set good examples for the remaining student body. A primary means of achieving this is by maintaining and upholding proper academic performance.

To help with the growth of leadership potential and the expression of talent among students. Every Bernardian possesses some degree of talent and leadership ability. The Student Council should offer students of SBP as many opportunities as possible to develop and display talents while growing in leadership.

To provide for students' expression of responsibility to the St. Bernard and local communities. In order to increase the Bernardian's awareness of contemporary life, the Student Council is responsible for offering all students the opportunity to be involved in and grow in responsibility towards the immediate community (St. Bernard) and other communities.

To promote a positive, healthy atmosphere for student life. Because our school is a boarding school, the Student Council is responsible for promoting a positive, active, and thus, healthy residential atmosphere.

To support the values of honesty and integrity among students on and off campus. As models for all Bernardians, Student Council members are expected to be of high character and to exhibit such character during Council functions and in all of life.

### Article III. Membership.

#### Section 1. Number of Members.

The Student Council shall not exceed 11 members. Each member has the general underlying responsibility of being honest and prompt in his or her work, and most importantly, of playing an integral role in maintaining a positive, healthy atmosphere throughout the community. Qualifications and election of Student Council members will follow procedures stated in the by-laws. The Student Council members have many responsibilities to the Council as well as to the rest of the Student Body. These responsibilities will remain as they are presently stated in the by-laws.

#### Section 2. Qualifications of Members.

Members shall be full time students in attendance at SBP for at least one previous semester (with the exception of the Freshman class representative). Each elected member shall have the endorsement of at least 5 current full time students in the group he/she proposes to represent. Each member shall have a cumulative grade

point average as defined in the by-laws.

### Section 3. Election or Appointment of Members.

Members of the Council who are not Officers are selected as follows:

Class Representatives are elected by each class: Seniors, Juniors, Sophomores, Freshmen.

Dormitory Representatives are elected by the Dorm Councils, one each for boys' and girls' dorms.

The Commuter Student Representative is chosen by commuter students.

## **Article IV. Officers.**

Section 1. Officers of the Student Council shall be: President, Vice-president, Secretary, and Treasurer.

Section 2. Qualifications of Officers: In addition to the qualifications of officers listed in Article III, Section 2, above, the President and Vice-president of the Student Council must be rising Juniors or Seniors, in full time attendance at SBP for the two previous semesters and having a minimum grade average of 85. The Secretary and Treasurer of the Student Council must be rising Sophomores, Juniors, or Seniors in full time attendance at SBP for the previous semester, and have a minimum grade average of 80.

Section 3. Election of Officers: Officers of the Student Council will be elected at large by simple majority vote (50% of votes cast plus one) of Junior, Sophomore, and Freshmen students. The election will take place in April or May for the following academic year, or as approved by the administration.

### Section 4. Responsibilities of Officers:

The President: The duties of the President are by far the most demanding in the Student Council. The President is the person primarily responsible for the smooth and effective operation of the Council. He/She has duties to the other Officers, the Council Committees, the Council Assembly, the Students at Large, to Teachers and Administrators, and the whole community. He/She makes it a special responsibility to keep the Headmaster and the Council Moderator informed about student life and activities at SBP. Other duties are outlined in the By-laws, and can be found in expanded form in the Handbook for Student Councils published by the Division of Student Activities of the NASSP.

The Vice-president: Although the Vice-president assumes the President's responsibilities only when the President is absent, there are other ways in which he/she is expected to be helpful. In general, the Vice-president serves on the Executive Committee, and as the President's assistant according to the By-laws and the pleasure of the President.

The Secretary: The Secretary serves on the Executive Committee, records and preserves the minutes of each meeting, and carries on and keeps copies of all official correspondence in the name of the Council.

The Treasurer: The Treasurer keeps accurate written records of all the Council's financial transactions, and each week reports a summary of those monetary transactions to the Executive Committee at business meetings of the Council. He/She must make monetary estimates of income and expenditure and should be cautious about constant expenditures. The Treasurer receives all receipts of income and must authorize all expenditures according to the By-laws. He/She maintains good relationships with Business Office personnel through whom all transactions of income and expenditure are channeled.

