

# **DORM HANDBOOK**



**Corpus • Mens • Spiritus**

**2022-2023**

**Student/Parent Handbook – Vol. II**

**FOR DORM STUDENTS**

**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 sou-thern hills are shin-ing with lives of work and prayer,  
and we shall e'er re- mem-ber our Al - ma Ma - ter fair.  
With bo-dy, mind and spi-rit we lift our hearts on high,  
to praise our God for- ev- er; Saint Ber-nard be our guide.



## ***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.

# ST. BERNARD PREPARATORY SCHOOL

## STUDENT-PARENT HANDBOOK VOL. II *FOR DORM STUDENTS*

This volume II of the St. Bernard Preparatory School *Student-Parent Handbook* is a special volume for the residential students of SBP, those who live in our dormitories. Volume I is issued to all students and parents and is required of all; Volume II is a specific guide to residential life and its rules and regulations.

*(Vol. I Handbook is required of all students)*



### *RESIDENTIAL LIFE*

#### INTRODUCTION

This Residential Life Handbook, Volume II of the St. Bernard Student-Parent Handbook, contains information applicable to Dorm Students, who also are responsible for Volume I of the Handbook, which is common material for all students enrolled at St. Bernard Preparatory School. Students with questions about any rule, regulation, policy or procedure should confer with their Dorm Directors, and/or School Administration for clarification.

Thank you for recognizing that parental permission may not supersede the rules and regulations of St. Bernard Preparatory School (“SBP”) 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 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. Notification will be given when a change is necessary.

# ADMINISTRATION

GENERAL SCHOOL PHONE NUMBER: 256-739-6682

## DORMITORY LEADERSHIP PERSONNEL

### **GIRLS DORM Director:**

Miss Teresita De Jesus Valencia 256-739-7063 tvalencia@stbernardprep.com

### **BOYS DORM**

Director: Mr. Peter Scheck 256-737-9824 pscheck@stbernardprep.com

HEADMASTER: Fr. Joel Martin, O.S.B. cell: 256-339-1867, or 256-739-6682, ext. 7114 or 7268  
Email: frjoel@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 counsels students informally 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 her students, among whom are our boarding students who make St. Bernard their home throughout the week. 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 an academic institution, a Catholic college preparatory school that assists young ladies and gentlemen to grow in knowledge and grace, personally and socially. Yet the school is not a therapeutic institution designed to provide students with regular psychological or psychiatric counseling or intervention. 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 7:50am-3:15pm), during Study Hall (typically 7:00-9:00pm) or during the night. Students are not allowed cell phone use during the above-mentioned times. They are required to turn in all electronic devices at a designated time between 10pm and 10:30pm, and may retrieve them in the morning as announced.

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

God be with us all as we work together for the healthy growth of those He has entrusted to us.

## TOPICS IN ALPHABETICAL/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
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20. Guests
21. Information and Meetings
22. Keys
23. Lights Out
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25. Leaving Campus – Sign In/Out
26. Library-Heidrich Building
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30. Maintenance
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33. Money
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35. Off-Limit Areas
36. Overnight Permission
37. Pets
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40. Private Rooms
41. Quiet Time
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43. Room Changes
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45. Room Entry and Inspections
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*They should each try to be the first  
to show respect to the other,  
supporting with the greatest  
patience one another's weaknesses  
of body or behavior*

*St. Benedict of Nursia*

## **1.        ABSENCES**

Illness: If not feeling well, a student must check with the 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 – through the school nurse – for the student to see a physician. 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 class because of illness they will be restricted to their dorm room for that day unless otherwise cleared by the school nurse or a physician. 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, difficult behavior) must, upon return to campus, provide the school with a letter from the attending physician or counselor 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.

