

SAINT BERNARD SCHOOL



Co-sponsored by: Diocese of Norwich and Xaverian Brothers



Student Handbook 2024-25

1593 Norwich New London Turnpike, Uncasville, CT 06382

www.saintbernardschool.org

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Student Handbook 2024-25

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This Student Handbook is intended to serve as a guide to help students and their families come to know Saint Bernard School as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, discipline, school rules, student life, athletics and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Saint Bernard School to deviate from the normal rules and procedures set forth in this handbook, and/or to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the students, the School, its faculty, employees, and/or overall school community.

These policies, rules and guidelines may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Administration.

This Handbook supersedes any other manuals or guidelines that have been previously published and any other prior practices related to the policies in this Handbook. All such prior manuals, guidelines, and practices are hereby revoked.

School Alma Mater

With loving thoughts of our days with thee,
We bear Christ's cross for humanity.
True soldiers of His, we will always be,
Saint Bernard School, Saint Bernard School.

Down through the years ahead,
Where our paths may lead,
You'll be our comfort and guide.
Saint Bernard's fame we'll spread,
In thought and word and deed.
By your teachings, we'll abide.

Proud wearers of the Red and Gray,
We lift our hearts up to you this day,
And send forth our promise
To walk Christ's way
Saint Bernard School, Saint Bernard School.

School Creed

I believe in a school that offers abundant opportunities for growth and development.
I believe in the ideas of honesty, courtesy, cooperation, and service it seeks to promote.

I regard it as a privilege and duty, as one of its members, to try daily in every way to support its activities, to uphold its Christian ideals, and to respect and love it as my Alma Mater.

Presented by the Class of 1980

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Mission Statement

The mission of Saint Bernard School is to develop the following skills in all students:

- Communicate clearly and effectively
- Analyze, evaluate, and interpret information from a variety of sources
- Demonstrate resourcefulness and perseverance
- Engage in a culture of compassion and service inspired by Catholic values
- Collaborate productively with individuals of diverse backgrounds
- Face challenges with creativity and innovation

Saint Bernard School Philosophy

Fundamental to our mission is an understanding that all life flows from God and, therefore, has a sacred character and destiny. A strong sense of Christian values provides our students with the capacity for good judgment that will bring meaning and purpose to their lives on earth. Students are prepared for active leadership and service roles within their faith communities, society, and the global community. Saint Bernard School realizes that parents have the primary right, responsibility, and obligation for the education of their children, consequently the school strives to reinforce and extend the values espoused by these parents. The formal study of religious truths and values prepares our students to meet the challenges of today's world.

Saint Bernard School will always be characterized by a concern for the individual student. Each student is provided with opportunities to value and develop his/her unique spiritual, physical, intellectual, and emotional life. Saint Bernard strives to create a community in which its students, coming from different socio-economic, ethnic and family backgrounds, educate one another through mutual understanding and respect.

In addition, Saint Bernard endeavors to provide an academic environment that helps to instill a respect for learning as a life-long process. Assisted by this knowledge and life experience, students can seek solutions to the problems and challenges of the 21st century.

Xaverian Brothers Sponsored Schools

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



ACADEMICS

School Day

The school day begins at 7:44 a.m. with a prayer and the Pledge of Allegiance.
All students must be in their first period class at this time. The school day ends at 1:45 p.m.

Bell Schedule

RED	GRAY	Begin	End
A	E	7:44	9:05
B	F	9:10	10:31
C	G	10:36	12:19
First Lunch		11:03	11:25
Second Lunch		11:30	11:52
Third Lunch		11:57	12:19
D	H	12:24	1:45

High School Graduation Requirements (UPDATED 7/25/2024)

- All students must carry at least seven (7) credits each year.
- Twenty-eight (28) credits are required for graduation.
- Fifty (50) hours of community service are required for grades 9-12.