## Article V. Duties of Members.

Section 1. A member of the Council will serve as chairperson of each committee unless exempted by the action of the Council according to the By-laws.

Section 2. Members of the Council are expected to attend all Council meetings unless excused by the President or Moderator or by vote of the Council.

Section 3. Members who represent a given group are expected to report actions of the Council to that group. Those members are expected to deliberate and act on behalf of their constituents, but in the interest of all SBP students as well.

## **Article VI. Meetings.**

Meetings of the Council must be held at least monthly but are normally held weekly. Notice of meetings or meeting postponement will be given at an appropriate time in advance.

## **Article VII. Amendment.**

This Constitution may be amended by Council vote with Student Body approval after one month's written notice of the amendment to be considered, and with the Headmaster's approval.

## **STUDENT COUNCIL BY-LAWS**

### **Article I. Purpose.**

Excellence in Scholarship: St. Bernard Preparatory School was founded in 1891, purposing excellence in educating adolescents; therefore, the major objective of a Bernardian is to consistently excel academically. Maintaining and upholding proper academic performance is a primary means of achieving that goal and Student Council members should constantly set good examples for the entire student body.

Leadership and Talent: Every Bernardian possesses talent and leadership ability. The Council should offer students at S.B.P. as many opportunities as possible to develop and display talent while growing in leadership.

Community Responsibility: In order to increase a Bernardian's awareness of contemporary life, the Student Council is responsible for offering all students the opportunity to be involved in and grow in responsible service to the immediate community (St. Bernard) and other communities.

Positive, Healthy Atmosphere: Because our school is both day and residential, The Student Council is to promote a healthy atmosphere for all members of the campus community, boarders and day students.

Honesty and Integrity: As students at a Benedictine preparatory school, members of the Student Council will labor to grow in and represent the values implied in that distinctive education.

### **Article II. Membership.**

General: Each candidate for Student Council Office or for Class Representative must have the written endorsement of at least five students in his/her constituency. President and Vice-president must have and maintain a grade average of 85. Secretary and Treasurer must each have and maintain a grade average of 80. Membership on the Council will be limited to eleven persons.

Election of Members: Election to office requires a simple majority of votes cast, i.e., 50% plus one. Elections are conducted by the Election Committee. Members of this committee are appointed by the President prior to the beginning of the election process. The Student Council moderator serves as advisor to the Election Committee.

Committee Chairpersons: Committee Chairpersons must have been full time students at S.B.P. for at least the previous semester.

Removal from a Council Seat or Office: After three non-excused absences from official meetings, officers or members of the Student Council may be removed from membership upon vote of that body.

### **Article III. Duties of Officers.**

General: The Officers comprise the Executive Committee. They prepare the agenda for Student Council meetings, and for presentation to the Assembly they prepare suggestions for activities beneficial to the school community. The Officers also survey student needs, attempt to maintain a holistic view of student life and find ways to improve that life on behalf of groups and individuals.

President: The President appoints all committees with their chairpersons. He/She is an ex officio member of all committees, with the exception of the Election Committee, and serves as chairperson of the Executive Committee. The President delegates responsibilities but remains alert to the status of Council plans and activities, sometimes serving to prod lagging leadership, sometimes encouraging or arbitrating, frequently recognizing jobs well done. The President knows how to support leadership in others and is quick to assist with difficult work. He meets with the Headmaster frequently, and with the Council Moderator before each official meeting.

Vice-president: The vice-president assists in the preparation of proposed agendas, helps organize the calendar, and serves as coordinator or chairperson of a (or several) committee(s) as is deemed useful. He/She may be assigned other responsibilities. The Vice-president should always be prepared to conduct meetings or

represent the Council before other groups if the President cannot do so.

Secretary: The Secretary keeps minutes of meetings and publishes them promptly so as to remind members of decisions taken and work assignments made, to inform all students of projects being undertaken and those responsible for carrying them out. The Secretary also records all suggestions received so that the minutes may show what (if any) action was taken concerning them. (Action may be positive, negative, or not at all – according to the wisdom of the group.)

