



2019-2020

Student/Parent Handbook

DORM SECTION – Page 42

St. Bernard Preparatory School

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.



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.



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.

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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

I. MISSION

Heir to the time-honored Benedictine tradition, Saint Bernard Preparatory School’s mission as a Catholic, college preparatory, residential school is the cultivation of a love of learning and a life of virtue in young men and women within a community of faith and scholarship.

II. PHILOSOPHY

As an educational institution, St. 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.

III. PURPOSE OF HANDBOOK

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.

Administration of consequences for specific behaviors is made by the Headmasters of the School or their administrative designees, usually upon report/recommendation by the faculty, dorm directors, and other staff.

IV. 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** The academic work I submit will be my own. I will not cheat, represent the work of others as my own, or allow others to copy my work or plagiarize; and 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 condone any dishonest discussion or action committed by a fellow student.
- C. **Respect for Property and Rights of Others** I will respect the property and rights of others and will not borrow or take anything without permission; I will not 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-Parent 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.

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

V. ADMINISTRATION

A. School Leadership Personnel

President: Fr. Joel Martin, O.S.B

Headmaster: Fr. Linus Klucsarits, O.S.B.

Counselor: Mrs. Mary Mayo

B. Accreditation

St. Bernard Preparatory School having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. It is also a member of the Southern Association of Independent Schools, The Association of Boarding Schools, and the National Catholic Educational Association.

C. Non-discrimination

St. Bernard Preparatory School admits qualified students without regard to race, color, ethnic background, national origin, or religion. St. Bernard Preparatory School is a non-profit organization that subscribes to non-discriminatory admissions and employment practices. In this way, St. Bernard Preparatory School prohibits discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of its educational, personnel, admissions, financial aid, athletic and other school administered programs.

D. Finances

1. Please contact the business office or consult the website to find a schedule of Upper and Middle School expenses for the 2019-2020 academic year, all of which are subject to change as necessary and without notice.
2. St. Bernard Preparatory School is a private institution and is not supported by taxes/public funds or Church subsidies. Tuition and fees help defray, but do not cover, the cost of educating each student in the school. Debts to St. Bernard Preparatory School are non-dischargeable in bankruptcy.
3. The cost of education increases with each academic year. Generally, each school year will require an increase in tuition, room-and-board and other fees in order to meet that rising cost.
4. The general expenses covering tuition, room and board, textbooks and fees are due on the day of registration. As needed, single, semester or monthly payment arrangements can be arranged through the school. Before records are released, financial accounts must be cleared by the school Business Office. A 6-year or 4-year tuition/room-and-board advanced payment plan is available for students who are paying in full. Accordingly, charges in these areas are calculated for all four years and a one-sum payment is made. Using this plan, tuition and room-and-board increases may be avoided.
5. Students are enrolled for the full academic year and no refund of tuition and room-and-board will be made by St. Bernard Prep School for absences, withdrawal, or dismissal.

E. Scholarship and Financial Aid

1. Financial Aid Grants are made according to financial need determined by information submitted to www.TADS.com. The school does not discriminate on the basis of race, sex, religion, national origin, or physical handicap unrelated to performance capability. Students who receive aid are expected to maintain grades above an 80% in all core classes and foreign language class (if applicable). Students who fail to maintain this grade requirement will be subject to a biannual review which can result in a loss or a reduction in the aid amount awarded.

VI. RELIGIOUS PRACTICES

A. 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, what we do, and what we wish to become. The chief objective is to develop a life of prayer and of love for God and neighbor. Students are encouraged to attend Mass frequently (it is offered daily), to make use of the Sacrament of Penance (for Catholics), and to serve others. All students are expected to participate in the Religious Life of the school through maintaining a prayerful posture and comportment during recitation of daily prayers, attendance at liturgical and para-liturgical celebrations, and in respecting the monastic traditions and lives of the Monks of St. Bernard Abbey.

B. Prayer

Prayer is central to the life at St. Bernard Prep School. Each school day begins and ends with prayer over the school PA system. Also, assemblies, faculty meetings, student meetings, athletic events, and other special events will generally start with prayer or a special blessing. Prayer is integrated into each academic class as well as in the general communal life on campus.

C. Liturgies

A regular weekly Mass will be offered for all students, staff, and faculty in the Abbey Church or on the grounds of St. Bernard Abbey. Attendance at Mass is an obligation. Liturgy is a sacred time of calling to a deeper relationship with our Lord, and therefore all students must behave during liturgy in a way that truly respects the dignity of worship to our God. In the Catholic faith, the Mass is the representation of the ultimate sacrifice of Christ for us. Therefore, liturgy is at the center of who we are at St. Bernard Preparatory School.

D. Special Celebrations

During the year there will be a number of special celebrations such as Benefactors' Day, the Solemnity of St. Bernard, Stations of the Cross, and others that will provide opportunities to celebrate our faith together.

E. Theology

St. Bernard Prep provides a strong four-year academic theology program to help advance a deeper understanding of the teachings of the Catholic faith. With Christ as our Head Teacher, instruction in theology provides our students with the intellectual formation of the faith necessary to help them live virtuous lives both in and out of the classroom.

F. Community Work and Service

Ten hours of community service are required of all students each semester. Students who fail to meet this requirement will have 5 points taken from their semester Theology grade. Verification forms are available to each student, and each semester the form is due to the student's theology teacher at least 1 week prior to the first day of semester exams. Festival service hours are due within two weeks of the festival. Students are to offer time and talent when and where there is need; this is especially true of the Bernard Blues and BBQ and the *Bloomin' Festival*, the annual arts & crafts fairs that are major fund raisers for the school. All students are required to assist in these events.

VII. ACADEMICS

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 not strictly assigned, a student must be concerned with reviewing and organizing previous work (class notes, homework, tests, etc.) so that a subject is truly learned. This is the basis of true study – and it is essential "homework". Homework also means 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.

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.

A. Graduation and Other Academic Requirements

1. Middle School academic requirements and offerings that give students the opportunity for proper preparation for continued study in the Upper School grades, 9-12:

<i>General Courses of Study</i>	<i>Grade 7</i>	<i>Grade 8</i>
English Grammar	English Grammar 7	English Grammar 8
Literature	Literature 7	Literature 8
Science	Life Science	Physical Science
Mathematics	Mathematics 7	Pre-Algebra, Algebra 1, Geometry
Social Studies	Geography/Citizenship	Ancient World History
Religion	Religion 7	Religion 8
P.E. /Health	P.E. /Health	P.E. /Health
Enrichment/Elective	<i>Both Grades:</i> Choral Music, Orchestra/Band, Art. ESL (English as a Second Language) required as necessary.	

2. The Upper School course of study leading to graduation is given below. Preparing teenagers for college and university studies, St. Bernard awards its diploma based on the successful completion of courses and the accumulation of at least 24 credits.

3. St. Bernard students are expected to enroll in at least seven classes each semester. The policy of St. Bernard is that no courses are audited.

The following chart is an outline of the required course of studies (in **bold type**) and electives:

<i>Courses</i>	<i>Min. Credits Required</i>	<i>Freshmen</i>	<i>Sophomores</i>	<i>Juniors</i>	<i>Seniors</i>
English	4.0	English 9 †	English 10 †	English 11 (AP) †	English 12 (AP) †
Science	3.0	Biology	Chem	(Chem. , Physics, Anat. & Physiol.)	(Chem. , Physics, Anat. & Physiol.)
Mathematics	4.0	Algebra I * (Geometry)	Geometry (Algebra II)	Algebra II (Pre-Calculus)	(Pre-Calculus) (Calculus) (Calculus BC) (Algebra III)
Foreign Language	2.0	Latin I, Spanish I	Latin II, Spanish II	(Latin III, Spanish III)	(Latin IV, Spanish IV)
Theology	4.0	Theology I	Theology II	Theology III	Theology IV
Social Science	4.0	World History	U.S. History I	U.S. History II, AP U.S. History	Economics/ Government
Health / P.E.	1.5	P.E.	Health		
Computer Sc.	0.5		Computers	**	**
Fine Arts	1.0	++	++	++	++
Electives	2.0-7.0			+	+
CREDITS	26-32	<i>Total 7</i>	<i>Total 7</i>	<i>Total 7</i>	<i>Total 7</i>

* If Algebra I has been completed in 8th grade, a placement test will qualify the student for Geometry in the 9th grade.

+ AP Chemistry, Physics, Physics C, Anatomy & Physiology, AP Biology, Pre-Calculus, AP Calculus, AP Calculus BC, AP U.S. History, Advanced (III, IV) Foreign Language, Drama, Journalism, Physical Education, Art Graphics, Choral Music, Music Appreciation, Advanced Computer.

† ESL (English as a Second Language) required as necessary.

** Advanced Computer.

++ Band and Chorus ordinarily available all four years.

4. To be eligible for graduation from SBP, a senior must earn a semester passing grade (at least 60) in each course (required or elective) in both semesters of the senior year. Passing a given course requires a semester average of at least 60 in that course.

5. Barring extraordinary circumstances, final exams at SBP are final. They are given once, with no extra credit offered beyond the examination itself. An exam may not be re-taken for the purpose of passing a course, elevating a grade, or qualifying for graduation.

6. St. Bernard offers a number of AP and dual enrollment courses. Students who take AP courses are encouraged to take the AP test for that course.

B. Academic Probation and Warning and Academic Restriction

1. Academic Warning status = earning an overall semester average below 77.0; Academic Probation status = earning an overall semester average below 75.0. 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 60 in one course or below 70 in two courses is subject to review and may be dismissed from the School.

Academic Eligibility Examples

<i>*English</i>	59	English	76
Alg. II	77	<i>*Alg. II</i>	68
Physical Science	78	Physical Science	82
World History	86	World History	70
Theology	92	Theology	90
Art	93	Art	87
Latin	70	<i>*Latin</i>	66

* Ex. 1: Ineligible due to one grade below 60.

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

In either of the two examples above, a student is ineligible to participate in any extra-curricular activity until the next deficiency-reporting time (4.5 weeks into the next quarter) or grade-reporting time. If at that time the student has raised his/her poor report card grades to no more than one below 70 and none below 60, he/she will be allowed to participate immediately. Example 1 above: English must be brought up to 60 or above. Example 2: Algebra and Latin; one must be 70 or above. **Note**, deficiency reports (not report card grades) can rescue a student from Academic Restriction or keep that student there, but they will not put a student on Academic Restriction. E.g., in Ex.1 if at deficiency time the student got a 60 in English he/she would be eligible, even if he/she got deficiency reports in Art and Latin. Only report card grades will put a student in Academic restriction; not deficiency reports.

Example: In the fall of 2019, student eligibility in any extra-curricular activity is determined by the 2nd semester (Spring) of the 2018-19 academic year. If a student had one grade below 60 or two (2) between 60 and 70 for the 2nd semester or 4th quarter, that student may **NOT** participate in any extra-curricular activity at the beginning of the 2019-20 school year. If at the first deficiency reporting period (after 4.5 weeks), the student improves

academically and no longer has prohibitive grades (i.e., has no grade below 60 and no more than one grade below 70) the student may participate in extra-curricular activities immediately.

If on ACADEMIC RESTRICTION status:

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

Commuting students must 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 cannot fulfill the above requirements; the student will be given a place to study.

C. Assessment and Grading Scale

1. Semester Exams are to be taken as scheduled. Under ordinary circumstances, students who miss an exam will receive an “I” (Incomplete) for the course until the exam is taken at the beginning of the next semester, or in the case of second semester exams, after graduation.

2. 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		

A student who obtains a grade of 60 or higher in designated classes will have points awarded to their semester grade as follows:

Honors classes – 5 points

Pre AP classes – 7 points

AP classes – 10 points

D. Honors and Awards

1. **ACADEMIC DISTINCTIONS:** Academic distinctions are published at the end of each semester as follows:

- **Honor Roll** – Semester average of 95.0 or above.
- **Merit Roll** – Semester average of 90.0 to 94.9.

2. **ACADEMIC 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. Upon review of the Administrative Council, students with unacceptable conduct may be prevented from being considered for academic distinctions.

E. Schedule Changes (Dropping/Adding Courses)

Ordinarily, once registration is completed and schedules have been approved by the school and parents, changes are not allowed. Examples of acceptable exceptions: drop a study hall and add a class, take a more challenging course. Unacceptable: dislike of a teacher or class, desire to avoid a low grade. Class schedule changes for legitimate reasons must be made by the end of the second week of a semester. Students will not be permitted to drop classes for any semester after that point. If there is need for a change, 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).

VIII. DAY-TO-DAY OPERATIONS

A. School Day Schedule

School buildings open	7:30 a.m.
Classes Begin	7:50 a.m.
Classes End	3:15 p.m.

Dorm Schedule in Dorm Section of Handbook

During Lunch students are to be in the dining hall or in an approved area outside, unless official permission has been given. Day students are to be off campus by 6:55 pm every night if not attending a school sponsored event unless permission has been given from the Headmaster's office.

B. Inclement Weather

1. 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 Headmasters 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.

2. Should difficult weather threaten safe travel; St. Bernard will follow decisions made by the Cullman City School system. If a family lives in Cullman County or surrounding counties and decides that it is unsafe to bring their children in due to inclement weather, the absence will be excused.

3. In the case of a campus specific emergency closing, the school will contact all families via phone and text. Since extreme conditions can make cell phone contact the best reliable method of communication, please see that the school has your current cell phone number(s).

C. Attendance

1. Absences are either excused, non-excused with permission, or unexcused. Records are kept in the Headmaster's office. 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 not before. Guidelines for excused absences are as follows: illness, death in the immediate family, inclement weather which would be dangerous (as determined by the administration) to the life and health of the child, other conditions as determined appropriate by the administration.

2. Students may not be absent from class without a reasonable excuse. Absence for any reason has a negative impact on student achievement, and the student is responsible for his/her assignments during any time of absence. If the absence is unexcused or non-excused, teachers will deduct academic points, 10 points on a 100 point scale. The School strongly discourages absences for any reason other than those listed above. Family vacations and outings are considered unexcused, as are leaving prior to breaks and delayed returns from breaks.

3. On the day following any absence (whole or part of a day) the student must go to the office immediately upon arriving at school and present a written excuse (signed by the responsible person) for a readmission slip which 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 detention being assigned on the day the student returns to school. In the event detention cannot be assigned on the day of return, detention will occur on the next available day.

4. Absence because of illness for more than two school days in succession or during a school week requires a physician's excuse on the day of return; otherwise the absence is not excused and the student will be assigned morning and or lunch detention.

5. If an absence is anticipated, permission must be requested in the school office five school days prior to the date of absence. The School reserves the right to deny any and all requests. Students planning to be absent must have each instructor sign the form and make arrangements to satisfy academic responsibilities, otherwise it is the responsibility of the student on the day of his/her return to class to meet with the teacher of each subject 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. 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.

6. Absences sanctioned by the school, i.e., field trips, college days, athletic obligations, school retreats, etc., will not count towards accumulated absences.

7. If necessary for a student to leave school during the school day (other than an illness), parents are to notify the school before 9 a.m. on the day of the absence, have the school's permission and, at the time of departure, notify the Headmaster's office and sign out. A student should sign out only when he or she is actually leaving and has fulfilled all necessary commitments. Students who leave campus without fulfilling the above requirements will be disciplined accordingly. No student is allowed to check out on field day or blue and white day without prior permission.

8. 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. Unexcused tardiness will merit a break detention. Guidelines for excused tardiness are the same as excused absences.

9. A student who misses 5 complete days or 5 days of any given class, excused or unexcused in a semester, will attend make-up study hall (seat time) on an assigned Saturday beginning at 8 am for 35 minutes per missed class or 4 hours per day. Each subsequent absence after this point will be handled in the same manner. Students who attend Saturday school will be required to pay \$10.00.