Theology		4 credits
English		4 credits
Mathematics		4 credits
Science	(1 credit Biology and 1 credit Chemistry)	3 credits
Social Studies	(1 credits US History, ½ credit Civics, and 1 ½ credits World History)	3 credits
Physical Education		1 credit
Visual/Performing Arts		1 credit
World Language	(in the same language)	2 credits
Health		½ credit
Electives		5 ½ credits

Beginning with the Class of 2027 and all subsequent classes:

Financial Literacy	½ credit
Electives	5 credits

Physical Education Exception

One full credit in Physical Education is required for graduation. Students will be granted 0.25 credit for each season they complete in good standing through Saint Bernard School interscholastic athletics during high school. Physical Education is an integral part of the Middle School curriculum.

Academic Eligibility

Any student failing two or more courses for any quarter or final will be required to meet with their school counselor. At that time such students will be given mentoring to assist them in the academic process.

Any student failing two courses at the end of a quarter will be ineligible to participate in athletic or extracurricular activities until the following quarter at which time the Administration will review the student's grades. In addition, students with a D or F in any course will be assigned to a structured study hall for the following quarter.

Cheating and Plagiarizing

Cheating and plagiarizing directly contradicts the philosophy of Saint Bernard School and will not be tolerated. Students who cheat or plagiarize will receive an automatic zero for the particular assignment (e.g. exam, test, quiz, paper, etc.). Parents and Administration are to be notified. Repeated instances of cheating or plagiarism will result in disciplinary action.

Policy on the use of AI

Saint Bernard School is committed to providing our students with the most innovative and effective educational experiences to foster high levels of learning and opportunities for self expression. As our schools prepare students for a future that demands adaptability, critical thinking and digital literacy, we recognize the potential of generative Artificial Intelligence (AI) and other related technology tools.

As with all technologies, users must be mindful of and adhere to all considerations ensuring responsible and ethical use, especially as it relates to mitigating bias, promoting transparency, and ensuring the benefits of AI are accessible to all students.

While ensuring the responsible use for those interacting with and creating content from generative AI technologies, Saint Bernard School underscores its commitment to fostering a dynamic and engaging learning environment that leverages the advances in AI to enhance student learning outcomes and equip students with the skills and dispositions needed for success in the digital age.

Course Leveling

- a. **Advanced Placement**
College-level courses prescribed and audited by CollegeBoard, following CollegeBoard-approved curriculum. Students will either take the AP test or a final examination.
- b. **Honors**
Typically for students whose Entrance Test profiles range from the 80th percentile upward and who, as upperclassmen, have demonstrated superior performance, Honors courses presume essential skills mastery, move at a faster pace and with greater depth than Traditional courses.
- c. **Advanced**
Advanced courses continue essential skills mastery and develop habits of study for later success in a challenging college program.

Grading Scale

A (100-90) **B** (89-80) **C** (79-70) **D** (69-60) **F** (59 and below)

Homework

Homework is a necessary part of the learning process and a means of reinforcing what has been presented in class. Homework may be defined as studying or writing for an overnight or long-term assignment. Homework is assigned on a regular basis, and teachers go over specific homework requirements at the beginning of the school year. Failure to hand in assignments on time is a serious matter. Parents/guardians are encouraged to keep open lines of communication with their children regarding homework assignments.

Honor Roll

There are three levels of Honor Roll at Saint Bernard School. They are as follows:

- Honors unweighted GPA based on quarterly grades that must equal 84.9 - 89.4
- High Honors unweighted GPA ranging from 89.5 – 94.4
- High Honors with Distinction unweighted GPA must be a minimum of 94.5

No student can achieve any of the three levels regardless of GPA if any course is in the “D” or “F” range. Only courses taken during the academic school day (7:44AM – 1:45PM) are considered for honors points.

Graduation Credit for Middle School Classes

As part of an ongoing effort to provide students more opportunities to take higher level courses, Saint Bernard School is now granting high school credits for certain classes taken in middle school. These include Algebra I, Spanish I, French I, and/or Exploring Computer Science I.

For students at Saint Bernard School who have already completed these courses, credit is being applied retroactively. Only courses taught at Saint Bernard School will be recognized. Saint Bernard School only hosts full time students, therefore all students must maintain seven credits per year.

When an eighth-grade student successfully completes one or more of these high school courses, it will appear on their high school transcript in addition to their middle school transcript, and will count toward the student’s high school GPA. If the student wishes to retake one or all of these courses when in high school the grade and the credit from eighth grade will be forfeited and no longer considered. With this option, the final grade and credit will be that which is acquired while the student is in high school.