Treasurer: No Student Council funds may be spent without approval in advance by the membership. After approval by the council, a Purchase Requisition, properly signed, is required before payment. All funds received are turned in to the Business Office to be credited to the Student Council account. This is done by the Committee Chairperson or the Moderator; a copy of the receipt is kept by the Treasurer. The Student Council is required to operate on a balanced budget.

#### **Article IV. Duties of Members.**

Section 1. Standing Committees: The standing committees are: The Food Committee, the Sports Committee, the Social Committee, the Liturgy Committee, the Dorm Committee, the Constitution Committee, and the Election Committee.

Section 2. Ad-Hoc and Special Committees: Ad-Hoc or special committees may be appointed by the president to perform a particular task or function. The Student Council Office Committee is such an entity. When their assigned tasks are completed these committees are dissolved.

Section 3. Committee Membership: Any current student at SBP may be appointed to committee membership. Members of the Council are expected to chair all committees with the exception of those which no member is competent or able to chair, and those exempted by vote of the Council. Chairpersons who are not members of the Council are expected to attend Council meetings in order to report on the activities of their committee. They are not, however, entitled to vote.

#### **Article V. Meetings.**

Regular Student Council Meetings: Regular Student Council meetings will be open to any student who wishes to attend unless designated as closed by the President. At their first general meeting members will choose a regular meeting day, time, and place. Agenda for each meeting will be announced in advance; this provision does not exclude the Council's dealing with business introduced for the first time at the meeting itself.

Announcement of Meetings: All general and committee meetings must be announced in advance to all members so that all have an opportunity to attend.

Quorum: Quorum for decision making at general meetings will be six members. For committee decisions three members are required to be in attendance. No general or committee meeting is official unless the faculty moderator of that group is present.

Parliamentary Authority: Unless specified otherwise in this Constitution or by-laws, Robert's Rules of Order will be observed at all meetings.

Approval: Actions of the Council and its Committees are subject to approval by their respective Faculty Moderators and the Headmaster of SBP.

#### **Article VI. Amendments.**

These by-laws may be amended with one week's written notice by a two-thirds majority vote at any regular meeting of the Student Council.

## **D.O.M.**

*( Deo Optimo Maximo – To God, the best and the greatest)*

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## **BENEDICTINE CHALLENGES – The Rule of Benedict (RB)**

### **Awareness of God**

*To look for God in the ordinary events of every day.*

“We believe that the divine presence is everywhere.” *RB 19*

### **Worship – “Ora”**

“Let nothing be preferred to the Work of God.” *RB*

### **Dignity of Work – “Labora”**

*To appreciate the dignity of work in God’s creation.*

“...they live by the labor of their hands.” *RB 48*

### **Humility**

*Recognizing that all we have is God’s gift to us.*

“...we...ascend by humility.” *RB 7*

### **Obedience**

“I have come not to do my own will, but the will of Him who sent me. *RB 5*

### **Community Living**

*To live fully through relationships with others.*

“Let all things be in common to all.” *RB 48*

### **Hospitality**

“Let all...be received as Christ.” *RB 53*

### **Justice**

*To work toward a just order locally and in the larger society.*

“..that in all things God may be glorified.” *RB 57*

### **Listen**

*To hear the voice of God whenever and wherever it is spoken.*

“Listen...with the ear of your heart.” *RB Prologue*

### **Struggle**

“Do not be daunted immediately by fear, and run away from the road that leads to salvation.” *RB Prolog.*

### **Moderation**

*To be content with living simply and finding balance in work, prayer and leisure.*

“All things are to be done with moderation.” *RB 43*

### **Peace**

*To strive for peace on all levels; with self, others and God.*

“...our hearts overflowing with the inexpressible delight of love.” *RB Prologue*

### **Service of Others**

*To respect persons regardless of class, culture, or skill.*

“No one is to pursue what is judged better for oneself, but...what is better for someone else.” *RB 72*

### **Stability**

*To be connected and committed to God and your community.*

“...never swerving from His instructions...but faithfully observing His teaching...” *RB Prologue*