Saturday seat time guidelines and regulations are as follows:

- a. Students will serve on announced Saturdays.
- b. A \$10.00 fine must be paid for each SD. It is due on the day of detention. If it is not paid, the student will incur further disciplinary measures.
- c. Saturday detentions will be posted outside the HS office and students are responsible to check that location if they believe they have earned one.
- d. A Saturday detention may be postponed because of school obligations or extreme personal situations (not outings or vacations) to be explained in writing by parents.
- e. If a Saturday detention is not served and is not excused, two Saturday detentions will be served and a \$10 fine paid for each, due as above.
- f. Students will meet the monitor at the office or the specified location by 8:00 a.m.
- g. Students must wear decent clothing for work and/or study.
- h. Students should bring texts to read or study that are connected with their classroom studies.
- i. Students may not talk, sleep, rest their heads or lean on the desk or any other object.
- j. No food or drink, laptop, cell phone, sound equipment, or any such device is permitted, and if brought, must be checked in with the monitor upon arriving.
- k. Tardiness (less than 15 minutes) will result in a lunch detention to be served the first class day available. Students will be sent home if they arrive over 15 minutes late and will serve detention for two Saturdays paying the fine for each by the next class day.
- l. Violations of any regulations may cause extra time to be added to the detention, additional days, or result in a Major Demerit.

10. A student who reaches 10 days absence from any given class, will have a semester's credit withheld even if the absences are excused. The student and parents will be notified if this occurs. Parents have the right to appeal the loss to the Attendance Committee with a letter which must be sent to the Headmaster in a timely fashion. Any documentation concerning the absences (medical, etc.) will need to be presented with the letter of appeal to the Attendance Committee who will make a recommendation whether or not credit should be given.

11. Students who miss four or more class periods on any given day are not permitted to participate in after school activities including athletic games, Scholars' Bowl tournaments, etc. on that day.

D. College Visits

College visits are for juniors and seniors and 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 the college in which the student is sincerely interested. Students must notify all affected SBP instructors one week in advance of the visit 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 a college visit (i.e. signed and dated verification on college letterhead) must be presented to the SBP guidance counselor upon return to school.

E. Transportation and Parking

1. The administration reserves the right to restrict/prohibit driving/riding privileges as deemed necessary. The use of an automobile is a privilege and a responsibility.

2. Any automobile used by a student at school must be registered and must be registered in the school office before or immediately upon arrival on campus. The following criteria must be met before a student brings an automobile on campus or immediately upon arrival, required items given to the Headmaster's office.

a. Copy of the valid U.S. driver's license.

b. Copy of a valid insurance card. Liability insurance is required for any vehicle driven on campus by a student.

By parking on our campus, students agree to allow the School access to their vehicle at any given time.

3. With the permission of their parents, properly licensed students (10th grade and above) may drive to school and must leave their automobiles locked and properly parked in the designated area of the high school classroom building parking lot. When arriving on campus, students are to exit vehicles promptly. If arriving on campus prior to the opening of school buildings at 7:30 a.m., students must wait in the Dining Hall. All students must have an SBP parking pass clearly visible on the windshield of their vehicle.

a. Students may not park in other areas, especially the gymnasium, ball fields, Grotto parking lot, or tennis courts.

b. Students are not allowed to go to their vehicles, or the vehicle of another student during the class day without proper permission.

c. Students who are parking their vehicles on campus must have a decal from the office displayed where directed by the school.

d. A freshman or a student on social probation is not to be in an automobile at any time unless he or 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.

e. A dorm student must sign out properly before riding in any automobile. See dorm section of this book.

f. Students may only park an automobile in the quad area or in front of the Administration Building temporarily (several minutes) for quick business (e.g., arrival, departure).

4. Parents of boarding students may choose one of the following options

a. Vehicle used only for transportation from home to and from school, in which case, students must turn keys in to the Dorm Director upon arrival

b. May use vehicle for travel within Cullman County only.

5. Students are to be dropped off and picked up in areas designated by the School, normally classroom buildings or the gymnasium. Students may not be picked up or dropped off at the Grotto.

6. Motorcycles are prohibited on campus.

7. Automobile privileges (including simply getting into an automobile) are granted after school hours for students in grades 10-12 not on social probation who have properly signed parental permission and school approval. Students who are passengers in another student's car may be held accountable for any inappropriate conduct, receiving the same consequences as the student in violation. Students are not allowed to enter another student's automobile without that student's permission.

8. Notify the school office at least a week in advance of school transportation needs to special exams including TOEFL, ACT, SAT, etc. Exams are to be taken in Cullman, Hanceville, or Huntsville unless a given exam is not offered there. Failure to notify the office as required may result in no available transportation.

9. Hitchhiking is not permitted.

10. Students may not walk or cycle to or from town or off campus.

11. The administration reserves the right to search any vehicle at any time.

F. Illness, Medications, and Medical Conditions

1. 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. **Fever:** any student who is ill with fever greater than 100 should stay home until fever is below 100 without fever reducing medication for 24 hours.
- 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.

2. 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, the form is available in the office. All of a dorm student's medications must be properly stored in one container that is secure, clear, hard-surface plastic – and must be maintained in the student's assigned dorm room. Each individual medication must be in its original container, prescription or over-the-counter. Dorm Directors have the authority to inspect medication containers at any time for compliance.

3. 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.

4. Students are advised to check with school nurse or administration for all questions related to medication policy.

5. Physician and parent signatures are mandatory for all prescription and over-the-counter medications. If medication or medication dosage changes, a new form will be required.

6. The Self-Medication Agreement Form must be completed and approved by the School Administration for a student to be allowed to keep medication in their dorm room.

7. 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.

8. 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 permission to self-administer any other medications.

9. 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.

10. Change to Health/Medication Policy may be necessary at any time.

G. Uniform

The St. Bernard Preparatory School Dress Code is a part of St. Bernard history and community. The uniform must be worn at all times and in all places during the class day, nothing added or substituted. All uniform items must be purchased from Educational Outfitters (www.educationaloutfitters.com).

Middle School uniforms: <http://chattanoogaohuntsville.educationaloutfitters.com/find-my-school/st-bernard-middle/>

High School uniforms: <http://chattanoogaohuntsville.educationaloutfitters.com/find-my-school/st-bernard-high/>

1. STANDARD UNIFORM

Boys uniform, High School: All uniform items with an asterisk (*) must be purchased from Educational Outfitters.

1. *BLAZER: Navy blue blazer specified by the school.
2. *SHIRTS: Plain white button-down collar oxford cloth standard cut dress shirts with white/clear buttons; no logos, decorations or color trimming that is visible. Shirts must fit properly, all buttons applied and buttoned. They may not have any holes and must be neatly pressed, and clean. A white, non-printed t-shirt may be worn underneath.
3. *TIE: Current High School tie
4. *PANTS: Khaki pants specified by the school.
5. BELT: Plain, single-color solid black or brown leather.
6. SOCKS: Solid black, dark brown, or navy (ankle socks not allowed)
7. SHOES: Solid black, brown, or tan single-color shoes. No boots/booties, open toes, heels, cloth, suede, athletic shoes, clogs, or sandals. Heel/sole may be no higher than two inches and the top of shoe may not be higher than the ankle bone. No white soled shoes.
8. *Optional*: *Navy blue uniform sweater or sweater vest for boys as specified by the school.
9. *Optional*: The official School letterman jacket may be worn on any day SBP has a home game by any athlete who has a letterman jacket. On home game days, this can be worn in lieu of the blazer.
10. A raincoat is allowed when necessary.

Boys uniform, Middle School: All uniform items with an asterisk (*) must be purchased from Educational Outfitters.

1. *SHIRTS: Blue oxford cloth. Shirts must fit properly, all buttons applied and buttoned. They may not have any holes and must be neatly pressed, and clean. A white, non-printed t-shirt may be worn underneath.
2. *TIE: Current Middle School tie.
3. *PANTS: Navy pants specified by the school.
4. BELT: Plain, single-color solid black or brown leather.
5. SOCKS: Solid black, dark brown, or navy (ankle socks not allowed)
6. SHOES: Solid black, brown, or tan single-color shoes. No boots/booties, open toes, heels, cloth, suede, athletic shoes, clogs, or sandals. Heel/sole may be no higher than two inches and the top of shoe may not be higher than the ankle bone. No white soled shoes.
7. *Optional*: *Gray uniform sweater or sweater vest for boys as specified by the school.
8. *Optional*: *Fleece jacket as specified by the School. If a jacket is to be worn, it is to be the school's fleece jacket.
9. A raincoat is allowed when necessary.

Girls uniform, High School: All uniform items with an asterisk (*) must be purchased from Educational Outfitters.

1. *BLAZER: Burgundy blazer specified by the school.
2. *SHIRT: Plain white button-down collar oxford cloth standard cut shirt with white buttons; no logos, decorations or color trimming that is visible. Shirts must fit properly, all buttons applied and buttoned except the top one at the neck. They may not have any holes and must be neatly pressed, and clean. A white, non-printed t-shirt may be worn under the blouse. Undergarments under shirt must be white or in the wearer's flesh-tone. Shirts must be worn tucked into the skirt or pants, with the exception of the white $\frac{3}{4}$ sleeve blouse option which may be left untucked.
3. *SKIRTS specified by the school. Skirt length should fall no higher than 2 inches above mid-knee at any time, standing, walking, etc. Skirts may not be rolled.
4. *PANTS: Khaki pants specified by the school, must be worn with a plain, single-color solid black or brown belt.
5. SOCKS: Burgundy knee socks, no higher than the knee. Natural color or burgundy hosiery or tights. Solid color, not mesh.
6. SHOES: Solid black, brown, or tan single-color shoes. No boots/booties, open toes, heels, cloth, suede, athletic shoes, clogs, or sandals. Heel/sole may be no higher than two inches and the top of shoe may not be higher than the ankle bone. No white soled shoes.
7. *Optional*: Hair ribbons may be worn – of a solid color found in the skirt, or the skirt pattern itself.
8. *Optional*: *Burgundy uniform sweater or sweater vest for girls as specified by the school.
9. *Optional*: The official School letterman jacket may be worn on any day SBP has a home game by any athlete who has a letterman jacket. On home game days, this can be worn in lieu of the blazer.
10. *Optional*: Girls may choose to wear the *School tie. This may only be used with the skirt.
11. A raincoat is allowed when necessary.

Girls uniform, Middle School: All uniform items with an asterisk (*) must be purchased from Educational Outfitters.

1. *SHIRTS: Blue oxford cloth. Shirts must fit properly, all buttons applied and buttoned except the top one at the neck. They may not have any holes and must be neatly pressed, and clean. A white, non-printed t-shirt may be worn under the shirt. Undergarments under blouse must be white or in the

wearer's flesh-tone. Shirts must be worn tucked into the skirt or pants, with the exception of the $\frac{3}{4}$ sleeve blouse option which may be left untucked.

2. *SKIRTS specified by the school. Skirt length should fall no higher than 2 inches above mid-knee at any time, standing, walking, etc. Skirts may not be rolled.
3. *PANTS: Navy pants specified by the school, must be worn with a plain, single-color solid black or brown belt.
4. SOCKS: Navy knee socks, no higher than the knee. Natural color or navy hosiery or tights. Solid color, not mesh.
5. SHOES: Solid black, brown, or tan single-color shoes. No boots/booties, open toes, heels, cloth, suede, athletic shoes, clogs, or sandals. Heel/sole may be no higher than two inches and the top of shoe may not be higher than the ankle bone. No white soled shoes.
6. *Optional*: Hair ribbons may be worn – of a solid color found in the skirt, or the skirt pattern itself.
7. *Optional*: *Gray uniform sweater or sweater vest for girls as specified by the school.
8. *Optional*: *Fleece jacket as specified by the School. If a jacket is to be worn, it is to be the school's fleece jacket.
9. A raincoat is allowed when necessary.

Blazers

The uniform blazer may be worn any day, but must be worn on days when directed. While in class, a teacher may allow students to remove the blazer. If students are outdoors and a raincoat or heavier coat is needed in addition to the uniform (MS fleece, blazer, sweater, etc.), that is acceptable, but only when outdoors or when passing from building to building. Students are expected to remove their coats after entering their next class. When passing from class to class in the same building, students should not wear their coats. Blazers are required during blazer season at Mass, and are optional in the dining hall during lunch. Blazers may be taken off while on the quad during lunch. They must be on when traveling to and from lunch.

Letterman Jackets:

Any athlete who has a letterman jacket may wear it on any day SBP has a home game, they do not have to be a member of the team that is playing that day. Letterman jackets may be worn to Mass when a home game falls on a day we celebrate Mass.

Team warmup:

The jersey or warmup may be worn by an athlete who is part of a team that has a home sporting event one day per season as requested by the coach. Hoodies are not allowed. A blazer is not required with a jersey or warm up, but if a coat is needed, the blazer or the letterman jacket is to be worn.

2. GROOMING

Boys: Mature young men are expected to dress modestly and prudently so as not to distract the learning environment. Young men must be clean shaven with no facial hair including sideburns below the bottom of the ears. Boys' hair should be cut so that it is above the ears, not over the eyebrows, and does not touch the collar. Boys' hair also must be no longer than two inches long. Hair must be its natural color and no trendy styles or appendages are allowed. Boys planning to make a change in hair color, length, or style should ask first. Boys are not permitted to have any piercings and their fingernails should be cut short and unpainted. Outside of class on campus, boys when not in uniform, must wear shirts, pants or shorts, and shoes. No jewelry with the exception of the cross given at senior dedication.

Girls: Mature young women are expected to dress modestly and prudently so as not to distract the learning environment. A young lady's hair should be its natural color and no trendy styles or appendages are allowed. It should not hang in front of the eyes and girls should use discretion in hair style, color, and cut; making sure hair is neat, presentable, and clean. Girls planning to make a change in hair color, length, or style should ask first. Girls should use appropriate fingernail polish and will use discretion in the use of other make-up. Girls are allowed to wear earrings, but must have only one ring or stud in each earlobe and no other piercings are permitted. Other jewelry should be simple and not excessive. Girls' skirt length will fall no higher than 2 inches above mid-knee

at any time, standing, walking, etc. For modesty, it is recommended that girls wear shorts under their uniform skirts.

Outside of class, if not in uniform, girls must wear a blouse or shirt, either dress, skirt, slacks or shorts, and shoes. Skirts and dresses must fall no higher than 2 inches above mid-knee. No clothing that is too tight, with holes, with mid-riff showing, with an open back, strapless blouses/sweaters or the like are permitted. When shorts are worn on campus outside of the school day, they must be modest.

General Guidelines: Students shall not dress in any way that draws undue attention to themselves or that detracts from the academic environment. It is the expectation of students at St. Bernard to be neat, clean, and well groomed. Uniforms must be the correct size, clean, and worn appropriately, (i.e. shirt tails tucked in at all times.) The uniform blazer may be worn any day, but must be worn on days when directed. While in class, a teacher may allow students to remove the blazer after the bell has rung. All sweaters or jackets must be St. Bernard uniform. Whether in or out of class, students who are wearing their uniform while on campus are still representatives of the school and therefore should wear their uniforms properly. If students are outdoors and a raincoat or heavier coat is needed in addition to the uniform (blazer, MS fleece, sweater, etc.), that is acceptable, but only when outdoors or when passing from building to building. Students are expected to remove their coats after entering their next class. When passing from class to class in the same building, students should not wear their coats. When not worn outdoors they are kept in students' lockers during the class day. Students are not to change out of their uniform in classroom buildings after school. If necessary, this may be done in the gym.

Discretion should be observed with respect to general appearance, and extremes in style will not be permitted. Clothing which advertises or displays conduct not fitting with the spirit of the school will not be permitted. There should be no writing or painting on the body, no tattoos visible to the public. Uniforms and all clothing must be well cared for, laundered, and mended as needed. Nothing visible may be worn with the uniform, with the following exceptions: one watch and one ring, the senior cross after it is received, religious items which are worn on regular length chains, or appropriate religious bracelets. Hats, bandanas, 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, then removed immediately upon entry of a building.