## **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 the 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, the student will receive two weeks of Level II 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 - HOLIDAYS**

When there is a holiday or a scheduled break, the dorms will remain open and available for residents to stay with the usual exception of Thanksgiving, Christmas and Spring breaks; and the summer, during which the dorms will be closed to the residents. 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 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:
  - i. 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.
  - ii. May use vehicle for travel within Cullman County only.
- b. Automobile privileges (including simply getting into an automobile) are granted after school hours for students in grades 10-12 and who are properly licensed, not on Level restriction, 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.
- c. 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.
- d. Autos may be parked in the quad temporarily to load or unload; otherwise at least 2 dorm points will be deducted. 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 are not limited to:
  - i. Sweep hallways as needed – at least weekly.
  - ii. Pick up all trash/debris on floors/stairs whenever seen is – the responsibility of all at all times.
  - iii. Clean windows once a week; more often if needed.
  - iv. Clean bathroom, shower room, wipe down all faucets, pick up trash, sweep and mop floor.
  - v. Clean Microwave (inside and out) and area around the microwave; check daily.
  - vi. Trash duty: Sometime before quiet time each night, students empty 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.
  - vii. Clean common areas, lounges, laundry room, entry areas, offices, and stairwells as needed.
- b. The expectation is that all residents take part in household responsibilities and complete their individual tasks, 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 at least 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 clean and presentable.
- b. Dorm Rooms: Each morning the residence hall staff will conduct regular room inspections to assure that rooms are kept neat, with sanitation and safety standards maintained. Inspections will be made while students are at classes. If cleanliness is a problem a room may receive a general inspection at any time. Below are a student's responsibilities, and the points deducted when the responsibilities are **not** met:
- Bed made properly: - 2 to -3 points
  - Food sealed in heavy plastic containers - 4
  - Dishes and containers clean (unsoiled) - 4
  - Lights/fan/electrical equipment off (keep clock/fridge on) - 2
  - Trash emptied / liner in trash can - 2
  - Floors clear/swept - 2
  - Clothing, dirty laundry in proper place - 2
  - Sink, mirror, bathroom clean - 1
  - Desk area clean, neat - 1
  - Closet neat - 1
  - Violations (as described by Dorm Director) - 1 or more points as notified
- c. Note: If 4 points or more are lost in one room inspection, the Dorm Director will give the student extra duties. Residents will be held responsible for the condition of their room assigned, including upon termination of occupancy. See DAMAGES.

## **9. COOKING - FOOD**

Food and snacks may be kept in individual rooms; however, food must be kept in a **closed, heavy plastic air-tight container or cooled in a refrigerator**. Open food causes odors and pests; therefore, open food in rooms will result in - 4 Dorm points per occurrence. Items that need refrigeration, e.g., milk, cheese, juice, etc., should be stored in a refrigerator. Food must be disposed of properly in trash receptacles, not sinks; 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 student 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 after each use.

## **10. CURFEW/ HEAD COUNT**

On school nights, usually Sunday through Thursday, students should be in the dormitory by 6:55pm, 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 consequence. An unexcused absence from a special mandatory meeting results in -4 Dorm points. Head Count may be held in the mornings as needed at the discretion of the Dorm Director.

## **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-Friday; exception: Friday from 7pm is changed.**

	Students arise on their own.
6:30 am	Security alarm off and students may go outside the dorm
6:30 am	Dorm Office open
7:15 am	Breakfast in Dining Hall
7:45 am	All 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	<i>(See <u>Town Permission</u> chart in this book)</i>
---	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
	<i>(See <u>Town Permission</u> chart in this book)</i>
---	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 (7<sup>th</sup> 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, the standard, 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 in Handbook Vol. I.

All students begin the year at the highest level attainable (Level III) and no deducted 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 20 points are lost during a 20-day period, the student loses phone/electronics and pays a \$10 fine. If 40, 60, etc., points are lost, the consequence is doubled, tripled, etc.

**Grades 9-12:** If 15 points are lost during a 20-day period, the student loses phone/electronics and pays a \$10 fine. If 30, 45, etc., points are lost, the consequence is doubled, tripled, etc.

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 are not limited to:

- Lights on and/or 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) - 2
- 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 Handbook Vol. I.

**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 the minimum of one week of Level II. Do not affix or hang decorations from the smoke alarms, vents, ceiling, light fixtures or door frames; do 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 a minimum of one week of 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), towels and wash cloths, bedspread (twin size), mattress pad, desk lamp, book bag, pillow and pillow case, alarm clock, large plastic container with lid for storage, laundry bag or basket, laundry detergent, umbrella and/or rain coat, broom and dust pan, toiletries (deodorant, 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.), school supplies (pens, pencils, paper, markers, notebooks, highlighters, folders etc.).

Optional items: Blanket/comforter, fan, computer with monitor/printer, iron (must have auto shut-off) and ironing board, floor rug, vacuum, non-aerosol air fresheners, 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, water heaters, aerosol products (with the exception of shaving cream and approved medical products), standard

colored lights (“Christmas-type” lights) – though LED lights are acceptable but must be turned off at lights-out time and during class hours, 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: permanent dismissal from school. 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, e.g., move-in/out.