### **Stewardship**

*To appreciate and to care for all the goods of this place.*

“Regard all utensils as if they were the sacred vessels of the altar.” *RB 31*

### **Conversion of Life – “Conversatio”**

*On-going conversion to God in a life that generates growth, knowledge of self, formation of virtues, establishment of character, and life-long learning.*

## **BENEDICTINE FACTS TO KNOW**

1. The monks of Saint Bernard Abbey in Cullman are called \_\_\_ monks, after Saint \_\_\_ who died in the year \_\_\_, and wrote the \_\_\_ for living the monastic life.
2. The following Benedictine mottoes (in Latin) briefly explain the Benedictine life. What do they mean? *Pax* = \_\_\_ ; *Ora et Labora* = \_\_\_ ; *Ut In Omnibus Glorificetur Deus (U.I.O.G.D.)* = \_\_\_.
3. When a monastery is under the leadership of an abbot, the monastery is called an \_\_\_.
4. T / F Some monks are priests and some are not.
5. St. Bernard Abbey was founded in the year \_\_\_.
6. The patron saint of St. Bernard Abbey and Preparatory School is \_\_\_.
7. O.S.B. = \_\_\_.

**St. Bernard Preparatory School**  
**Upper School**  
**2009-2010 CALENDAR**

<b>August</b>	9	Orientation (Registration)	Sunday
	10	Classes begin	Monday
<b>September</b>	7	Labor Day – Holiday	Monday
	9	Deficiencies Due	Wednesday
	28	Benefactors' Day	Monday
<b>October</b>	8	First Quarter Ends	Thursday
	12	Columbus Day – Holiday	Monday
	23-24	Parents' Weekend (Conferences)	Friday-Saturday
<b>November</b>	8	Open House – Prospective Students	Sunday
	9	Deficiencies Due	Monday
	21-29	Fall (Thanksgiving) Holiday	
	30	Classes Resume	Monday
<b>December</b>	16-18	1st Semester Examinations	Wednesday-Friday
	19 – Jan. 3	Christmas Holiday	
<b>January</b> <i>A.D. 2010</i>	4	Classes Resume	Monday
	18	Dr. Martin Luther King Day – Holiday	Monday
<b>February</b>	4	Deficiencies Due	Thursday
	15	Presidents Day – Holiday	Monday
<b>March</b>	7	Open House – Prospective Students	Sunday
	9	Third Quarter Ends	Tuesday
	20-28	Spring Holiday	
	29	Classes Resume	Monday
<b>April</b>	2-4	Easter Holiday	Friday-Sunday
	5	Classes Resume at 10:00 a.m.	Monday
	17-18	<i>Bloomin' Festival</i>	Saturday-Sunday
	19	Deficiencies Due	Monday
<b>May</b>	5	Honors Ceremony	Wednesday
	12	Athletic Ceremony	Wednesday
	18-20	2nd Semester Examinations	Tuesday-Thursday
	21	First Day of Summer Break	Friday
	23	Graduation – Upper School	Sunday

**ST. BERNARD PREPARATORY SCHOOL** – Upper School, Grades 9-12

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Counselor:	<a href="mailto:msraz@stbernardprep.com">msraz@stbernardprep.com</a>
Dorm Director (Boys):	<a href="mailto:mrmoelter@stbernardprep.com">mrmoelter@stbernardprep.com</a>
Dorm Director (Girls):	(same as above)

*Dormitory Directors' Telephones:*

Boys: **(256) 737-9824**  
 (Weekend: 256-739-6682 ext. 7125)

Girls: **(256) 739-7063**  
 (Weekend: 256-739-6682 ext. 7127)

*Dormitory General Use Telephones:*

Boys: ext. 7499  
 Girls: ext. 7399

*Saint Bernard Preparatory School admits students without discriminating on the basis of race, religion, sex or national origin.*

*During the school year, for the welfare and advancement of the St. Bernard Preparatory School educational program, this handbook may be amended, altered or otherwise changed by the administration without notice. By enrolling a child in St. Bernard Preparatory School, parents or guardians agree to abide by and cooperate with the policies, procedures and processes contained in this handbook and in other official decisions of the School's administration.*

# Pax

# **ST. BERNARD**

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