When it is discovered that a student is not in compliance with the School's regulations, the student will begin serving lunch detention. Two days after notification, if there is non-compliance according to the Headmaster's satisfaction, the student will be sent home if a day student, and taken to get the issue resolved if a boarding student. The administration reserves the right to send a student home immediately if a uniform violation is considered grossly unacceptable. All final decisions with respect to the uniform will be made by the Headmaster or his delegate.

3. DRESS DOWN DAYS

Certain casual wear options, currently on the market, are not conducive to the atmosphere of a Catholic school. Slacks, capris, and jeans may be worn. Nothing derogatory is allowed to be worn on campus as deemed unacceptable by the school including T-shirts with inappropriate graphics. Clothing, including jeans, capris and slacks may not have holes, rips, or tears. No additional jewelry not defined in the uniform guideline is allowed on dress down days. Students are not permitted to wear sandals or other opened toe shoes as this is a safety concern. Also tight fitting clothes and extremely loose fitting clothes are not allowed.

4. MASS ATTIRE AND SEMIFORMAL/FORMAL ATTIRE

Semi-Formal/Formal Dress is expected for Mass or other special school occasions including awards ceremonies on or off campus. Boys are to wear a dress shirt & tie (coat as announced), dress pants, belt, socks and dress shoes. Ladies are to wear a dress or skirt with blouse and dress shoes. Very nice dress slacks are acceptable; tight pants are not. No dresses may be open at mid-riff, down the front, or have an open back. At formal events, e.g., prom, strapless dresses are allowed if modest and not revealing. At Mass or other worship, clothing is to be modest and appropriate, with no strapless, sleeveless, or open-back dresses.

SBP Semi-Formal Dance and Awards Ceremony Dress Guidelines (excluding prom; guidelines for prom will be given to students during the school year by the senior sponsors)

Any student (including student guests) who is not dressed according to the guidelines will be given a robe to wear or be sent home. All decisions about appropriate wear at any school function are left to the discretion of the chaperones.

Boys

- Dress shirt, dress pants, dress shoes, with appropriate socks and belt.
- **No jeans.**

Girls

- **Skirt length:** The requirement for all dresses is modesty. Depending on body type, a skirt hem is to be no more than 2 to 4 inches above the mid-knee, including skirt slits. Use your discretion; if you are not sure if a dress is too short, it is probably too short.
- **Midriffs:** Absolutely no midriffs showing; no cut-outs, sheer sections, or crop tops.
- **No open backs** or designs that reveal large portions of the back.
- **Tops:** Remember again that the requirement is modesty. The front of the dress or shirt must not be revealing; also, no strapless or spaghetti straps are allowed. If you are not sure if your top reveals too much, carry a light sweater or other cover-up.
- **Tightness:** Skin-tight clothes may not be worn; use caution when considering form-fitting dresses.
- **Leggings:** may be worn under skirts or dresses that adhere to the guidelines above.
- **No jeans.**

Again, remember that at the chaperones' discretion, any student will be given a robe or sent home due to a lack of modesty.

5. OTHER UNIFORM GUIDELINES

On outings, field trips, or when representing the School, the uniform is worn, unless the administration allows otherwise for the occasion. If not in uniform, it is normally expected that boys will wear dress slacks, shirt-with-collar, belt, socks, and shoes. Girls will wear dress slacks, dress, or skirt with blouse, hosiery or socks, and shoes.

There are a few days during the school year that shorts are allowed to be worn. If a student elects to wear shorts on the days allowed, the shorts must follow the SBP uniform guidelines. If a student comes to school in shorts that do not follow the uniform guidelines, they will either be provided SBP shorts to wear, or be required to get a change of clothes.

H. Personal Property

1. Backpacks may be used by students. 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 book bags 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.

2. Students are responsible for any and all things on their person or in their possession, e.g., lockers, book bag, automobile, dorm room, etc. Student possessions may not exhibit advertisements, words, or any observable forms at odds with the rules and principles of SBP.

3. 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 the administration designates.

4. Students receiving any packaged item must open those packages in the presence of the administration to ensure the contents are safe and acceptable.

IX. HIGHLIGHTED SCHOOL POLICIES

A. Electronic Devices

1. The use of cell phones and other communication devices, including smart watches and fitness tracking devices, is forbidden during instructional time, i.e., the class day (the first bell until the end of the day, including breaks & lunch).
2. It is recommended that cell phones and other communication devices not be brought into the school building or kept on one's person during the school day. If they are brought to St. Bernard, they must be kept in the dorm room, private vehicle of a student, or turned off in a locker. Students bring these devices to St. Bernard at their own risk and St. Bernard assumes no liability for the loss of or damage to these devices.
3. Students will be required to register all devices which will be using the school's Wi-Fi. Devices which are not registered will be blocked from using the school's Wi-Fi.
4. Laptops, tablets, and other electronic resources including but not limited to: ipads, e-readers may be used in class at the discretion of the teacher. If they are used inappropriately, they will be confiscated and returned at the discretion of the Headmaster. Appropriate consequences will be determined by the Administration.
5. Students may not carry or use personal sound equipment during the school day or during study hall hours (usually 7-9 p.m.).
6. Translators must be approved by the administration before use in the classrooms. Students will not be permitted to use translators during exams.

B. Prom, Banquet, and Special Events

1. The Junior-Senior Prom must be held in Cullman County. Students on Levels I or II, or with a Major Demerit may attend these and other very extraordinary occasions as allowed by the Headmaster, with some time added to their consequences. Suspended students are not allowed to attend the events above.
2. A student taking a guest to the Prom or any dance at St. Bernard must have that guest approved by the administration of the school by the date and time announced. Guests must be under 20 years of age and must conduct themselves according to the expectations of the *Student-Parent Handbook* and other guidelines, including clothing. St. Bernard students are responsible for their guests and will incur the usual consequences for any inappropriate behavior of their guests, e.g., if a guest has possession of an illegal substance, the St. Bernard student who brings the guest will, under ordinary circumstances, be permanently dismissed from school.
3. Eligibility for Prom Court, Homecoming Court, or other major events is to be approved by the administration. Eligibility is based on both behavioral and academic standing.

C. Library Fines

Students are expected to be courteous in checking books out of the library. Many students use the holdings for research and classroom assignments. The late fee for books is \$.20 per book/per day. After 2 weeks, a written notice will be sent to the student. After 4 weeks, the matter will be referred to discipline. If a book is declared lost, a bill will be sent to the family for the cost of replacement plus the late fine accrued at that time. All other library rules and policies can be found in a binder in the library.

X. CONDUCT

A. General Guidelines

1. St. Bernard Prep students represent their school and are expected to possess and exhibit the highest moral principles 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. Students should know and act on the importance of being responsible for fulfilling 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. Students pledge to live according to the guidelines established by the school community and accept a leadership role; and should expect the same from fellow Bernardians.

2. A student involved in an activity that would harm the good name of, or cause embarrassment to, the school will be subject to disciplinary action, possibly expulsion or dismissal. While off campus and not under the direct authority of the School, if a student is involved in behavior that has a detrimental effect on St. Bernard Prep and/or the ability of the administration, faculty, and staff to uphold the mission and policies stated in this handbook, the Administration reserves the right to take disciplinary action up to and including permanent expulsion.

3. Those in the presence of a student while he or she is obviously violating the School's regulations or expectations will ordinarily receive the same consequences as the student in direct violation, including suspension and expulsion. Remember, **you are your brother's keeper.**

4. Love of our country and respect for its flag and other national symbols is a part of St. Bernard Prep School life.

5. Respect for all people, especially faculty, staff, elders, those in authority as well as fellow students is an expectation of the school. Common courtesy includes proper social etiquette (from knowing how to shake hands properly to good table manners), and proper forms of address when communicating with others, especially elders, those in authority, e.g., when responding:

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

When speaking to or of another:

to men: *Mr. Johnson*
to religious priests: *Father Luke* (others: *Fr. Baker*)
to women: *Mrs./Miss/Ms. Johnson*
to religious brothers/sisters: *Brother John / Sister Jeannette*

Never use first names for authority figures/elders (faculty, staff, coaches, dorm directors, etc.). Exceptions: Religious priests, brothers and sisters are normally addressed by their first name after their proper title, as above.

6. Students are expected 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, the administration will determine the discipline to be administered, which may include suspension or expulsion. Repeated disobedience in any matter is unacceptable and a student may be disciplined up to and including expulsion for such behavior. E.g., repeated dress code violations is not a dress problem; it is a problem of disobedience and disrespect.

7. The working language at St. Bernard Preparatory School is English, and international and second language speaking students benefit from that fact; they gain facility in English by constant use. Therefore, all students should use English to the best of their abilities during the school day.

B. Virtuous Life

1. 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.

2. Students are not to engage in public displays of affection of any kind. This rules applies to but is not limited

to: holding hands, hugging, kissing, leaning on or in some kind of contact with another, including “horseplay”, or any action deemed inappropriate by the administration.

3. Lying, cheating, and stealing are immoral and unacceptable and will result in serious disciplinary action. If major cheating is apparent (e.g., appearing to look on another’s test, testing information in sight, plagiarism, sharing test answers, soliciting test questions, etc.), the student may receive no credit for the test or course and may be subject to further disciplinary actions including suspension or expulsion.

4. Students are not to possess or use profane/vulgar language or material of any sort, either visual or spoken, or through any means of communication, including the Internet. Violations will have serious consequences and any material deemed unacceptable may be confiscated.

5. Pornography of any kind will result in serious disciplinary action up to and including dismissal from the school.

C. Classroom Conduct and Directives

1. The following are general classroom directives:

- 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; participate 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.

2. Students must obtain the permission of the teacher/supervisor to leave the classroom during a class period. A student outside the classroom or other assigned room during the school day without permission is subject to disciplinary action.

3. Students must take good care of textbooks and be responsible in using them, including the use of book covers if required. Students must pay a fine for damaged texts. Books in disrepair, or with answers written, or with any kind of graffiti will also incur additional cost to the student. When not being used during the school day, books are to be placed in the student's assigned locker.

D. Dining Hall Conduct

1. Good manners are required in the Dining Hall. Normal table etiquette is to be followed. Boisterous activity and yelling are not allowed.

2. On school days, the school uniform is worn at breakfast and lunch. At lunch on Sunday the dress code for Mass applies. 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. (Clothing with holes, tank-tops, short shorts, mini-skirts and the like as well as mid-riff showing, strapless blouses or sweaters or the like are not allowed.)

3. Dining hall food and utensils (glasses, trays, silverware, salt, pepper, etc.) are not to be taken out of the dining hall; though occasionally an *al fresco* lunch is allowed as announced.

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

5. Meals in the Dining Hall at breakfast and supper are for boarding students; others must pay \$5.00 per meal per person before eating and inform the dining hall at least 24 hours in advance to provide the kitchen the appropriate amount of time to prepare for extra meals. Lunch is for all boarding students and for day students who pay \$5.00 per meal. A student may not eat unless he or she has paid. Students take only what they will eat during the meal time and may not take food and give it to other students.

E. Drugs and Alcohol

1. SBP will not tolerate the unauthorized use or the abuse of drugs. Therefore, the sale, distribution, possession, or use of illegal drugs, illegal drug paraphernalia, or any paraphernalia with illegal drug residue 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 ordinarily result in permanent expulsion from the school. Possession of drug paraphernalia that is not illegal will result in expulsion or one week's suspension from school. A student in the company of someone obviously violating the above restrictions will result in the same consequence.

2. 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 is not limited to, all buildings, automobiles, dormitories, personal belongings, school lockers, and other areas of the campus. The school also engages in a random and "probable cause" 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 be tested; refusal to be tested 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 unless arrangements have been made with the Headmaster well in advance. 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 the relevant section of this book).

3. "Legal" drugs, alcoholic beverages, and other intoxicants or other mood-altering substances and their containers are forbidden for SBP students. The possession, sale, distribution, or use of such substances will result in suspension and/or expulsion. A student in the company of someone obviously violating the above restrictions will result in expulsion or suspension. Students, boarding or commuting, who choose to disregard this rule will lose their driving privileges to and from St. Bernard and all events sanctioned by the school for *ninety (90) school days*, excluding holidays. A student who is allowed to remain enrolled may be required to attend an approved counseling program. St. 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, while under the supervision of the school, or on the campus of St. Bernard at any time.

F. Nicotine Products and Vaping

This Smoke Free Policy includes the use of electronic nicotine delivery systems- known as e-cigarettes, e-cigars, e-hookahs and e-pipes. To protect and enhance indoor air quality and contribute to the health and well-being of all students, employees and visitors, SBP shall be entirely smoke free and vape free. The use of nicotine products and vaping by students, school employees and school visitors are prohibited in all areas within the campus or on campus grounds. This includes restrooms, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, employer-owned vehicles and all other enclosed facilities.

1. A student who is found smoking in a St. Bernard building or intentionally in the presence of one doing so will be suspended for one week. Further such activity may result in expulsion.

2. The possession of all tobacco products (cigarettes, chewing tobacco, snuff, pipe tobacco, vapes, etc.) is harmful, thus forbidden for SBP students. The possession of matches, lighters, pipes, and other tobacco/nicotine paraphernalia is prohibited (e.g., having such on one's person, clothing, dorm room, auto, or any belongings). The possession of tobacco/nicotine products or paraphernalia will result in serious disciplinary consequences.

G. Weapons

1. Possession or use of any weapon is forbidden including but not limited to: firearms, knives, weapons of any

sort, firecrackers or any explosives, box openers, darts and other sharp or bladed objects. Students who possess any of the above are subject to immediate and serious disciplinary action.

H. Harassment

1. Sexual harassment, and/or harassment in general are intolerable at St. Bernard. Such behaviors may be described as uninvited, unwanted, and unwelcome and almost certainly create an environment that interferes with the overall learning process making the victim feel unsafe within our community. Behaviors that can be considered harassment will be investigated whether they are communicated verbally, in writing (e.g., internet), through physical contact, etc.

2. Hazing is any conduct, whether intentional or not, that is offensive and results in the discomfort of another person. This behavior can be based upon but not limited to a person's race, color, national origin, age, height, weight, disability, or social background. Examples can 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, or hiding another student's dorm key or personal belongings. Any behavior that results in another person's being made fun of and uncomfortable will be considered hazing. Mean-spirited acts toward another student under the guise of "all in fun" will not be tolerated.

3. Sexual harassment is conduct 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 behavior can be between members of the same or opposite sex.

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

5. Gang related activity will not be tolerated in either behavior or dress. Disciplinary action will be determined by the administration, and may result in suspension or expulsion.

6. Gambling on SBP campus is forbidden.

7. The unauthorized starting of fires is prohibited.

I. Discipline System

1. Verbal Warning:

A verbal warning is given for first-time minor offenses. They are given when there is clearly no intent to violate policy. It serves as a reminder to follow policy.

2. Minor Demerit:

Repeated minor offenses or more serious first time offenses and will result in one Minor Demerit. An occasional misconduct is not problematic, however the choice to continually repeat even small infractions is. Consequences for Minor Demerits are as follows:

For each Minor Demerit, morning and/or lunch detention will be given and served. Detentions will be posted at an announced location. Students who receive three minor demerits for the same offense will be issued a major demerit.

3. Major Demerit

A Major Demerit is given for repeated offenses resulting in minor demerits or first time major offenses. A Major Demerit earned without full consent or willful disregard will result in a one-week social probation, 8 hours of work service either Monday – Thursday for 2 hours daily or Saturday detentions. Second Major Demerits will automatically result in one-week social probation, 8 hours of work service either Monday –

Thursday for 2 hours daily or Saturday detentions, break and lunch detention for 5 days, loss of athletic or extra-curricular eligibility for one full week starting the day the demerit is received. Also, the administration reserves the right to determine if a first offense major demerit deserves loss of eligibility. Students who receive three major demerits *for any reason* in a single school year will be suspended.