## **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 must use a computer for *Late Lights*, it must be turned in promptly before 11pm. *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. SIGN-IN / SIGN-OUT & LEAVING CAMPUS**

Students may not leave campus unless they have ordinary school permission, which also includes parental permission.

**Sign-Out Board:** In each dormitory inside the entrance door 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.

**Sign-Out Logbooks:** If a resident is leaving (but returning the same day- including Town Day) use the Off-Campus Daily 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.

- a. Students must follow the dorm guidelines and checkout procedure given in this handbook. During the class day a student may 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 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/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 the Friday before at 12 noon. Co-ed weekend visitation is discouraged 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 leaves.
- f. Students must reside in the dormitory during the school week unless it is truly necessary to go home, in which case parental permission must be given prior to the event.
- g. Students must sign out when leaving campus or getting into an automobile and staying on campus, stating where/how he/she may be found, phone #, etc.), and sign in upon return, always using the proper logbook – Daily Logbook or Weekend/Overnight logbook.

Non-compliance 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.
- h. A student may not ride in, or even enter, an automobile, his/hers or another's, even if remaining on campus, unless he/she has automobile privileges and has signed out properly as required.
  - 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).

- i. 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 -2 dorm points.
- j. 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. Phones and electronics are to be left in the dorm, but in this case they may be taken to the school and left only in the student's locker until the student leaves school.
- k. Students must use the sign out board AND sign out books when leaving campus. The sign out board should have the 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 normally 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**

Students need sleep; 8 hours is considered the minimum. 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 follow direct safety procedures. Listen carefully and follow their instructions. In all cases wherein residents may be hiding in a safe, secure location (dorm, larger campus, etc.), 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 the 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 the Dorm Director's office. **ALL packages must be opened in the presence of the Dorm Director.** If the package includes anything forbidden, it will be immediately confiscated.
- c. Residents should verify all purchases and orders prior to shipping. If a resident needs to return a package and is not able to do so without assistance, 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, e.g., light bulb replacement, AC/heating, broken furniture, etc. The Dorm Director will submit 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 (blazer/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, a 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. Sunday Mass is very important for all students. If it is missed, the student will satisfy the obligation during the week by attending Mass twice in the Abbey Church at 5:00pm (Mon-Fri). 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 of Level II. 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, get permission from the Dorm Director, one person at a time.
- e. Use of electronic devices, or any other disturbing or disrespectful behavior (conversing with others) will result in a minimum of one week Level II. Subsequent misbehavior will result in further 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. When on campus all boarders are expected to attend every meal in the dining hall, breakfast excepted but highly encouraged. Exception: if participating in a school activity, i.e. Sports, drama etc.
- 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 \$100 in one's possession (wallet, purse, room, etc.)

### **34. MEDICATIONS**

- a. Medication, including OTC (over-the-counter), 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 (athletic fields are outside the perimeter). 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 unless there is 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. When permission is given, usual check-out guidelines apply.

### **37. PETS**

Residents are not allowed to have pets/animals 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, tacks, tapes, stickers, or sticky substances that permanently mar the surface; a damage fine will be imposed. Command hooks and hangers work the best. Not allowed are any signs or posters which are offensive, contrary to the virtues encouraged by the Church and school; no alcohol or drug related material or anything deemed inappropriate by the 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. However, space permitting, single rooms may be available. But as a general rule private rooms are not available except under the following circumstances:

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

### **41. QUIET TIME**

On Sunday or any first night back after a holiday or weekend, 7-9 p.m. quiet time is observed in the dorms to facilitate study. No TV or sound system except with headphones is permitted. Students may use telephones and visit with one another - quietly. Leaving the dorm during that period is allowed, with the usual directives. Quiet time is observed during the week of finals and at other times as noted in the dormitories. Students who blatantly break the quiet time will receive a significant consequence.

### **42. RESPECT/ MANNERS**

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

- a. Proper address for elders and those in authority, e.g., Yes, sir; no, ma’am; yes, sister; yes, father; no, brother. See Vol. I
- 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; 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 arranged 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) to 6:30 a.m. Sunday through Thursday; and then from 10 p.m. to 7:00 a.m. Friday - and 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 and use shower slippers. Report maintenance issues regarding showers to the Dorm Director immediately.