Parents and students are strongly encouraged to consider the opportunities created by this policy when making course requests.

Honor Societies

Saint Bernard School offers the following honor societies:

- Computer Science Honor Society
- International Thespian Society
- Mu Alpha Theta (MAΘ) Math Honor Society
- National Honor Society Thomas Dooley Chapter
- Sociedad Honoraria Hispánica - Papa Francisco Chapter
- Tri-M Music Honor Society
- French Honor Society

Mid-Term and Final Exams

- On exam days, attendance is required in all classes, excluding study halls.
- The parent or guardian of a student who is absent from an exam due to illness must call the Main Office and notify the school on the morning of the exam.
- There will be a break between exam periods.
- Any student who is tardy to school for an exam must report directly to the Main Office to be seen by an administrator. Students may be denied entrance to the exam if they are tardy.
- No student will be allowed to leave an exam before the scheduled time, except in the case of a medical emergency. Students are to remain in class for the entire period of the exam. All school regulations and rules remain in effect during exams, including the dress code.
- Students are not allowed to change exam schedules. Special circumstances must be cleared by the administration.
- Exams will be averaged as 20 percent of each semester grade and it is mandatory that exams be taken as scheduled.
- Students shall sit for exams when the exam is slated to be administered; however, one make-up day will be set aside for those students who miss a scheduled exam due to unforeseen illness. Students missing an exam shall provide the school with a health professional's note in order to receive permission to take a make-up exam.
- Seniors, with a grade of 85 and above for the year, will be exempt from their final exam in that subject. All one-semester courses require an exam.

Please note: Any student who has an outstanding tuition balance one week before the start of midterms or finals will not be allowed to take his/her exams until arrangements have been made with the Business Office. An incomplete will be assigned for the final grade until the exams are taken. For seniors, an incomplete will be assigned as a grade and their diplomas withheld.

Progress Reports and Report Cards

Report cards are posted on SAINTSconnect quarterly. The report card has two main sections: scholarship and comments. In the comment section of the report card, teachers note the area(s) in which a student needs to improve in order to perform better. They may also use this section to praise a student for good work and/or improvement.

Approximately half way through each quarter, a Progress Report is posted to SAINTSconnect. This is intended to provide students and parents with an updated view of student progress in each of their classes. Teachers may provide details regarding areas in need of improvement.

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

Simple GPA vs Adjusted GPA

At Saint Bernard, the simple GPA is used for Honor Roll calculation and is based on a mean or average calculation for all courses taken in the school year. For the Saint Bernard “Weighted GPA”, known as the “Adjusted GPA”, all half credit or full credit courses are given a value as determined by the Administration, of either a 1.0 (Advanced), 1.2 (Honors), or a 1.4 (AP). This Adjusted GPA is what colleges look for on a transcript and is commonly referred to as a “Weighted GPA”.

Study Hall

Study Hall is intended to provide students with time during the school day to complete homework assignments, study, work on projects, or receive assistance from teachers as available. It can also be an opportunity for students to make up missed assessments. Students in grades 8-12 have the opportunity to take a study hall instead of an elective course. Students are required to take 7 credits each school year; scheduling allows for students to have a study hall in their schedules and fulfill their credit obligation.

Unstructured Study Hall is a privilege that allows students in grades 11-12, in good academic standing, an alternative study atmosphere within the school day. The privilege may be revoked at any time for any reason. When this privilege is unearned or revoked, students will report to a traditional study hall. Should a student be placed into a structured study hall due to academic standing, he / she may not receive a pass to participate in any other non-academic activity during that class period. Students’ grades will be reviewed quarterly for eligibility to receive the privilege of Unstructured Study Hall. A student with a grade of a D or F in a quarter will not be eligible for Unstructured Study Hall in the next quarter.

Seniors in Unstructured Study Hall with Senior Privilege may report to Sunshine Hallway after attendance is taken in study hall.. No food or drink may be taken from the cafeteria. No students are allowed in the gym or locker rooms, or other areas of the school.