4. Saturday Detention

Saturday Detention guidelines and regulations are as follows:

- m. Students will serve on announced Saturdays.
- n. A \$10.00 fine must be paid for each SD. It is due four calendar days after the detention is earned. If it is not paid, the student will incur further disciplinary measures.
- o. Saturday detentions will be posted at an announced location and students are responsible to check that location if they believe they have earned one.
- p. A Saturday detention may be postponed because of school obligations or extreme personal situations (not outings or vacations) to be explained in writing by parents.
- q. If a Saturday detention is not served and is not excused, two Saturday detentions will be served and a \$10 fine paid for each, due as above.
- r. Students should meet the monitor at the office or the specified location by 8:00 a.m.
- s. Students must wear decent clothing for work and/or study, and have a watch to monitor time.
- t. Students should bring texts to read or study that are connected with their classroom studies.
- u. Students may not talk, sleep, rest their heads or lean on the desk or any other object.
- v. No food or drink, laptop, cell phone, sound equipment, or any such device is permitted, and if brought, must be checked in with the monitor upon arriving.
- w. Tardiness (less than 15 minutes) will result in a lunch detention to be served the first class day available. Students will be sent home if they arrive over 15 minutes late and will have to serve detention for two Saturdays paying the fine for each by the next class day.
- x. Violations of any regulations may cause extra time to be added to the detention, additional days, or result in a Major Demerit.

J. Social Warning and Social Probation

1. Social Warning status indicates a student has experienced some difficulty with the guidelines and policies of St. Bernard Preparatory School. A status of Warning indicates a student must show significant improvement in his/her behavior during the next quarter or semester.

2. Social Probation is generally given when a student is suspended and/or placed on Level I, or receives a Major Demerit 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. Continued social problems or failure to follow the guidelines of this handbook may result in the student being permanently dismissed from St. Bernard.

K. Suspension

1. Suspension is given after three Major Demerits in a school year or for first time offenses deemed serious enough to merit suspension. Suspension means that a student will be sent home or, in the case of an international student, to the home of the sponsoring family. This is done at parents' expense, the number of days being determined by the Headmasters, 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 social probation with additional restrictions as deemed necessary by the administration. A suspended student is responsible for obtaining 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 is given by the Headmaster. While suspended, the student may not be present on the campus or attend classes, school functions or social activities. The absences are unexcused. 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 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.

L. Permanent Dismissal

1. Serious and/or continuous failure to live according to the expectations of the School will result in permanent dismissal. Expulsion is given for two suspensions in a school year or for grave first time offenses. 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; they are Bernardians and we hope for and expect their success. When it becomes necessary to expel a student, the appropriate school authority will notify the student and parents immediately. The 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. The decision to expel is made by the Headmaster in consultation with the Administrative Council. An appeal of the decision to expel must be made in writing to the Headmaster within 5 academic days after expulsion. The student and his or her parents may meet with the Headmaster and Administrative Council if they wish to do so. The final decision is given by the Headmaster.

2. When a student exhibits serious difficulty in adhering to St. Bernard Prep’s discipline system, he/she will be reviewed by the Administrative Council and may be suspended or permanently dismissed. 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.

3. St. Bernard reserves the right to refuse admission or readmission to anyone who fails in regard to the school's expectations. Students who for academic or social reasons are not 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 St. 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.

XI. CO-CURRICULAR ACTIVITIES

A. Eligibility

1. Students are ineligible for extracurricular involvement if any one of the following is earned:
 - a. One quarter or semester report card grade (not deficiency reports) below 60.
 - b. Two quarter or semester report card grades (not deficiency reports) below 70 in any two (2) subjects.
2. The restriction is effective when the grade reports are officially released.

B. Athletics

As members of the AHSAA St. Bernard abides by the requirements of the Association with regard to eligibility for athletic competition as made explicit below:

Students entering the 10th, 11th and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core courses must be included in those units passed and averaged. English, mathematics, science and social studies are core curriculum courses.

Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible.

Students may regain eligibility at the end of the first semester by meeting the same requirements listed above during their last two semesters in attendance and summer school, if applicable. All first semester work used in regaining eligibility must be completed by the fifth day of the second semester. (AHSAA guidelines, June 2010)

C. Student Council Elections

Elections for the Student Council officers take place on Blue and White Day at the end of the academic year. Students who wish run for any office, must submit their interest to the Student Council sponsor at least one week prior to the election with the office they are seeking. Once submitted, the student's eligibility will be determined by the school administration and they may not change the office for which they are running.

CAMPUS BUILDINGS AND AREAS

A. Abbey Church

The Abbey Church is the heart of the campus; students are encouraged to frequent it. It is a sacred place, so quiet, dignified behavior is required there at all times, particularly during Mass and other services of worship. While in the Abbey Church, it is important to remember that Jesus is fully present in the tabernacle and so reverence is expected.

B. Heidrich Building Library

The Heidrich Building 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. Feet on the floor, not on the furniture. Chairs flat on the floor.
- b. Pick up paper or other items that may have been dropped, and push the chair under the table after use.
- c. No food or drink, except bottled water if needed.
- d. Return magazines to the appropriate spaces on the periodical shelf and put newspapers in order after use.
- e. The library is a quiet space for study and research. Speak quietly at all times.
- f. Study groups are allowed for group work, projects and the like, at the approval of library staff
- g. Be responsible for the books you borrow; check them out properly and do not pass to others.
- h. Return books to the library at least by the due date. Taking materials from the library without checking them out properly is considered stealing and will be so addressed. A fine of 20¢ per day (weekends & holidays excepted) is charged for overdue books.

C. 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 sent by a staff member to use the copy machine only.

D. Gymnasium, Weight Room, and Athletic Fields

1. Only athletic shoes are to be worn on the gym floor. Proper supervisors (faculty, staff) must be present if students are in the gym or on the athletic fields adjacent to the gym including the practice soccer field, basketball hoop near the retreat center, and the volleyball court.

2. The schedule for use of the weight room will be posted for boys and girls. The weight room is not an area for socializing. Proper supervisors (faculty, staff) must be present if students are to use the weight room.

E. School Office

Respect and courtesy is very important in the school office. Students should use the telephone with permission and for emergencies only.

F. Quad

1. 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 Gazebo, the Dining Hall porch, neither on nor underneath the steps & porch of the Admin. Building & Placid Hall, nor the doorway of the Abbey Church. The INNER QUAD is that area inside the Quad street, including the inside curb of the street up to and including the sidewalk that runs behind the Admin. Bldg.

2. Playing baseball or throwing objects which may cause damage to windows, buildings, and/or vehicles is not allowed in the Quad. Certain lawn games are permitted. Maintain quiet in the Quad area near the Abbey Church during the time of prayer for the monks (particularly from 5-6 p.m.)

3. At night, when students are allowed, they are to remain within the Quadrangle (Quad) and enter no building other than the appropriate dorm, unless otherwise noted.

G. High School Field

The High School Field is the area between the Administration Building and the High School. Students are permitted to use the High School Field from the end of the school day until dinner time.

H. Off Limits Areas

1. Outside the perimeter road:

Students are not allowed outside the perimeter road unless involved in a supervised school function or activity. Students must have written permission from the administration or the Dorm Directors or be accompanied by a staff member to visit the Cemetery, Grotto, trails, or other areas outside the perimeter road.

2. Inside the perimeter road:

- a. **Boys Dorm and Girls Dorm:** Day students are not permitted in the dorms. Disobedience: Level II.
- a. **Benedict West:** Students are not permitted in Benedict West.
- b. **Benedict East (Boys Dorm):** Girls may not enter the building.
- c. **Administration Building/Girls Dorm** (all 4 floors). Students may not be in or behind shrubbery, or underneath the steps of the Administration Building. Other than the two top floors, boarding 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 (1st) 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. This is allowed for business office communication.
- d. **St. Bernard Middle School.** Upper school students (9th-12th grade) should not be in the middle school building unless they have a class or are authorized by the Administration to do so and under the supervision of St. Bernard faculty or staff.
- e. **Placid Hall:** Students are permitted to sit in the areas in front of Placid Hall but are not permitted on the steps, under the steps, or in the building.
- f. **Dining Hall Building,** Students may not be anywhere except the Dining Room when appropriate. The kitchen, Brahma room, and monastic refectory as well as any other part of the building are off limits unless authorized by the administration. Students are to remain in the Dining Hall until the bell or when allowed outside by a Dining Hall monitor. If outside during lunch, students are allowed outside around the Dining Hall or on the quad.
- g. **The Monastery:** Students are not permitted in the Monastery or the grounds behind it (including the gazebo).
- h. **The garage area:** Students are not permitted in the garage or shop areas.
- i. **The lake:** Students are not permitted in the lake unless there is official school supervision.

3. Unsupervised or locked buildings are never to be entered. Violation may result in suspension or expulsion.

I. Respect for Grounds and Campus Access

1. Misuse of fire alarms, extinguishers, and detectors is serious and will result in strong disciplinary action.

2. Vandalism or defacing of property (e.g., writing on walls or desks, putting holes in walls, etc.) will receive a minimum consequence of Major Demerit, though more severe consequences, including permanent dismissal, may result. Offenders will also pay for the repair or replacement of damaged property.
3. Pets are not to be kept on campus.
4. Help maintain the beauty of our campus; pick up litter. Littering will result in detention. More serious offenses will be addressed by the Headmaster.
5. Bathrooms are designated for males or for females. Such areas are not to be entered by members of the opposite sex. Keep them clean.
6. Do not sit on window ledges. Also, students should not talk, yell, or go in or out of the windows of any building.
7. Gum chewing, eating, and drinking are not permitted in any building on campus with the exception of the dorms and the dining hall. It is the students' responsibility to clean up after themselves.
8. Bicycles, roller blades, 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 in the classroom building parking lot or (with the exception of skate boards) between the tennis courts and perimeter road. Students should be aware of automobile traffic. 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 be worn. Persons outside the St. Bernard community will not be allowed this privilege.
9. Visitors and St. Bernard alumni are welcome at SBP if pre-approved by the School. Visits are discouraged during the school day with students and teachers and will only be done with preapproval. Visitors (including graduates) who are wanting to visit, must in advance, email the teacher they wish to visit or call the office for an appointment. Guests who are not alumni of the School may not be present on campus unless the administration has been notified at least one day in advance and parental permission has been received by the SBP student's parents. Student violations will receive at least one Major Demerit. 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 (7:50 am – 3:15 pm). If by special approval, guests plan to have lunch with a student, the school office and the cafeteria must be notified. No outside meals are permitted on campus during instructional time (7:30 am -3:15 pm). Though guests occasionally may be invited to dances and other such activities, permission must be obtained at least one day in advance or as announced.
10. Students are pictured in the yearbook if finishing the school year with their class. This is up to the discretion of the yearbook advisor and the headmaster.

XII.DORM STUDENT GUIDELINES: see Dorm Handbook

Appendix A: Acceptable Use Policy

1. COMPUTER/INTERNET use is allowed according to St. Bernard Prep standards of good conduct. Computer use can be for good or evil, and often it is a simple waste of time; students are to develop responsible habits in that regard. 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 your 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. Administration must grant permission for use of free email services such as *hotmail*, *juno*, *lycos*, etc.
- c. 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.
- d. Copying software in violation of licensing agreements is stealing.
- e. No software may be installed on a St. Bernard computer without the explicit permission of the School.
- f. No commercial use of network resources is permitted.
- g. Do not attempt to bypass, remove, subvert, or avoid any of the security measures in place on the St. Bernard network. That is extremely serious.
- h. Do not attempt to enter programs or files belonging to others by hacking, or attempt to enter the St. Bernard network without the proper password – these are serious violations; “breaking and entering” of physical or digital space will not be tolerated.
- i. Be wary of viruses that could disrupt service for you and the rest of the School.
- j. Access to the network is intended to take advantage of the educational resources provided by the Internet and to allow for simple communication. 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.
- k. 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.
- l. Do not access online services or any other Internet service provider by modem or any other means from a dormitory, e.g., wireless router.
- m. The telephone system is not to be used at any time to access the Internet or send e-mail.
- n. Do not use programs that attempt to crash or otherwise damage computers or the network.
- o. Do not distribute information that could lead to the compromise of the St. Bernard computer system.
- p. Do not use peer-to-peer (P2P) file-sharing software or enable file sharing on their personal computer while it is attached to the St. Bernard network unless specific permission is given.
- q. Do not provide access to the St. Bernard network or computers to unauthorized users. Any person who is not a current St. Bernard student or employee is an unauthorized user.
- r. Do not install any software or other programs on St. Bernard computers without the explicit permission of the administration.

3. The purpose of St. 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.

4. The Internet is a privilege, increasingly beneficial in education, but the freedoms it offers demand 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.

5. SPECIFICALLY ACCEPTABLE USES FALL 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.

6. NETIQUETTE: The rules of the *St. 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. Profane, vulgar, harassing or disrespectful communication is not allowed.
- c. Do not use the network in such a way that your actions could or would embarrass the School.
- d. If you send email it must clearly identify you by name as the sender.
- e. Avoid chain letters, spam, and email "bombs".
- f. Do not reveal your personal address or phone number or those of other students or colleagues.
- g. Do not use another individual's account or passwords, or allow others to use yours.
- h. 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.
- i. 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*.
- j. Respect software licensing agreements and the laws covering intellectual property. Do not copy licensed software of copyrighted files.
- k. Do not use the St. Bernard network or computer resources for dishonest or illegal activities, such as copying, sharing, or downloading files that are copyrighted, including copyrighted music.
- l. Copying or downloading copyrighted files without proper permission is illegal.
- m. Internet plagiarism is a serious offense. Use proper citations in your work.
- n. Do not post videos involving St. Bernard students, faculty or staff on the Internet without permission from the School administration.
- o. Do not use excessive amounts of bandwidth or other network resources for non-academic purposes.
- p. Through the St. Bernard LAN, dorm students may not use **Skype video** communication or other such modes of internet-available communication without first receiving approval from the Dorm Director and doing so according to dorm policy. This communication is offered very sparingly Monday through Thursday, but more widely on the weekends. Violations will receive at least one Major Demerit. During the class day, no such communication is allowed by any student.
- q. Dorm computers are to be inactive during the class day.

7. St. Bernard makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. 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. St. Bernard specifically denies any responsibility for the accuracy or quality of information obtained through the network.

8. 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.

9. 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.

10. 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 Administration. This also applies to ipads, ipods, smartphones, computer discs, CDs, etc. 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, a computer monitored by the Dorm Director.

11. 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.

12. Making use of audio or video material, e.g., movies, games, other media that is profane, sexually explicitly, blasphemous or anti-social, or that encourages immoral or violent behavior is prohibited. Students may not hold, down-load, or use such material 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, etc., 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/dorm director for approval immediately upon bringing them to campus. Violations will result in a Major Demerit and the loss of the recordings privilege.

13. 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.

14. 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:

- a. 1st offense: Major Demerit, loss of computer and internet use 1 month for all students involved.
- b. 2nd offense: 2 Major Demerits with loss of computer and Internet service for the remainder of the semester or for six academic months, whichever the administration deems appropriate.
- c. 3rd offense: May result in suspension and or expulsion.

Appendix B: Discipline Program and Guidelines for Behavioral Consequences

The Discipline 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 exemplary in 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.

The following are guidelines to help students understand what types of behaviors merit varying levels of discipline and consequences. It is no way an exhaustive list and the Administration reserves the right to make discipline decisions on a case-by-case basis. When making decisions, reflection on gravity of any offense as well as the intention behind each decision will also be considered. The purpose of discipline at St. Bernard is to help students learn how to be self-disciplined and understand that certain behaviors will lead to consequences. Discipline, like all matters at St. Bernard, is to be instructive and the overall goal is that students who leave St. Bernard will be more self-disciplined which is an important aspect of their overall formation.