#### **49. 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 points.

#### **50. SMOKING/ TOBACCO USAGE**

SBP is a Tobacco-Free School Zone.

- a. A student who is found smoking a lighted substance in or around a St. Bernard building, or being in the presence of one doing so will be suspended for one week. Further such activity may result in dismissal. Such 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. Illegal substances are a separate issue, resulting in permanent dismissal.
- 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, including a minimum of one-week of Level I.

## **51. SPECIAL PERMISSIONS**

A resident may permission to leave campus under unusual or special circumstances requiring “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. Approval must be given by the Headmaster.

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 does 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.

## **52. 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 accessible only with Dorm Director or floor proctor approval.

## **53. 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. 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., that may be done the first 30 minutes of study hall, beyond that such use 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, with the computer exception. 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 includes but 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 foregoing the 2<sup>nd</sup> 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, quiet time will be observed in the dorms from 7-9pm 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 allowed with the usual guidelines outlined in this Handbook.
- 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.

#### **54. 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.

#### **55. 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 immediately be 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, including the serving line, is prohibited. 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 before the time to turn them in for the night. 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. Exception: computer 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. 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 that no “R” or “Mature Audience” rated material is 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, 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 two weeks of Level II 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: Girls: 256-739-7063. Boys: 256-737-9824.

**56. TOWN (OFF CAMPUS) PRIVILEGES**

Town privileges are detailed in the chart below:

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

**57. TRANSPORTATION**

- 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.
- 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.

**58. 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.

**59. 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 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 boarder 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.

**60. 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.

**61. WORK (AFTER SCHOOL EMPLOYMENT)**

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

**Corpus ✕ Mens ✕ Spiritus**

## *Appendix A:*

### **Faculty/Staff Email and Contacts**

<u><i>Name</i></u>	<u><i>Responsibilities</i></u>	<u><i>email address</i></u>
Mr. John Arndt	Camp St. Bernard	jarndt@stbernardprep.com
Ms. Judy Bentley	Nurse	jbentley@stbernardprep.com
Mr. Tim Burleson	P.E./Health/ Athletic Director	tburleson@stbernardprep.com
Mr. William Calvert	Middle School Principal	wcalvert@stbernardprep.com
Sr. Gianna Casino, L.I.H.M.	Middle School Religion	srgianna@stbernardprep.com
Mrs. Chanda Dabbs	Upper School Math	cdabbs@stbernardprep.com
Sr. Marian Davis, O.S.B.	Upper School English	srmarian@stbernardprep.com
Mrs. Kirsten Dickerson	Upper School English	kdickerson@stbernardprep.com
Mrs. Elicia Fallin	Middle School Office	efallin@stbernardprep.com
Mr. Jonathon Farley	Band/Computer Science/Photog.	jfarley@stbernardprep.com
Mrs. Christy Frederick	Latin	cfrederick@stbernardprep.com
Mrs. LuAnn Gissell	Business Office	lgissell@stbernardprep.com
Ms. Regina Gongre	President's Office	rgongre@stbernardprep.com
Mr. James Griffin	History	jgriffin@stbernardprep.com
Br. Thomas Jones	Librarian	brthomas@stbernardprep.com
Fr. Linus Klucsarits, O.S.B.	Chaplain, Admissions	frlinus@stbernardprep.com
Mr. Matthew Lader	IT	mlader@stbernardprep.com
Sr. Therese Lopez, L.I.H.M.	Middle School Math/Religion	srtherese@stbernardprep.com
Dr. Craig Mann	History/Journalism	cmann@stbernardprep.com
Fr. Joel Martin, O.S.B.	Headmaster	frjoel@stbernardprep.com
Abbot Marcus, O.S.B.	Chairman of the Board	abbotmarcus@stbernardprep.com
Mrs. Leah Messick	Athletic Director Assistant	lmessick@stbernardprep.com
Mr. Jim Miller	Chief Executive Officer	jmiller@stbernardprep.com
Mr. Phuong Nguyen	Guidance Counselor	pnguyen@stbernardprep.com
Mrs. Joyce Nix	Marketing/Festivals	jnix@stbernardprep.com
Ms. Shelley Perry	Upper/Middle School Science	sperry@stbernardprep.com
Ms. Stacey Price	Business Office	sprice@stbernardprep.com
Mr. Peter Scheck	Boys Dorm Dir.	pscheck@stbernardprep.com
Mr. Matthew Shaddrix	Upper School Theology	mshaddrix@stbernardprep.com
Mrs. Yolanda Smith	Nurse	ysmith@stbernardprep.com
Ms. Teresita Valencia	Girls Dorm Dir., Spanish	tvalencia@stbernardprep.com
Mrs. Amber Watts	Middle School English	awatts@stbernardprep.com
Mrs. Martha Wells	Upper/Middle School Science	mwells@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.**