Library and Multimedia Center

The Library provides a quiet area for students to research, study, and read. The Multi-Media Center is equipped with desktop computers, projector, camera, and large screen televisions. This area is designated for teacher-directed research and lessons. The librarian is available to assist students in all uses of the Library and Multimedia Center. The Library Multimedia Center is open till 5pm.

Library and Multimedia Center Policies:

- Students are expected to work in a manner that will not disturb others.
- No food or drink of any kind is allowed in the Library and Multimedia Center.

SCHOOL COUNSELING

The counseling staff helps students meet their academic, social/emotional, and post secondary planning needs. School Counseling fosters student decision making by furnishing them with tools, information, and suggestions that enable students to make informed decisions regarding their futures. Students see their counselor to exchange information and examine educational options.

- Academic counseling helps students choose the proper course of study to meet graduation requirements, including college entrance requirements, and fulfill interests while attending Saint Bernard School. Students who wish to change courses must see their school counselor.
- Social/emotional counseling helps students solve personal problems that may arise in or out of school.
- Post secondary planning counseling helps students in deciding what to do post high school including pursuit of college, military, a trade, or to step into the workforce.

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

2024-25 Counselor Assignments:

Mrs. Holly Cyr '85, LCSW

Director, School Counseling
& Summer Programming

hcyr@saint-bernard.com, ext. 120

Students in:

Grade 9 & 10 whose last names start with: N-Z

Grades: 6-8 & 11-12 whose last names start with: L-Z

Ms. Erica Massad '15, MS

School Counselor
& VHS Site Coordinator

emassad@saint-bernard.com, ext. 129

Students in:

Grade 9 & 10 whose last names start with: A-M

Grades: 6-8 & 11-12 whose last names start with: A-K

Course Changes

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

Withdrawals

- Any student who withdraws from a full year class after the completion of Semester 1, will receive a W on their transcript next to the course.
- Any student who withdraws from a half year course after the completion of 1st quarter (3rd quarter for Semester 2 courses) will receive a W on their transcript.
- Withdrawals must be approved by the school counseling office, administration, and a parent/guardian.

Special Education and 504 Plans

The Town of Montville school system works with Saint Bernard School to provide limited services to students who enter with an Individualized Education Plan (IEP). All IEPs are transformed into Service Plans through the PPT process upon the student's entrance to Saint Bernard School.

504 Plans are implemented to provide accommodations to students at Saint Bernard School.

The school counselors are the point of contact for Service Plans and 504 Plans. School counselors may be contacted to initiate an educational plan. The Administration has final approval of any modification or accommodation made in either a Service Plan or 504 Accommodation Plan.

Standardized Tests

Students in grades 8-11 take the PSAT on the CollegeBoard's SAT School Day in October. Seniors take the SAT on this day. Juniors take the SAT in March or April on SAT School Day. The scores from these exams are posted on the CollegeBoard website. School Counselors assist students in creating CollegeBoard accounts to access their scores and other important College Board resources.

Credit Recovery

Students failing multiple subjects will be reviewed by the Administration to determine their eligibility to return to Saint Bernard for the subsequent year. All credit recovery institutions must be approved by the Administration. The grade issued by the credit recovery course will appear on the transcript along with the failing grade the student originally received, if the course was used for credit recovery. Both grades will count toward the student's cumulative GPA.

Transfer Credit Policy for High School Students

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

Off Campus College Courses

Students may take approved courses for credit from other institutions if the course is either not offered at Saint Bernard School, does not fit into the student's schedule, or to fulfill an interest not offered otherwise at Saint Bernard School. Students can not replace core academic classes with off campus college courses. Off campus course grades are not entered into GPA calculation and appear on the high school transcript as P (pass) or F (fail).

Saint Bernard Summer Program

Each summer classes are offered to Saint Bernard students, and students from area schools, through the Saint Bernard Summer Program. These classes are primarily taught by Saint Bernard School faculty members. The program is designed to allow students to complete a credit course, strengthen skills, or explore new areas of study. The number and variety of classes offered vary from year to year but typically include credit-bearing and enrichment classes. Classes are taught in-person at Saint Bernard School, and some classes are offered with a synchronous learning option which is provided via Google Meet. Students who complete enrichment classes will receive a certificate of successful completion for each class, and students in credit-bearing classes will have the class(es) and grades added to their transcript. These grades are calculated into the GPA. Students, with parental permission, may choose not to include a summer class on their transcript. Students from area schools taking credit-bearing classes may request a Saint Bernard transcript.