Offenses which merit a Minor Demerit

Gum/Candy (repeated)	Inappropriate behavior
Classroom misconduct (disruptive behavior)	Disobedience (Minor)
Discourtesy (Minor)	Tardiness (repeated)
Dishonesty (Minor)	Uniform violations (repeated)
Profanity (Minor)	Holding hands (accompanied by an administrative visit)
Horse Play	General behavior (Minor)
Littering	Missed detention
Cell phone violation	

Offenses which merit a Major Demerit:

Disrespect	Inappropriate Behavior (Major)
PDA	Dishonesty (Major)
Plagiarism	Missed detention (Repeated)
Academic Dishonesty	Inappropriate materials
Skiping Class	Vandalism
Pornography	Not following directives of authority
Repeated cell phone violation	Outside of perimeter road without permission
Misuse of personal technology	Tobacco/Nicotine paraphernalia
Riding with student without permission	Tobacco Use (1 st offense)
Commuting student in dorm without permission	Tobacco/Nicotine bystander
Gambling	Non-Compliance with an administrative request (Minor)
General behavior (Major)	On campus after hours without permission
Obedience (Major)	Not using safety equipment appropriately
Profanity (Major)	
Harassment including sexual harassment	

Offenses which merit Suspension/Expulsion

Weapons	Fighting
Drugs	Gang related activity
Tobacco (Multiple-Offenses)	Disobedience (Major)
Tobacco/Nicotine paraphernalia (Multiple Offenses)	Alcohol

Appendix C: Upper School Student Government 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 two semesters previous to beginning service and having a minimum grade point 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 one semester previous to beginning service, and have a minimum grade point average of 80. The Dorms and Commuter representatives must meet the same qualifications.

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 fulfills 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 point average of 85. Secretary and Treasurer must each have and maintain a grade point average of 80. The Dorms and Commuter representatives are required to do the same. 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.

Appendix D: Appeal Process

If a student is asked not return to the school for any reason, his or her family may appeal the decision to the Headmaster within two weeks of the decision. The appeal will go to the Administrative Council who will take into account the information provided connected to the appeal. The Administrative Council will then make a decision regarding the appeal. If the appeal is denied, the family may contact the President.

Appendix E: 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. = ___.

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 Prol.*

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.

Appendix F: 2019-20 School Calendar

St. Bernard Preparatory School

Grades 7 – 12

2019-2020

School Calendar

August	11	Orientation Day	Sunday
	12	Classes begin	Monday
September	2	Labor Day holiday, no school	Monday
	10	Mid-quarter	Tuesday
	14 & 15	Bernard Blues and BBQ	Saturday and Sunday
	23	Benefactors' Day	Monday
October	10	End 1st Quarter	Thursday
	14	Columbus Day, no school	Monday
	25 & 26	Parents' Weekend (early dismissal)	Friday and Saturday
November	10	Open House	Sunday
	11	Mid-quarter	Monday
	25-29	Thanksgiving holiday	Monday - Friday
December	2	Classes resume	Monday
	6	Board breakfast, school begins at 10am	Friday
	16	End 2nd Quarter	Monday
	17, 18, 19	Semester exams (early dismissals)	Tuesday, Wednesday, Thursday
	19	Students dismissed for holiday at 11:45am	Thursday
	20	Teacher workday	Friday
	20 - January 5	Christmas holiday	
January 2020	6	Classes resume	Monday
	20	Martin Luther King, Jr. Day, no school	Monday
	22 – 26	March for Life trip	Wednesday – Sunday
February	1	Draw Down	Saturday
	5	Mid-quarter	Wednesday
	17	Presidents' Day, no school	Monday
March	4	Athletic Ceremony, evening	Wednesday
	8	Open House	Sunday
	9	End 3rd Quarter	Monday
	16 - 20	Spring Break	Monday - Friday
	23	Classes resume	Monday
April	9 - 13	Easter holiday	Thursday – Monday
	14	Classes resume	Tuesday
	18 & 19	Bloomin' Fest	Saturday and Sunday
	21	Mid-quarter	Tuesday
May	6	HS Honors Ceremony, evening	Wednesday
	8	MS Honors Ceremony, 2pm	Friday
	13	Athletic Ceremony, evening	Wednesday
	18	End 4th Quarter	Monday
	19, 20, 21	Semester exams	Tuesday, Wednesday, Thursday
	21	Students dismissed for summer at 11:45am	Thursday
	22	Teacher workday	Friday
	24	Upper School Graduation	Sunday

Appendix G: Faculty/Staff Email and Contacts

<u>Name</u>	<u>Responsibilities</u>	<u>email address</u>
Mr. Tyler Ayers	Upper/Middle School Math	tayers@stbernardprep.com
Mr. John Arndt	Camp St. Bernard	jarndt@stbernardprep.com
Mrs. Elizabeth Barajas	Spanish	ebarajas@stbernardprep.com
Mr. Joseph Bond	Upper School Latin	jbond@stbernardprep.com
Mr. Tim Burleson	P.E./Health	tburleson@stbernardprep.com
Mr. William Calvert	Athletic Director	wcalvert@stbernardprep.com
Ms. Sharon Collier	Art	scollier@stbernardprep.com
Mrs. Chanda Dabbs	Upper School Math	cdabbs@stbernardprep.com
Sr. Marian Davis, O.S.B.	Upper School English	srmarian@stbernardprep.com
Mr. Will Drake	Upper School English	wdrake@stbernardprep.com
Mrs. Meghan Epperly	Upper/Middle School English	mepperly@stbernardprep.com
Mr. Brendan Flannery	Admissions	bflannery@stbernardprep.com
Ms. Laura Fuchs	Girls Dorm Director	lfuchs@stbernardprep.com
Mrs. Kelley Gentry	Middle School Office	kgentry@stbernardprep.com
Mrs. LuAnn Gissell	Attendance/HS Office	attendance@stbernardprep.com
Mrs. Regina Gongre	President's Office	rgongre@stbernardprep.com
Mr. James Griffin	Upper School Theology/History	jgriffin@stbernardprep.com
Mr. Randy Hasenbein	Upper School History	rhasenbein@stbernardprep.com
Mr. Tyler Hooper	Development	thooper@stbernardprep.com
Br. Thomas Jones	Librarian	brthomas@stbernardprep.com
Mr. Michael Kastner	Director of Fine Arts	mkastner@stbernardprep.com
Fr. Linus Klucsarits, O.S.B.	Headmaster, Religious Literature	frlinus@stbernardprep.com
Br. Cassian Konieczny, O.S.B.	Upper School Theology	brcassian@stbernardprep.com
Fr. Joel Martin, O.S.B.	President	frjoel@stbernardprep.com
Mrs. Mary Mayo	Guidance	mmayo@stbernardprep.com
Abbot Marcus, O.S.B.	Chairman of the Board	abbotmarcus@stbernardprep.com
Mrs. Leah Messick	Athletic Director Assistant	lmessick@stbernardprep.com
Mrs. Joyce Nix	Marketing/Festivals	jnix@stbernardprep.com
TBD	Computer Science	
Ms. Shelley Perry	Upper/Middle School Science	sperry@stbernardprep.com
Mrs. Tiffany Pope	Upper/Middle School History	tpope@stbernardprep.com
Mrs. Stacey Price	Business Office	sprice@stbernardprep.com
Mr. Jonathon Farley	Band	jfarley@stbernardprep.com
Mrs. Yolanda Smith	Nurse	ysmith@stbernardprep.com
Deacon Tim Vaughn	Upper/Middle School Science	tvaughn@stbernardprep.com
Ms. Martha Ann Warnke	MS Theology/Heidrich Reception	mwarnke@stbernardprep.com
TBD	Girls Weekend Dorm Director	
Mr. Griffin Wacker	Boys Dorm Director	gwacker@stbernardprep.com
Mrs. Kim Whaley	Upper School Math	kwhaley@stbernardprep.com
Mrs. Carrie Woods	Headmaster's Office	cwoods@stbernardprep.com

SEE RENWEB AND THE WEBSITE FOR UPDATES.

ST. BERNARD PREPARATORY SCHOOL – Grades 7-12

1600 St. Bernard Drive, S.E.

Cullman, Alabama 35055

Administration Building: (256) 739-6682

FAX: (256) 734-2925

Middle School (Grades 7-8): (256) 255-0030

Upper School (Grades 9-12): (256) 255-5945

Website: www.stbernardprep.com

Renweb: www.renweb.com or sbp-al.client.renweb.com/pw

Email Addresses / Phone and Extensions:

President (Fr. Joel Martin, O.S.B.)	frjoel@stbernardprep.com	ext. 7114
Headmaster (Fr. Linus Klucsarits)	frlinus@stbernardprep.com	ext. 7138
Counselor (Mrs. Mayo)	mmayo@stbernardprep.com	ext. 7119
Headmaster's Office, Upper School (Mrs. Woods)	cwoods@stbernardprep.com	ext. 7115
Asst. Headmaster's Office, MS (Mrs. Gentry)	kgentry@stbernardprep.com	ext. 7160
Attendance (Mrs. LuAnn Gissell)	attendance@stbernardprep.com	ext. 7117
Dorm Director (Boys) – Mr. Wacker	gwacker@stbernardprep.com	ext. 7124
Dorm Director (Girls) – Ms. Fuchs	lfuchs@stbernardprep.com	ext. 7126

Dormitory Telephones:

Boys' Dorm General Number: (256) 739-6682 ext. 7499

Boys' Dorm Director: (256) 737-9824 or 256-739-6682 ext. 7124

Boys' Weekend Dorm Director: (256) 739-6682 ext. 7125

Girls' Dorm General Number: (256) 739-6682 ext. 7399

Girls' Dorm Director: (256) 739-7063 or 256-739-668, ext. 7126

Girl's Weekend Dorm Director: (256) 739-6682 ext. 7127

St. 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

PREPARATORY SCHOOL

CULLMAN, ALABAMA

DORM SECTION

OF THE

ST. BERNARD PREPARATORY SCHOOL

HANDBOOK

RESIDENTIAL LIFE

INTRODUCTION

This Residential Life section of the St. Bernard Student-Parent Handbook. It contains information applicable only to resident students, who also are responsible for entire Handbook. Students with questions about any rule, regulation, policy or procedure should confer with their Dorm Directors, and/or School President for clarification. All boarding students are responsible for knowing its contents.

Thank you for recognizing that parental permission may not supersede St. Bernard Preparatory School's (hereafter referred to as "SBP") rules and regulations while those students are under the care and authority of the School.

Dorm residence is a privilege granted by SBP. Residents and their parents must understand that SBP reserves the right to deny this or any other privilege(s) at any time it may deem necessary. An explanation of decisions will be provided; our judgment will always be in the best interest of our students, individually and as a community.

The Administration reserves the right to amend, change, and/or update this handbook and the implementation of its contents as deemed necessary.

ORA ET LABORA

(Pray & Work)

ADMINISTRATION

GENERAL PHONE NUMBER: 256-739-6682

DORMITORY LEADERSHIP PERSONNEL

GIRLS DORM Director: 256-739-7063

BOYS DORM Director: 256-737-9824

PRESIDENT: Fr. Joel Martin, O.S.B. cell: 256-339-1867, or 256-739-6682, ext. 7114 or 7268

Email: frjoel@stbernardprep.com.

HEADMASTER: Fr. Linus Klucsarits, O.S.B. 256-739-6682, ext. 7138

Email: frlinus@stbernardprep.com

Duties of the Dorm Directors include but are not limited to:

- Oversee programs and discipline for dormitories.
- Guide Dorm Staff that support and care for the students at all times.
- Monitor student success and growth by identifying and ensuring areas needing attention.
- Meet and communicate with school faculty and teachers to maintain students' academic progress.
- Plan and organize activities, trips, and overall experiences for students.
- Primary contact for parents of residential students.

Listen and attend with the ear of your heart.

-St. Benedict of Nursia

The Role of Dorm Director

SBP provides each dormitory with a responsible and qualified adult in the capacity of Dorm Director. The primary duty of the Dorm Director is the safety and well-being of the students in his/her charge. The Dorm Director acts *in loco parentis*, "in the place of a parent." This term refers to the responsibility of a person or organization to take on some of the functions and responsibilities of a parent.

In addition to the practical day to day responsibilities, the Dorm Director seeks to insure that residents become better students, citizens and young men and women. The Dorm Director has access students' academic progress so that he/she may encourage the student and help facilitate the learning process. If deemed necessary, a Dorm Director may prohibit a student from extra-curricular activities to ensure academic excellence is achieved.

The Dorm Director provides discipline and structure for the students, giving consequences when necessary and offering explanation and guidance in the matter. The Dorm Director seeks to help the student recognize and acknowledge their own responsibility to follow the rules and regulations of the School and Dorm. The Dorm Director also informally counsels students and leads by example in ways that assist students in making good choices.

Finally the Dorm Director acts as a role-model, confidant, and support for the student. It is the earnest desire of the Dorm Directors that the students are comfortable enough in approaching them to express concerns and needs, and that an environment for personal growth in a positive and welcoming atmosphere is achieved.

Community Life

Residents at SBP have a wonderful opportunity to experience community living, which is an excellent preparation for life anywhere. SBP is especially blessed because we provide not only life together in community but also the fostering of a true spirit of Christian brotherhood/sisterhood. Drawing inspiration from the Benedictine monks here on campus, the School aspires to nurture healthy relationships among residents. Residents are highly encouraged to participate in community activities, recreation, meetings, and service opportunities – to live in the St. Bernard Community.

He who has ears for hearing, let him listen

St. Benedict of Nursia

Parenting at a Boarding School

SBP is proud of its day student population. We are also a Catholic boarding school who make SBP their home. This means that part of our expectation for students is that they learn to be responsible and self-reliant. We value and appreciate the concern and support of parents and ask that they contact the Dorm Director and school administration with issues and concerns. But it is also important for parents to give their children space to grow and learn at the school. The school provides to parents regular academic progress reports via RenWeb, and keeps parents abreast of discipline concerns.

SBP is not a therapeutic school or a tutoring school; we are a small college preparatory school. We cannot and are not designed to provide students with regular psychological or psychiatric counseling or daily intervention. Instead, we offer a safe, disciplined environment in which students can navigate their work, their responsibilities, and their relationship with peers and the school, and learn to do so with independence.

Thank you for your understanding and support of the Residential Life Program at SBP and its regulations and guidelines. They are the result of much experience.

Thank you especially for supporting our policies regarding technology and telephone use. With the exception of emergencies, please do not contact your child during school hours (typically 7:45am-3:15pm), during Study Hall (typically 7:00-9:00pm) and after Head Count / Night Prayer (9:30pm). Students are required to turn in all electronic devices by 10:15pm and may retrieve them in the morning at 6:00am. Also we ask that when taking your child off campus for the day or overnight, you enter the dorm and sign out your son/daughter with the Dorm Director.

We urge parents to communicate with us about areas of major concern.

God be with us as we work together for the growth of your children in knowledge and grace.

