



ST. BERNARD

PREPARATORY SCHOOL

CULLMAN, ALABAMA

DORM SECTION

OF THE

ST. BERNARD PREPARATORY SCHOOL

HANDBOOK

(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 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

HEADMASTER: Mr. Phuong Nguyen, cell 714-399-6731 or 256-739-6682 ex 7114

Email: pnguyen@stbernardprep.com

DEAN: 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 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 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 not a therapeutic school or a tutoring school; we are a small college preparatory school. We 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) or during the night. Students are not allowed cell phone use during the above-mentioned times. Students are required to turn in all electronic devices at a designated time after 10pm 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 as we work together for the growth of your child in knowledge and grace.

TOPICS IN NUMERICAL ORDER

1. Absences
2. Alarms
3. Bathrooms
4. Behavior
5. Breaks
6. Car/Parking
7. Chores
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9. Food – Cooking
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45. Room Entry and Inspections
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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 – 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 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 hallways at least weekly and as needed; pick up all trash, debris on floor whenever seen.
 - clean windows once a week; more often if needed.
 - 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; check daily.
 - 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.
 - 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 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: 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: - 2-4 points
 - Food sealed in heavy plastic containers un-opened cans: - 4
 - Clean dishes, containers - 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+ 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. 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 cooled 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 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, underclassmen (grades 7-11), 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 mandatory meeting results in a minimum of one-week Level II. 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-Thursday:

	Students arise on their own.
6:00 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	Students should be out of dorm by this time
7:50 am-3:15pm	Students are in school (Most Thursdays, classes are dismissed at
2:45)	
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. (Most Thursdays, classes are dismissed at 2:45 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

Students need sleep, a lot of sleep. 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 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, 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 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 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; a damage fine will be imposed. Command hooks and hangers work the best. Not allowed are nails, tacks and tape that removes paint or leaves residue on the walls. Not allowed are any signs or

posters which are offensive, alcohol or drug related, or 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 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. Reside