## *Appendix B*

### **ADMINISTRATIVE AND DORM CONTACTS**

#### **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](http://www.stbernardprep.com)  
**Renweb:** [www.renweb.com](http://www.renweb.com)

***Email Addresses / Phone and Extensions:***      **General number 256-739-6682 + extension**

Chief Executive Officer (Mr. Jim Miller)	<a href="mailto:jmiller@stbernardprep.com">jmiller@stbernardprep.com</a>	ext. 7141
Headmaster (Fr. Joel Martin, O.S.B.)	<a href="mailto:frjoel@stbernardprep.com">frjoel@stbernardprep.com</a>	ext. 7138
Middle School Principal, Asst. Head (Mr. Calvert)	<a href="mailto:wcalvert@stbernardprep.com">wcalvert@stbernardprep.com</a>	ext. 7118
Counselor (Mr. Nguyen)	<a href="mailto:pnguyen@stbernardprep.com">pnguyen@stbernardprep.com</a>	256-255-5870
Headmaster's Office, Upper School (Mrs. Woods)	<a href="mailto:cwoods@stbernardprep.com">cwoods@stbernardprep.com</a>	256-255-5880
Principal's Office, Middle School (Mrs. Fallin)	<a href="mailto:efallin@stbernardprep.com">efallin@stbernardprep.com</a>	(256) 255-0030
Attendance (Mrs. Woods)	<a href="mailto:cwoods@stbernardprep.com">cwoods@stbernardprep.com</a>	256-255-5880
Dorm Director (Boys) – Mr. Scheck	<a href="mailto:pscheck@stbernardprep.com">pscheck@stbernardprep.com</a>	256-737-9824
Dorm Director (Girls) – Miss Valencia	<a href="mailto:tvalencia@stbernardprep.com">tvalencia@stbernardprep.com</a>	256-739-7063

***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 256-739-6682, ext. 7126  
Girls' 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.*



# St. Bernard Preparatory School | 2022-2023 CALENDAR approved May 7, 2022

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Jul 4 – 5 Independence Day,**  
(School and Offices Closed)

**Jul 18 – 22 AHSAA Dead Week**

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Jan 1 New Year's Day**  
**Jan 5-6 Teacher Work Days**  
**Jan 9 Classes Resume**

**Jan 16 M.L. King Day**  
School and Offices Closed

**Jan 18-22 March for Life Trip**

AUGUST '22						
S	M	T	W	Th	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Aug 10 – 12 Teachers return**  
PD/Work Days

**Aug 14 Orientation Day – ½**  
work day for all emp.

**Aug 15 Classes Begin**

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**Feb 7 Mid-Quarter**

**Feb 11 Draw Down**

**Feb 20 Presidents' Day**  
(School and Offices Closed)

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Sep 5 Labor Day**  
(School and Offices Closed)

**Sep 13 Mid – Quarter**

**Sep 26 Benefactors Day**

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Mar 8 Athletic Ceremony**

**Mar 8 End of 3<sup>rd</sup> Quarter**

**Mar 20-24 Spring Break**  
(School and Offices Closed)

**Mar 27 Classes Resume**

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Oct 10 Columbus Day**  
(School and Offices Closed)

**Oct 13 End of 1<sup>st</sup> QTR**

**Oct 21 Parents Night –½ day**  
Students  
Parent Teacher conferences 1-6

**Oct 29/30 BB&BBQ**  
*faculty* work 1 day –  
*12 Mth.* Emp. work both days

**Oct 31 Halloween**

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Apr 6-10 Easter Holiday –**  
(School and Offices Closed)