TOPICS IN NUMERICAL ORDER

1. Absences
2. Alarms
3. Bathrooms
4. Behavior
5. Breaks
6. Car/Parking
7. Chores
8. Cleanliness
9. Food – Cooking
10. Curfew/Head Count
11. Daily Schedule
12. Damages
13. Discipline
14. Dorm Points
15. Drugs/Alcohol Drug Testing Policy
16. Fire/Tornado Drills
17. Fire Hazards
18. Furnishings
19. Garbage
20. Guests
21. Information and Meetings
22. Keys
23. Lights Out
24. Laundry Facilities
25. Leaving Campus
26. Library-Heidrich Building
27. Lights Out
28. Lockdown
29. Mail
30. Maintenance
31. Mass on Sundays
32. Meals
33. Money
34. Medications
35. Off-Limit Areas
36. Overnight Permission
37. Pets
38. Picture Hanging/Posters
39. Plants
40. Private Rooms
41. Quiet Time
42. Respect/ Manners
43. Room Changes
44. Room Check-In/Check-Out
45. Room Entry and Inspections
46. Searches
47. Security/ Safety
48. Showers
49. Signing In/ Out
50. Silence
51. Smoking/ Tobacco Usage
52. Special Permissions
53. Storage
54. Study Hall
55. Tardy
56. Telephone/Technology Usage
57. Town Trips
58. Transportation
59. Weekend Plans
60. Weekend Trips
61. Windows
62. Work (After School Employment)

*There is nothing better to display
the truth in an excellent light,
than a clear and simple
statement of facts.*

St. Benedict of Nursia

1. ABSENCES

- a. Illness: If not feeling well, a student must check with Dorm Director and proceed to see the School Nurse if necessary. If a student is sick for two consecutive days, then parents are asked to make arrangements for the student to go to the doctor – through the school nurse. Students too ill to attend classes normally remain in the nurse’s office during the school day. Lunch will be taken to students who are not to leave the nurse’s office. If a student becomes ill during the school day, he/she must see School Nurse. Only on rare occasions will students be allowed to return or remain in the dorms, where they will be monitored. Parents will be notified when a student is taken to the doctor or to the emergency room. In the event of hospitalization, when reasonably possible parents are required to meet the attending SBP staff person at the hospital and assume full responsibility for their child's care. Non-emergency doctor and dental appointments are to be scheduled and kept by the parent when this is practical. Any time a resident student misses a class because of illness they will be restricted to their dorm room for that day. Students who become ill while at home should not return to the dorm until they are well enough to attend classes. Parents of residential students who require in-patient treatment for any illness associated with at-risk behavior (e.g., depression, substance abuse) must, upon return to campus, provide the school with a letter from the attending physician or facility case worker stating the student no longer poses a risk to self or others. The parents and student must meet with the school Administration before the student may return to the dormitory.
- b. Other: Residential students who are absent from campus for family reasons, appointments, etc., must have such absences approved by Dorm Director at least 24 hours in advance. Failure to do so will result in a Week of Level II, with the exception of emergencies. Parents may notify the Dorm Director by phone or email. Any absence not approved by the Dorm Director and/or Administration will be considered an unexcused absence. Family vacations and outings are considered unexcused absences. Delayed returns from breaks (other than weather and technical delays) are also considered unexcused. If a resident has an unexcused absence from any class, he/she will receive one week of Level II. See School Handbook regarding academic responsibilities for absences.

2. ALARMS !!!

The building alarms are engaged before headcount (9:30 p.m.) - 6:30 a.m. (Sunday - Thursday) and at least by 12:00 midnight - 7:00 a.m. (Friday - Saturday) or as determined by dorm director. **IF A STUDENT MUST LEAVE THE BUILDING DURING THESE TIMES, HE OR SHE MUST BE ACCOMPANIED BY A STAFF MEMBER!** Alarm communications consist of alarms on all doorways and windows as well as motion detectors throughout the building. A triggered alarm provokes an immediate response by the Security Company which will contact the Dorm Director, administrators, and the Cullman Police Department. There are also alarm horns on individual emergency doors. In the event of an emergency, fire, tornado or other, alarms will sound and the general call button will be used to notify everyone. If a student sets off the alarm without an actual emergency, then that student will receive one week of Level I and be fined \$50. Once the dorm has been secured for the night, only the Dorm Director may admit anyone (e.g., a tardy student) into the building. Monday through Friday no one is to leave the dorm until it is unlocked by the Dorm Director, usually by 6:30 a.m. On Saturday and Sunday no one is to leave the dorm without permission until 7:00 a.m. or as otherwise arranged.

3. BATHROOMS

Residents are responsible for keeping bathrooms clean and presentable at all times. Personal items should be kept in residents’ rooms. The dormitories provide bathroom paper products and hand soap. Residents are to be sanitary and flush toilets, and wash their hands. Residents should report maintenance issues regarding bathrooms to Dorm Director immediately.

4. BEHAVIOR

All students are expected to behave as mature members of the residential community and within the standards of the Student Handbook. Behavior which is disruptive or dangerous will not be tolerated. Behavior which violates provisions of this handbook and/or the general Student Handbook may serve as grounds for removal from the dormitory. Should a student indicate that he/she might be a threat to him/herself or others, if allowed to remain in the boarding program, there may be a requirement of psychological/psychiatric assistance. Should staff become aware of any information which has bearing on the safety or well-being of a student, confidentiality will be set aside in order to notify the proper staff members or authorities. For more information regarding behavior and disciplinary issues see DISCIPLINE.

5. BREAKS

When there is a holiday or a scheduled break, the dorms will remain open and available for residents to stay with the exception of Christmas Break and the summer during which the dorms will be closed to the residents. During Fall and Spring Breaks there will be outings planned for those residents who remain. Residents must complete a vacation plan form prior to each scheduled break, failure to complete and turn in this form on time will result in the loss of 4 Dorm Points. If residents need SBP to provide transportation to airport, bus station etc., they must specify on vacation plans and it is the student's responsibility to verify this information once the transportation list has been posted.

6. CARS/PARKING

- a. Parents of boarding students may choose one of the following options:
- b. Vehicle used only for transportation from home to school and school to home, in which case, students must turn keys into Dorm Director upon arrival.
- c. May use vehicle for travel within Cullman County only.
- d. Automobile privileges (including simply getting into an automobile) are granted after school hours for students in grades 10-12 and who are not on Level who have properly signed parental permission and school approval. All students in a vehicle will be held accountable for any inappropriate conduct of any other student in the vehicle, receiving the same consequences as the student in violation. Students are not allowed to enter another student's automobile without that student's permission.
- e. Students who have a vehicle on campus must park it in the approved student parking section. All students must have an SBP parking pass clearly visible on the windshield of their vehicle.
- f. Autos may be parked in the quad temporarily to load or unload; otherwise at least 2 dorm points. If left overnight, at least 4 dorm points.

7. CHORES

- a. Household participation is an essential part of boarding life. Being good stewards of the house is a shared responsibility of all, thus ALL students will perform chores. Chores are assigned on a weekly basis and include but not limited to:
 - sweep all hallways using dust pan and pick up all trash, debris on floor,
 - clean windows,
 - clean bathroom, shower room, wipe down all faucets, pick up trash, sweep and mop floor,
 - clean Microwave (inside and out) and area around the microwave.
 - Trash duty (after Night Prayer): each student empties their trash into the large garbage cans. If full, the bag in the large can is removed and a new liner put in. The next morning after the alarm system is disengaged, bags are put outside the front entry (boy's dorm) or side entry (girl's dorm). Trash must be tied up tightly.
 - Cleaning common areas, lounges, laundry room, entry areas, offices, and stairwells.
- b. The expectation is that all residents take part in household responsibilities and complete their individual tasks of self-care, which in turn will provide them with the proper skills to live and grow

independently. In addition to preparing them for the "real world," there are a number of benefits for students to gain from maintaining the house, but the most important is learning discipline and responsibility. Failure to complete assigned chores will result in the loss of 4 Dorm points for each occurrence. Repetitive non-compliance will result in at least one week of Level II.

8. CLEANLINESS

- a. Personal: Students are to see that they are pleasant to live with, including bodily cleanliness. Keep your body clean and free of bad odors, hair clean and well kept, teeth cleaned and flossed daily. Clothes cleaned and presentable.
- b. Dorm Rooms: The residence hall staff will conduct regular room inspections to assure that sanitation and safety standards are being maintained. Students should always be prepared for room inspections. Below are a student’s responsibilities and the points deducted when the responsibilities are not met:
 - Bed not made properly: - 2-4 points
 - Food not sealed in heavy plastic containers un-opened cans: - 4
 - Dirty dishes, containers - 4
 - Lights/fan/electrical equipment on (keep clock/fridge on) - 2
 - Trash not emptied and/or no liner in trash can - 2
 - Floors not clear/swept - 2
 - Clothing, dirty laundry not in proper place - 2
 - Chair not under desk - 1
 - Sink, mirror, bathroom not clean - 1
 - Desk area not clean, cluttered - 1
 - Closet not neat - 1
 - Other violations (as described by Dorm Director) - 1+ points as notified
- c. Note: If 4 points or more are lost in one room inspection, the Dorm Director may require the student to remove everything from the room, then notify the Dorm Director, and then put all back for further inspection. Residents are also responsible for the cleanliness of the common areas: halls, laundry room, lounges, bathrooms, showers, and the cafeteria after hours. Floor Proctors will be assigned a rotating schedule for the cleaning of the dormitory common areas. Residents will be held responsible for the condition of their room assigned, including upon termination of occupancy. See DAMAGES.

9. FOOD – COOKING

Food and snacks may be kept in individual rooms; however, food must be kept in a **closed, heavy plastic air-tight container or in a refrigerator**. Open food causes odors and pests; therefore, open food in rooms will result in the loss of 4 Dorm points per occurrence. Items that need refrigeration, e.g., milk, cheese, juice etc., should be stored in a refrigerator. Expired food and drink items must be disposed of properly in trash receptacles; loose liquids should be poured down drains and followed by water. See also CLEANLINESS. Open heating elements and open flames (e.g., hot plates, rice cookers, toasters, toaster ovens, electric skillets, deep fryers, etc.) are not allowed in the private rooms; the Dorm Director may allow use in common monitored areas. Microwaves are provided for the students on each floor and students are responsible for cleaning up after themselves.

10. CURFEW/ HEAD COUNT

On school nights, usually Sunday through Thursday, underclassmen (grades 7-11), should be in the dormitory by 6:30pm, Seniors have until 6:50pm. For nightly curfews see DAILY SCHEDULE. Head count will be every night at 9:30pm, when roll call is read, students will respond with “*Here, sir*” in Boys’ Dorm or “*Here, Ma’am*” in Girls’ Dorm. Students who are late will receive a PT (Physical Training) exercise as consequence. An unexcused absence from a mandatory meeting results in a

minimum of one-week Level II. Head Count may be held in the mornings as well at 6:45am at the beginning of the school year and as necessary throughout the year.

11. DAILY SCHEDULE

The daily schedule usually remains set but on special occasions may be adjusted to accommodate special circumstances. Boarders are not allowed to go back to the dorm during the school day to retrieve school materials, sports uniforms, or other items, without the permission of the school administration. If leaving school early, a student should take his or her needed belongings to the high school or middle school building in the morning, where they will be kept until he or she is signed out from school.

The schedule is usually as follows, Monday-Thursday:

	Students arise on their own.
6:30 am	Dorm Office open, Alarms off
7:15 am	Breakfast in Dining Hall
7:45 am	Students should be out of dorm by this time
7:50 am- 3:15pm	Students are in school
3:15 pm-6:00pm	Free Time (Sports Practices, Tutoring, etc. also may take place at this time)
3:30 pm (Wed.)	Town trip (normally Wednesdays)
6:00 pm	Dinner in Dining Hall
7:00 pm-9:00 pm	Study hall – occasionally held 3:30-5:30pm if night activities are planned
9:00 pm - 9:30 pm	Quad time (Free time)
9:30 pm	Security is turned on, followed by Head Count/Dorm Meeting/Night Prayer **Silence in the halls after Night prayer
9:45 pm-10:00 pm	Chores (trash taken outside the next morning)
10:00 pm-10:15 pm	Electronics turn-in
10:30 pm	Lights out underclassmen
11:00 pm	Lights out Seniors Only

The weekend schedule may vary; generally as follows: (See Town Permission chart in this book)

Friday – Same as Monday-Thursday until classes are dismissed at 3:15 p.m.

3:15 pm	(See <u>Town Permission chart in this book</u>)
---	Lights out as announced

Saturday

	Students rise on their own
8:00 am - 9:00 am	Breakfast available in Dining Hall
12:00 pm	Lunch in Dining Hall
6:00 pm	Dinner in Dining Hall
	(See <u>Town Permission chart in this book</u>)
---	Lights out as announced

Sunday

	Students rise on their own
10:20 am	Students leave dorm for Mass
10:30 am	Sunday Mass at Abbey Church
12:00 pm	Lunch in Dining Hall
5:00 pm	Dinner in Dining Hall

7:00 pm – 9:00 p.m. Students return from weekend, quiet time in dorms
9:00 pm on... Same as Mon. – Thurs.

12. DAMAGES

Room condition forms are given to residents when they move in. Students should carefully list all damages on this form; at move-out they will be charged for those damages not listed on the form. Turn in this form to the Dorm Director. Also at move-out, damages to the room or its furnishings considered to be above and beyond normal wear and tear will be borne by the roommates. Damages to common areas such as lounges, bathrooms, etc. will be split evenly among all residents on that hall if the responsible individual cannot be determined. Vandalism or defacing of property (e.g., writing on walls or desks, holes in walls, etc.) will receive a minimum consequence of Level II, though more severe consequences, including permanent dismissal, may result. Offenders will also pay for the repair or replacement of damaged property.

13. DISCIPLINE

An SBP boarding student is given the opportunity to learn independence and a sense of self in an environment of stability, in which discipline plays a vital part; keeping order, demonstrating that behavior has consequences, and building character. The disciplinary system assists the St. Bernard student in making good life decisions in the classroom, in the dorm, and on the campus as a whole. SBP assumes that each student is exemplary in 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 (7th grade through senior year). 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.

SBP uses a Level System on a school wide basis; in addition, the Dorms use a point system, with Level III allowing the greatest freedoms and privileges, Level II giving significant restrictions, and Level I being the most restrictive. See also LEVEL I and LEVEL II.

All students begin the year at the highest level attainable (Level III) and no dorm points. 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. DORM POINTS are deducted, as explained in the next section.

14. DORM POINTS

a. Every 20 days (Sunday – Friday) begins a new period during which behavior is assessed as follows: **Grades 7-8:** if 15 points are lost during a 20-day period, the student must serve a consequence (loss of phone/electronics for one week and a \$10 fine). For every 15 points lost thereafter, the same consequence is given.

Grades 9-12: if 12 points are lost during a 20-day period, the student must serve a consequence (loss of phone/electronics and a \$10 fine). For every 12 points lost thereafter, the same consequence is given.

After each 20 days the students start fresh again. Chronic irresponsibility will result in more serious consequences.

b. Dorm points may be deducted for room inspections see CLEANLINESS – *above*.

c. Other violations include but not limited to:

- Lights on, being up after “lights out” - 4 points
- Failure to complete assigned house chores -4
- Failure to sign in/out when leaving campus - 4
- Turning in weekend plans late - 4
- Out of room without permission during study hall - 4
- Loud Music, excessive noise - 4
- Late to morning headcount (when held) - 4
- Late to evening headcount - 2
- Forgot key or key card - 2
- Bad language - 2
- Not signed in/out correctly on sign out board - 1

d. Other minor violations will result in the loss of points at Dorm Director’s discretion. Dorm Directors will record all points and post periodically so that students will know where they stand.

15. DRUGS/ALCOHOL TESTING POLICY

See the School Handbook.

16. FIRE/TORNADO DRILLS

For the safety of all dorm residents, unannounced fire/severe weather drills will be conducted at various times. Upon hearing the designated fire/tornado alarm, students must calmly follow the evacuation route posted on each door and wait as a group at the predetermined gathering location for roll to be called. Students failing to exit in a safe, timely manner will receive at least one-week Level II for non-compliance.

17. FIRE HAZARDS

Candles, incense, oil burning lamps, halogen lamps, or other flammable materials or incendiary devices are not permitted in the residence halls. Students may not have aerosol products (with the exception of shaving cream and approved medical products). Students in possession of these will have items confiscated and will receive minimum one-week Level II. Students may not affix or hang decorations from the smoke alarms, vents, ceiling, light fixtures or door frames. Students may not hang electrical units or wires from the ceiling. Students may not obstruct access to the dorm room at any time, for example placing a towel on the floor at the base of the door. Fire Safety rules will be strictly enforced, students who do not comply with the safety rules will receive at minimum one-week Level II.

18. FURNISHINGS

a. Dorms provide for each student: bed, desk, chair, dresser, garbage can. Rooms are equipped with closets and storage areas. Some rooms have sinks and/or bathrooms but these are very limited.

b. Students must provide the following:

- Required items: linens (at least 2 sets), bedspread (twin size), mattress pad, toiletries, blankets/comforter, desk lamp, tote bag for books, pillow and pillow case, fan, alarm clock, large plastic container with lid (Tote box) for storage, school supplies (pens, pencils, paper, markers, notebooks, highlighters, folders etc.), laundry bag or basket, laundry detergent, towels and wash cloths, umbrella and/or rain coat, non-aerosol air fresheners, broom and dust pan, toiletries (deoderant, shampoo, soap, shaving items, etc **All toiletries must be non-aerosol with the exception of shaving cream.), personal items (clothes for both cold and warm weather, shoes, etc.).