**Apr 07 Good Friday**

**Apr 09 Easter Sunday**

**Apr 11 Classes Resume**

**Apr 17 Mid - Quarter**

**Apr 22-23 Bloomin' Festival**  
*faculty* work 1 day;  
*12 Mth.* Emp. work both days

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Nov 10 Mid Quarter**

**Nov 21-25 Thanksgiving Break**  
(School and Offices Closed)

**Nov 24 Thanksgiving Day**

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**May 03 HS Honors Ceremony**

**May 04 MS Honors Ceremony**

**May 10 Athletic Ceremony**

**May 15 End of 4<sup>th</sup> Qtr**

**May 16-18 Exams; Early Dismissal**

**May 19 Teacher Work Day**

**May 21 Graduation**  
(½ work day for all fac/staff)

**May 29 Memorial Day –**  
(School and Offices closed)

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Dec 2 Board Breakfast**

**Dec 16 End of 2<sup>nd</sup> Qtr**

**Dec 19-21 Semester Exams, Early Dismissal**

**Dec 22 Teacher Work day**

**Dec 23-Jan 6 Christmas Break**

**Dec 23 – Jan 2**  
(School and Offices closed)

**Dec 25 Christmas Day**

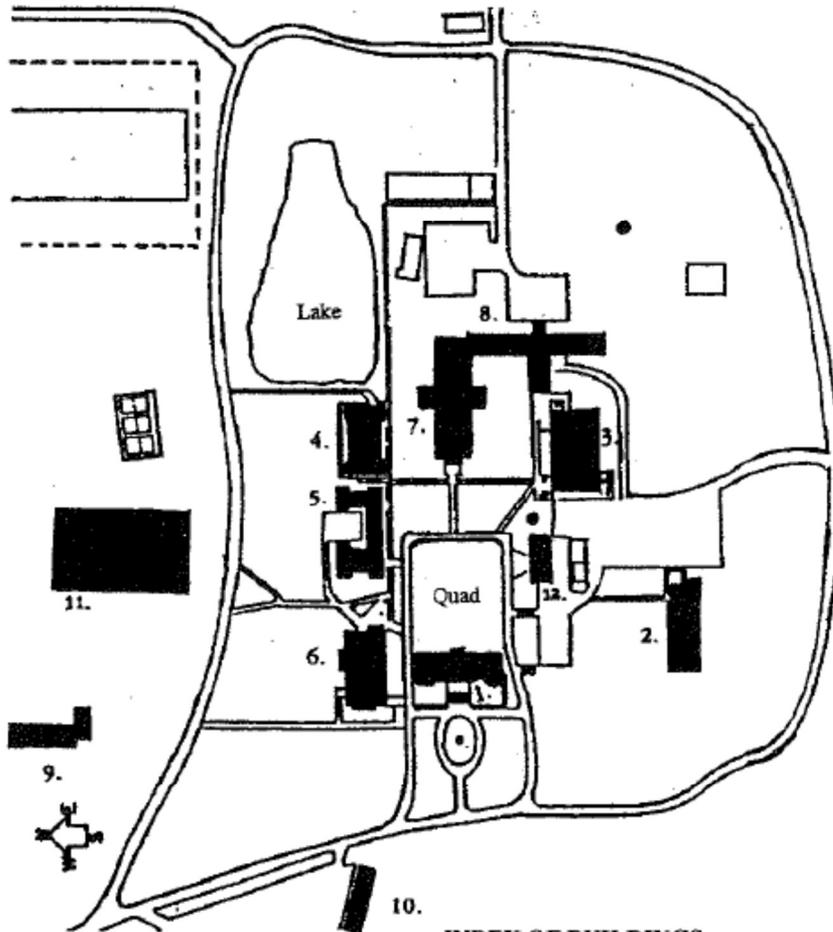
JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Jun 23-25 Alumni Reunion**  
(12 month employees work on 24<sup>th</sup>)

Updated 06/03/22

# ST. BERNARD CAMPUS MAP

← To Baseball Field



ENTRANCE

## INDEX OF BUILDINGS

1. Girls Dorm (Admin. Bldg.)
2. Main Classroom Building
3. Dining Hall
4. Student Union (Founders Hall, Middle School)
5. Benedict Hall (Boys Dorm)
6. Heidrich Bldg.
7. Abbey Church
8. Monastery
9. Boniface Hall
10. Grotto
11. Fazi-Richard Athletic Ctr.
12. Placidus Hall

# ST. BERNARD

PREPARATORY SCHOOL

CULLMAN, ALABAMA