- Optional items: computer with monitor/printer, iron (only with auto shut-off) and ironing board, small floor rug, vacuum, refrigerator (must be compact, no more than 4.5 cubic feet, operate on regular 110 v. current, requiring *no more than 2 amps* of electricity), small office-type chair that adjusts in height for ease at working at the desk and computer. A personal chair may be used with Dorm Director's approval.

- Items Not Allowed: TV's, heaters, microwave/cooking appliances (prohibited items include but not limited to rice cookers, hot plates, toaster ovens, etc.), halogen lamps, exterior antennae, VCRs, water heaters, aerosol products (with the exception of shaving cream and approved medical products), colored lights, strings of "Christmas-type" lights, two-way communication apparatuses (e.g. CB transceiver), dart boards with pointed darts, knives or other sharp-edge tools of any size. If in doubt, ask first.

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

19. GARBAGE

All rooms are provided with a trash can and the dormitory also provides trash can liners. Students must put a liner in the trash can. Students will be expected to empty trash daily. See also CLEANLINESS.

20. GUESTS

Guests, including day students, are not allowed to enter the dorms; violation: minimum of one week of Level II for SBP students involved, boarding and day. No boys are allowed in the girls' dorm; and no girls are allowed in the boys' dorm; violation: expulsion. A person, including students, who is signing out a dorm student may enter the dorm for that purpose but must stay at the sign-out desk. A student's mother and father are welcome to enter the dorm at certain times (loading, unloading), if permitted by the Dorm Director. Younger siblings are not allowed in the residential areas of the dormitory, they must remain at the office or entry. Exceptions to any of the above will be made by the Dorm Director or the Administration, and only for the specific time requested.

21. INFORMATION AND MEETINGS

Residents are responsible for any information covered in school announcements, messages posted on the bulletin board, and signs/ notices placed in entry. Head Count/ Dorm meetings are held nightly and are mandatory unless "early-to-bed" is approved for a given student. "Early-to-bed" is not allowed more than two consecutive days in a row, unless there is illness. On Mondays Head Count/Dorm meeting is mandatory there will be no "Early Sleep" with the exception of illness or with special permission from the Dorm Director.

22. KEYS/ KEYCARDS

Residents will be issued a key to their room and will be required to sign a key receipt form. If a key is lost or stolen, report it to the Dorm Director immediately. Residents will be charged \$20.00 for a replacement key, \$10 for key card. This charge is not refundable even if the original key is found. Residents may not duplicate a key or possess unauthorized keys. Residents may not add locks to room doors. Students who repeatedly ask to be let into their own room will receive 2 dorm points per occasion. Residents are also responsible for their ID badge which grants access into the building. Failure to carry this ID badge will result in 2 Dorm points. **RESIDENTS SHOULD CARRY THEIR OWN KEY AND ALWAYS LOCK THEIR DOOR!** If a student is not in his/her room and the door is found unlocked, a consequence (loss of phone/electronics for one week and a \$10 fine) will result.

23. LATE LIGHTS

Because of homework assignments, students may ask for *late lights*, subject to approval by the Dorm Director. *Late Lights* normally will not go beyond 11:00 pm. If *Late Lights* is granted, only study or

completion of homework is allowed and the room door must remain open at all times. If a student needs to use his/her computer for *Late Lights*, they must remain in the Dorm Director's office to complete the work and then promptly turn in the electronic device. *Late lights* will never be granted after a return from a weekend or holiday.

24. LAUNDRY FACILITIES

Washing machines and dryers are provided free of charge to the residents in the laundry rooms of each dorm. Students are responsible for the cleaning of the laundry facilities. Students must promptly retrieve their laundry after using the facility. Dry erase boards are to be used to identify the person using each machine. Students are responsible for their own laundry supplies, i.e. detergent, dryer sheets, laundry baskets.

25. LEAVING CAMPUS

- a. Boarding students must follow the dorm guidelines and checkout procedure given in this handbook. During the class day any student must sign out in the School office only when he or she is actually leaving and has fulfilled all necessary commitments.
- b. Boarding students who are free to do so (i.e., having no duties or restrictions) may go home on the weekends. If a student is on campus for the weekend, he/she must stay for the entire weekend – unless there is reasonable cause and prior approval.
- c. A boarding student must submit a weekend plans sheet by Wednesday morning at 7:00am, whether or not the student is staying on campus. See also WEEKEND PLANS.
- d. It is assumed that a student will stay on campus unless permission is given by parents. A 7-day 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 and/or Dorm Director, and approved by that office by Friday at noon. Co-ed weekend visitation will not be approved by the school.
- e. Weekend plans may not be changed after 12 noon on Friday, unless the plans are to allow a student to go home, in which case parental permission must be given to the School before the student may leave.
- f. 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.
- g. Students must sign out when leaving campus (stating where/how may be found, phone #, etc.), and to sign in upon return. If a student being transported by someone else, that person, including a parent, must sign the sign-out sheet, failure to comply will result in one week of Level II.
- h. 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 and has approval from their Dorm Director. Failure to comply will result in the following consequences:
 - i. Failure to sign out: - 4 dorm points Habitual offense will result in more serious consequences.
 - ii. Failure to sign in when returning to campus: - 2 dorm points.
 - iii. Signing in or out improperly, e.g., illegible writing, incomplete information: - 2 dorm points.
 - iv. Multiple offenses for any of the above will result in more serious disciplinary measures.
- i. When returning from a weekend or break students must sign in at the dorm immediately upon arrival, and are required to be on campus and sign in at the dorm by 9 p.m. If unable to meet the deadline, the student is to insure that his/her parent or guardian call and notify the Dorm Director before 9 p.m. that same day. It is advisable that a student phone the Dorm Director before 9 p.m. to ensure that parental notification has been made. This requirement is to be met even if the student noted a late or next-day return on his/her weekend plan. 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 a consequence: (loss of phone/electronics for one week and a \$10 fine).

- j. When a student leaves the campus for the weekend or holiday, the room is to be neat, electrical equipment (clocks and refrigerators excepted) turned off, including computers; also windows closed and locked, lights off and doors locked. Clock alarms and other signals are to be disengaged. Failure to do so will result in a consequence (\$10 fine).
- k. Boarders are not allowed to go back to the dorm during the school day to retrieve school materials, sports uniforms, or other items without the permission of the school administration. If leaving school early, a student should bring his or her belongings needed to either the high school building or middle school building in the morning where they will be kept until he or she is signed out from school.
- l. Students must use sign out board AND sign out books when leaving campus. The sign out board should have student marked as out and off campus AND the appropriate sign out book completely and legibly filled out. See Also SIGN OUT.

26. LIBRARY-HEIDRICH BUILDING (AFTER SCHOOL HOURS)

Unless otherwise noted or announced the Library is open Monday-Friday from 7:30am-4:30pm. The library is open on the weekends by appointment and according to staff availability. See the Dorm Director for access to the library during weekend hours and he/she will contact the Librarian. See LIBRARY in Handbook.

27. LIGHTS OUT

Lights out by 10:30 pm. (11 p.m. for Seniors) Sunday through Thursday, and on Friday and Saturday at midnight. Lights out means in bed ready for sleep, students who are up after lights out (bathroom excepted) will receive 4 Dorm points.

28. LOCKDOWN

In the event of a potentially threatening situation on campus which may include weapons, the Dorm Directors will call 911 and to follow direct safety procedures. Listen carefully and follow their instructions. In all cases wherein residents may be hiding in a secure location, in the woods (trails, etc.), in the basement or other safe place; stay secure until an administrator or law enforcement officer has instructed you **face to face** that it is safe to return. **Again remain in lockdown until a law enforcement officer or administrator personally sees you and tells you directly that it is safe to return. Disregard any requests that are made over phone or public address system to do otherwise, even if made by administration. The request must be made face to face.**

29. MAIL

- a. Students may receive mail and packages at the school address: St. Bernard Prep School
1600 Saint Bernard Dr., S.E.
Cullman, AL 35055
- b. Letters, correspondence and packages will be delivered to Dorm Director's office; but also check your mail folder in the classroom bldg. **ALL packages must be opened in the presence of the Dorm Director.** If the package includes anything forbidden, it will be immediately confiscated. There is generally a one to two-day delay from the arrival of package on campus to delivery to the dormitory.
- c. Residents should verify all purchases and orders prior to shipping. If a resident needs to return a package, there will be a \$5.00 fee in addition to shipping and handling charges.

30. MAINTENANCE

Students should notify Dorm Director immediately of any maintenance needs, light bulb replacement, broken furniture etc. Dorm Director will turn in a maintenance request and the problem will be addressed as soon as possible.

31. MASS ON SUNDAYS

- a. Students present on campus Sunday morning must attend Mass in the Abbey Church wearing Mass attire. Boys: dress shirt & tie (coat as announced), dress pants, belt, socks and dress shoes. Ladies: dress or skirt with blouse and dress shoes. Very nice dress slacks are acceptable; tight pants are not. At Mass or other worship, clothing is to be modest and appropriate, with no dresses that are strapless, sleeveless, open at mid-riff, back or down the front. Remember: dresses and skirts should fall no higher than 2 inches above mid-knee at any time. Jeans, athletic wear are not acceptable. Dress shoes are to be worn by all, no sandals, flip flops, or athletic shoes are allowed.
- b. If too ill to attend Mass on Sunday, student must remain in his/her room the remainder of the day and evening to recover from the illness. Meals will be brought to students who are able to eat.
- c. If Sunday Mass is missed, the student will attend Mass in the Abbey Church at 5:00pm (Mon-Fri) twice during the week. The 5:00pm Mass lasts about 30 minutes. If that resident is late for any of those daily Masses, he/she must come an additional day. Repeat offenses will result in at least one week Level I minimum. If late for Sunday Mass the student will attend 5pm Mass once during the week.
- d. Residents may NOT use the bathroom during Mass unless it is absolutely necessary because of illness or extreme circumstances. Take care of bathroom needs before Mass. If a resident must use the bathroom, the Dorm Director will be sitting at the back of the Church, get his/her permission, one person at a time.
- e. Talking with others during Mass, use of electronic devices, or any other disturbing or disrespectful behavior will result in a minimum of one week Level II. Subsequent misbehavior will result in more severe consequences.
- f. Students who are not Catholic and desire to attend other religious services in town may consult the administration; transportation will be arranged.

32. MEALS

- a. SBP has a fine Dining Hall staff that provides healthy meals and prepares the foods from whole fresh ingredients, limiting the use of processed foods and avoiding products containing artificial colors, flavorings, M.S.G., preservatives, and high levels of sodium. When on campus all boarders must attend every meal (breakfast excepted but highly encouraged) provided in the dining room, even if the student chooses not to eat what is offered. Exception: if participating in a school activity, i.e. Sports, drama etc. Weekends are also optional with the exception of Sunday supper, if students are on campus they are required to be at supper on Sunday evenings.
- b. Students may order pizza, etc., to be delivered to the dorms; phone numbers are posted in each dorm. Pizza delivery however may not occur during study hall or during/after head count. Food delivered during restricted times will be sent back and charges will apply according to the deliverer's policy.

33. MONEY

It is strongly suggested that students have a student money account, bank card, etc. Do not have more than \$50 in one's possession (wallet, purse, room, etc.)

34. MEDICATIONS

- a. Medication, including OTC, is not supplied by the school. Before students are allowed to keep OTC 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). All dorm student medications must be properly stored by student in one container that is secure, clear, hard-surface plastic – and must be maintained in the

student's assigned dorm room. Each individual medication must be in its original container. 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. By exception a prescription medicine might be kept by a student at a parent's request, if also allowed by the School Nurse and Dorm Director.

b. 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. If medication or medication dosage changes, a new form will be required.
- Parent signatures are mandatory for all over-the-counter medications as well.

c. FORMS:

i. SELF-MEDICATION AGREEMENT FORM (SBP website).

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.

ii. SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION FORM:

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.

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

e. 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.

35. OFF-LIMIT AREAS

Students are not allowed outside the perimeter road unless involved in a supervised school function or activity, such as official practice and games. Students must have written permission from the administration or the Dorm Directors to visit the Cemetery, Grotto, woods or other areas outside the perimeter road. Students may not enter Dorm Offices without permission, nor are students allowed in the Private Residences of Dorm Directors. Students may not be on fire escapes, or other areas clearly marked no admittance or in buildings without proper adult SBP supervision. Students may not be in the gym without adult supervision. Failure to comply with any of these restrictions will be assigned a minimum of Level II for one week.

36. OVERNIGHT PERMISSION

Students are not allowed to check out overnight on school nights except in extreme cases, see also SPECIAL PERMISSIONS. On weekends students must have filled out a weekend plan form and permission must be granted from all parties involved, resident's parents, the parents of the host student and Dorm Director. If a student is on Level, permission may not be granted, at the Dorm Director and Administration's discretion.

37. PETS

Residents are not allowed to keep pets on either a permanent or visitation basis.

38. PICTURE HANGING/POSTERS

Students are allowed to hang pictures and decorate their rooms as approved by the Dorm Director. Do not use nails, screws, stickers, or sticky substances as they may permanently mar the surface and a damage fine will be imposed. Command hooks and hangers work the best. No nails and tacks on the walls, nor tape that will remove paint are allowed. Objects hung will be no larger than 2x3 feet, and limited to three per student per room. No road or street signs are allowed, nor are any signs or posters which are offensive, alcohol or drug related, or deemed inappropriate by Dorm Director.

39. PLANTS

Residents are allowed to have small plants in their rooms with Dorm Director approval. Students must be responsible for the maintenance and upkeep of such plants.

40. PRIVATE ROOMS

Students should expect to have a roommate, though space permitting single rooms may be available; but as a general rule private rooms are not available except under the following circumstances and when space permits:

- i. Documentation of a physical, medical necessity.
- ii. Senior privilege and/or Floor Proctors.
- iii. With the recommendation of Dorm Director.

41. QUIET TIME

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 or sound system except with headphones are permitted. 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, except seniors who qualify to miss the second hour of study hall who may be outside 8-9 p.m. If arriving on campus during 7-9 p.m., the above must be observed immediately. Quiet time is also observed throughout the week of finals and at other times as noted in the dormitories. Students who blatantly break the quiet time will receive a minimum of one-week Level II.

42. RESPECT/ MANNERS

See **CONDUCT – GENERAL GUIDELINES** in the “All Students” section of this Handbook

- a. Proper address for elders and those in authority: Ex., Yes, sir; no, ma’am; yes, father; no, brother.
- b. Respect for persons includes respect for their belongings. Do 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. Keep doors unlocked when guests are in the room; violation: one week of Level II, minimum.
- c. Respect also includes respecting the learning and safe home environment within the dorms. No loud and raucous behavior is allowed. Music, as allowed, is not to be heard outside one’s own room.
- d. Ball playing, throwing or bouncing objects, horseplay, running and the like are not allowed in the dorm; these are outdoor activities. Inside they cause accidents and injuries.

43. ROOM CHANGES

Students may request a room change to the Dorm Director after attempting all amicable means to resolve differences. Room changes are a last resort measure; learn to live together and resolve differences. All

parties affected must agree to a room change. In the event of a vacancy due to a student withdrawal from the dorm, rooms may be consolidated at the discretion of the Dorm Director.

44. ROOM CHECK IN/CHECK OUT

As residents move into their room, it is essential to complete the room inspection form and note any existing damages. The completed form should be returned to the Dorm Director immediately. At checkout, residents must thoroughly clean their room, remove trash, have the room inspected by the Dorm Director, and turn in the key. Failure to follow the checkout procedure will result in \$50 cleaning charges. NOTE: Residents are expected to check out of the dorm as quickly as reasonably possible after final exams. A resident who has finished exams must live under the authority of the school until full check out has occurred.

45. ROOM ENTRY AND INSPECTIONS

SBP has the right to enter residents' rooms in order to provide maintenance and repair services, to inspect for health and safety conditions, and to investigate alleged violations of SBP regulations. Periodic room inspections will be conducted to ensure that student rooms and halls meet the health, safety and cleanliness standards established by the school and health and fire safety authorities. Closet areas and refrigerators may be opened for visual inspection. See CLEANLINESS.

46. SEARCHES

SBP reserves the right to search school property, such as lockers, desks, and digital media files at will. If school officials have reasonable grounds to believe that a student may be in possession of drugs, alcohol, tobacco, stolen property, weapons, or any other contraband, the student's dormitory room and the personal belongings therein will be searched. Except in an emergency, such searches will be conducted as discreetly as is practical, with as little invasiveness as is reasonable.

47. SECURITY/SAFETY

The dormitory buildings are equipped with security alarms. These alarms are armed from 9:30 p.m. (before headcount) - 6:30 a.m. (Sunday - Thursday) and 12:00 midnight - 7:00 a.m. (Friday - Saturday) – or as determined by Dorm Directors. See also ALARMS. The entire campus is regularly monitored by the Cullman police department especially at night. For the safety of all residents, weapons (or items that may be used as weapons, for example scissors, tools, pocket knives etc.) are prohibited. If there are any questions about an item, ask the Dorm Director.

48. SHOWERS

Residents are responsible for keeping shower rooms clean and presentable at all times. Personal items should be kept in residents' rooms. Residents are required to purchase their own shower supplies, e.g., soap, shampoo. It is highly suggested that residents purchase a shower caddy for their belongings. Residents are to report maintenance issues regarding showers to Dorm Director immediately.

49. SIGNING IN/OUT

In each dormitory in the main lobby there is a Sign Out Board and Sign Out Logbooks. If a resident is leaving the building at ANY time they must use the Sign Out Board moving their name from "in" to "out" and then specify where they are going on campus. If a resident is leaving campus, mark "off campus" on the Sign Out Board and then proceed to use the Sign Out Logbooks. If a resident is leaving (but returning the same day- including Town Day) use the Off Campus Sign Out Logbook. If a resident is leaving for the weekend or overnight, use the Off Campus Weekend/Overnight Logbook which has a page for each student. Note: If a resident is leaving campus and does not have Town Permission or if someone is checking a resident out for the day, the responsible party must come in and sign the student

out personally. Failure to comply will result in the loss of dorm points. Repetitive non-compliance will result in more serious consequences.

50. SILENCE

After Night Prayer each night, there will be a spirit of silence in the dormitories. Students will be allowed to shower, do laundry, go to the bathroom etc. but will not be allowed to converse with one another, go into another's room, congregate etc., without explicit permission from Dorm Director and under very special circumstances. Students who do not keep the silence: 4 Dorm point penalty.

51. SMOKING/ TOBACCO USAGE

SBP is a Tobacco-Free School Zone.

- a. A student who is found smoking in or around a St. Bernard building or intentionally in the presence of one doing so will be suspended for one week. Further such activity may result in expulsion. Smoking in a building will also result in a \$250 fine and 40 hours work detail. Students found smoking elsewhere on campus including his/her own vehicle will incur a \$100 fine and 20 hours work detail.
- b. The possession of all tobacco products (cigarettes, chewing tobacco, snuff, pipe tobacco, vapes, etc.) is forbidden for SBP students. The possession of matches, lighters, pipes, and other tobacco/nicotine paraphernalia is prohibited (e.g., having such on one's person, clothing, dorm room, auto, or any belongings). The possession of tobacco/nicotine products or paraphernalia will result in serious disciplinary consequences, one-week Level I minimum.

52. SPECIAL PERMISSIONS

Any situation in which a resident asks permission to leave campus under unusual or special circumstances is called a "Special Permission." In each instance, a written request (email) from the parent should be directed to the Dorm Director for consideration at least 24 hours in advance is preferred. Parents may also call the Dorm Director and inform them of the circumstances.

Direct parental consent (phone, email, face-to-face) must be given for the following:

- a. Attending special events that extend past curfew (can only be permitted if an adult is responsible).
- b. Leaving campus at any time other than approved times.
- c. Leaving campus with someone not listed on the student's sign-out sheet.
- d. Riding in a car with another driver not listed on the Authorized Driver's Form.
- e. Spending a school night off campus, even with the parent.
- f. Leaving the building after 8 pm on a school night and after 10 pm on a weekend night.
- g. Any other instance not already listed on the permission form in the student's file.

Parents should include all telephone numbers of those involved within the request.

*** Parental permission may not supersede SBP's rules and regulations.

Examples of special permission circumstances could include but not be limited to, family emergencies, special family events (weddings, Confirmation, etc.), prolonged family vacations, etc. See ABSENCES.

53. STORAGE

The dormitories provide storage areas for students' belongings. Students are required to store their luggage in storage rooms and not in their own rooms. Students may keep items in storage if they are clearly marked with their name, and either boxed up or in storage crates/totes. Storage areas are only accessible with Dorm Director or a Floor Proctor.

54. STUDY HALL – This is of great importance in St. Bernard Prep life.

Study Hall for all Boarding Students is held Monday-Thursday, normally between 7:00-9:00 p.m.

Common Study Hall (students together in a monitored study area) is required of the following:

- a. Students in grades 7-9;
- b. New boarding students in grades 10-12 until the first deficiency reporting period – or longer as needed – if *c* or *d* below do not apply.
- c. Students with a quarter or semester grade, or mid-quarter deficiency below 70 will be in study hall until the next formal reporting time: quarter, semester or mid-quarter – 4-5 weeks.
- d. May be required of any boarding student demonstrating academic difficulty – at the discretion of the Headmaster/Dorm Director/Parents.

Any student may request to attend common study hall; however, prior notification must be given to the Dorm Director and the Common Study Hall Monitor.

“In-Room” Study Hall is allowed all other students under the supervision of their Dorm Director. The student’s room door must be kept open and the student at their desk.

General Study Hall Requirements for all students:

- a. Computers, phones, ipods, and other such devices are not allowed during the 2-hour study hall, including during breaks. All those devices must be given to the Dorm Director well before study hall. If the computer is needed for research, typing, etc., it is to be done at other times; plan ahead; manage time. If common study hall is held away from the dorms, the electronic items mentioned above must be left in the dorm. Violating any of the above will result in at least 2 weeks of Level II. Simple calculators and translators are acceptable if they do not contain game devices; they must be approved by the Dorm Director before use.
- b. No talking and no disturbing others in any way. No study with others or asking about homework is permitted; this is done at the break or at other times. No music during study hall.
- c. No student may leave campus during the two hour study hall time, day or night. Parents, students, coaches, etc., should work to ensure that all students are present for this period of time. Exceptions to this are SBP athletic competition that must be attended and occasional approved St. Bernard non-athletic practices, e.g., drama.
- d. Study hall is only for academic study directly related to a student’s current SBP classes. It is “study hall,” not “homework hall,” a place to learn the discipline of study that goes beyond homework assignments. Homework is just the beginning of study, which is never finished.
- e. **Seniors** who qualify academically and are not on Levels I or II, have the privilege of not attending the second hour of study hall.
- f. Specific guidelines for both Dorm Study Hall and Common Monitored Study Hall will be communicated to the students by the staff responsible for supervision.
- g. **Early Study Hall** is required of all students in the afternoon, usually 3:30-5:30, when there are evening events. Usual study hall directives apply. Seniors who have earned the privilege of skipping the 2nd hour of study hall may use that time as allowed on ordinary weekdays; regular town permission applies. If an approved athletic practice is held under the supervision of an approved St. Bernard Coach, students may be absent from early study hall during that practice period only. An excuse slip must be correctly completed and returned to the Dorm Director by the student for each practice. It also must be completed if a student must leave study hall early to prepare for a game. Also regularly scheduled afternoon tutoring may continue during an afternoon study hall, with the above-mentioned slip used. Failure in the above requirements will result in the loss of the privilege and other disciplinary measures.
- h. 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, and no sound system (except with headphones) is

permitted. 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, except seniors who qualify to miss the second hour of study hall; they may be outside 8-9 p.m. If arriving on campus during 7-9 p.m., the above must be observed immediately.

- i. Because of homework assignments, students may ask for **Late Lights**, subject to approval by the Dorm Director; normally this privilege will not go beyond 11:00 pm. If *Late Lights* is granted, only study is allowed and the room door must remain open at all times. No *late lights* are permitted after a return from a weekend or holiday.
- j. On nights when, by exception, a tutorial session is conducted by a teacher for a group of students, one may ask permission from the Dorm Director to attend the tutorial, usually between 8 and 9 p.m. A request dated and signed by the teacher must be received hours earlier, stating the time period involved and the teacher's phone #. When students return from the session they must have a note dated and signed by the teacher.

55. TARDY

Students are required to wake themselves up and to be at school on time. Residents need to be out of the building by 7:45am on school days. Being late out of the building will result in the loss of 2 dorm points, in addition to school consequences for tardiness.

56. TELEPHONES/ TECHNOLOGY USAGE

- a. SBP allows students to bring their own tech devices, with the exception of TVs. ALL students MUST register every electronic device with their Dorm Director; they will need Make, Model and Serial numbers. Students will fill out a Technology Form for each device they possess. If a student changes devices, or gets a new device that device MUST also be immediately registered with Dorm Director. Students with cell phones are required to provide their numbers to the Dorm Director for the emergency notification system. This is mandatory and not optional. Any device that gives access to the internet (smart phone, ipad, etc.) kept by a dorm student must be registered with the Dorm Director. All cell phones must be registered as well. Updates during the year must be made immediately. Failure in the above: 1 week of Level I; more serious for repeat offenses.
- b. Students are required to be present, responsive, and available to others. "Heads down," or engrossing activities (calls, games, texting) should be avoided in social situations.
- c. Students must respect requests to remove cell phones from situations where privacy is a concern, particularly locker-rooms and bathrooms, private residences, and others' dorm rooms.
- d. All cell phone use in the Dining Hall serving line is prohibited, this is a courtesy to the kitchen staff and for others waiting in line. Use of cell phones during community gatherings (e.g. school meetings, performances, and School Events) is also prohibited.
- e. All cell phone conversations must be completed by 9:30 p.m., except seniors who have 10:00pm until 10:15pm, but only to speak with their parents. Friday/Saturday phone use must be completed by 11:00 pm or at a time determined by the weekend Dorm Director.
- f. CELL PHONE/I-PAD/I-PHONE/COMPUTER/ELECTRONIC GAMES and any such devices may not be used during study hall hours in the dorms or common study hall, usually 7-9 p.m., including breaks. Also, they may not be brought to dorm headcounts and they may not be used after Head count 9:30pm, with the exception of Seniors as mentioned above.
- g. While in the dorms during study hall all such devices must be turned off by the student and placed in the care of the Dorm Director. Failure to place them there will result in 2 weeks of Level II and loss of the privilege of all such devices during that time. Repeated violation will result in more severe action, including suspension or expulsion.
- h. Technology specifically computer usage is allowed during specific times, never during study hall. Consequently, the use of technology that promotes student isolation from the community, causes

students to develop unhealthy sleep patterns or work habits, endangers students through overuse, addiction or dangerous behaviors will be restricted. The use of technology that promotes good work habits, fosters skills, and enhances the life of the community will be embraced.

- i. Boarders must stick strictly to the age categories set for DVDs, videos, online activities and computer games. SBP policy is no rated R or Mature Audience ratings allowed. In all cases boarding staff have the final say about the suitability of a film. For any student given permission to visit the cinema, school rules and legal age restrictions apply.
- j. On all school nights, students will turn in all electronic devices, cell phones included, to be stored overnight in the Dorm Director Office. Student have from 10:00pm - 10:15pm to turn in their electronics. If a student is late turning in his/her devices, then they will lose their devices for 3 calendar days. Floor Proctors have until 10:30pm to turn in their electronics. Failure to turn in the devices as required will result in one week of Level I and the loss of all electronics during that time. If a “dummy” device is turned in instead of an operating device, a student will also incur two weeks of Level I. Students may retrieve their electronics each morning at 6:30am when the Dorm Director’s office is opened.
- k. In emergency situations if a student cannot be reached, phone the Dorm Director: 256-739-6682, Girls extension: 7126 / Boys extension: 7124.

57. TOWN (OFF CAMPUS) PRIVILEGES

Town privileges are detailed in the chart below:

	Level 3	Level 2	Level 1
SENIORS	<p>Mon-Thurs, end of school to 6:50 p.m. Fri. end of school until 9:00 p.m. <i>only with Dorm Director permission – if general permission is given by parents</i> Sat, 9 a.m. – 10 p.m., <i>permission as on Friday above.</i> Sun, 8-10 a.m., after Mass to 6 p.m., <i>permission as above.</i></p>	As Stated Under Level II Regulations	As Stated Under Level I Regulations
JUNIORS	<p>Mon-Thurs, end of school to 6:30 p.m. ----- Fri, end of school until 9:00 p.m. <i>only with Dorm Director permission – if general permission is given by parents</i> Sat, 9 a.m. - 9 p.m., <i>permission as on Friday above.</i></p>		
SOPH.	<p>Mon-Thurs, end of school until 6:30 p.m. No privileges on weekends, including 3-day weekends</p>		
GRADES 7-9.	Town Day - School Transportation.		

- Failure to abide by the above guidelines: minimum of 2 weeks of Level II restriction.
- TOWN DAY: School transportation to town for those with parental permission; not Levels I & II.
- Monday-Thursday town permission is lost if there are sufficient academic difficulties.
- All boarding students who remain on campus for a weekend are encouraged to participate in any school-planned activity off campus accompanied by the dorm director unless special arrangements are approved by the Dorm Director and parents – at the Dorm Director’s discretion. Only official weekend trips expenses are covered by the activity fee included in tuition.
- **No boarding student may leave Cullman County** without specific permission from parents and School administration. Disobedience: suspension and/or Level I.

58. TRANSPORTATION

- a. Transportation to or from local airports, train or bus stations, exam sites, medical appointments, etc., may be provided by SBP for legitimate needs (at the cost of **\$.50 per mile** – which may be adjusted as prices demand/allow. 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*. NOTE: transportation for international students is normally covered by existing fees.
- b. Transportation to exams (TOEFL, ACT, SAT, ETC.): Notify the school office at least a week in advance of school transportation needs to special exams. Exams are to be taken in Cullman as first option. Exams must then be taken in Huntsville, Alabama unless a given exam is not offered there. Failure to notify the office as required may result in no available transportation. In any case a student who fails to notify the office properly will serve one week on Level II.
- c. Transportation is also provided on Town Days, Walmart runs and local shopping. Ordinarily such transportation does not require a fee.

59. WEEKEND PLANS

A boarding student must submit a weekend plans sheet by Wednesday morning at 7:00am, whether or not the student is staying on campus. Failure to present the plans will result in the loss of 4 dorm points. The weekend plan form must be filled out completely and legibly, if the office cannot read the form it will be considered void and will result in the loss of 4 dorm points.

60. WEEKEND TRIPS

Residential Life plans and coordinates official weekend outings for the dorm community. These are events of enrichment and recreation, from museum visits to paintball, from bowling to shopping. These events are open to all Boarders and generally to all SBP students; however, the expenses are fully covered only for most 7-day boarders; the activity cost is not a part of the fee charged to 5-day boarders, so a fee must be charged if they attend special weekend activities. If a 5-day boarders stays the full weekend, they will be charged half the cost of the activity. If they are not staying in the dorm over the weekend they will be charged in full for the activity. **ONLY** the official weekend trip is covered by the activity fee.

61. WINDOWS

Do not sit on/in window ledges nor talk or yell out of the windows. Windows must be closed at all times, unless it is announced that heat and A/C is off and windows may be opened. Violation will result in one week of Level II. Windows on the first floor rooms must be closed and locked at all times; violation will result in one week of Level II, minimum.

62. WORK (AFTER SCHOOL EMPLOYMENT)

Dorm students are not allowed to have employment that interferes with the life and obligations of the School.

END OF DORM SECTION