TECHNOLOGY

Mrs. Ann Marie Jakubielski

848-1271, Ext: 105 | amjakubielski@saint-bernard.com

Director of Technology & Computer Science Teacher

SAINTSconnect

SAINTSconnect is the student information system used by the Saint Bernard School.

Over the summer, new parents and students received information regarding setting up their Blackbaud ID. All students will be using single-sign-on with their Saint Bernard school email account to access SAINTSconnect. The Blackbaud ID is how parents and students access SAINTSconnect to have access to courses, assignments and academic progress.

Policy for Acceptable Use of the Network/Internet and Related Technology

Saint Bernard provides computer use and Internet access to promote educational excellence by facilitating resource sharing, innovation and communication. We recognize the educational value of technology and also the issues that can accompany such access. The following Saint Bernard acceptable use policy along with the code of conduct will govern student behavior while utilizing the Saint Bernard Internet, Network and computers.

As used herein, the terms below will be defined as listed:

- **“Computer”** refers to any Chromebook, desktop, laptop, or mobile device owned or issued by Saint Bernard School.
- **“Device”** refers to any device - smart-phone, laptop, tablet, iPad, or any other mobile computing device - personally brought into the school building by any student and not owned by Saint Bernard School.
- **“Email”** refers to school-provided email.
- **“Internet”** or **“Network”** refers to the Internet and network as provided by Saint Bernard School.
- **“AUP”** refers to **Acceptable Use Policy**.
- **“Technology”** covers all “Computers”, “Email”, “Devices”, “Network” and “Internet”.

All students are responsible for their actions and activities involving computers, Chromebooks, devices, the Internet, and school network. They are also responsible for their files, passwords, and accounts. These rules provide guidance concerning proper use and examples of prohibited uses. *This AUP does not attempt to describe every possible case of prohibited activity.* Students, parents, and staff who have questions regarding improper use should contact the Head of School, Assistant Head of School or Technology Coordinator for clarification.

Acceptable Use

1. Saint Bernard provides access to the Internet for educational purposes and research consistent with Saint Bernard School’s mission, curriculum, and instructional goals.
2. Students must comply with all school policies, school rules, and expectations regarding student conduct.
3. Students are also required to comply with teachers and staff regarding use of technology.

Prohibited Uses

Unacceptable uses of technology include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials:** Students may not access, submit, post, publish, forward, download, scan, or display defamatory, inflammatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials, images (still or video), or messages
2. **Illegal Activities:** Students may not use technology for any illegal activity or in violation of school policies. Saint Bernard School assumes no responsibility for illegal activities of students while utilizing technology at Saint Bernard School.
3. **Copyright Compliance:** Students are expected to adhere to all copyright laws. Proper notation is to be given for any items utilized that are not the student's express individual idea or with permission of the original owner of the material. This refers to images, passages, research, papers, music, videos, software, etc.
4. **Use for Non-Educational Purposes:** Student access to the Internet for non-educational purposes is permissible as long as they do not violate the "Prohibited Uses" section and Saint Bernard Code of Conduct and so long as it does not interfere with educational purpose of the computers, devices, or instruction.
5. **Misuse of Passwords/Unauthorized Access:** Students must not share passwords, use others passwords, access others' accounts, or attempt to work around the school filters, network, or Internet.
6. **Rights of Access/Review:** All material, which is electronically stored on the school's computers, or within the school's Internet account (saint-bernard.com - email, drive, etc.) is the property of Saint Bernard School. The school retains the right to access, review, copy, print, edit, and/or delete all user files and any material.
7. **Security:** Any security problems with the school's computer systems or online services must be reported to the Technology Coordinator.
8. **Vandalism:** Vandalism is defined as any attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses, "jail-breaking", hacking activities, or changing online materials without permission.
9. **Posting of material to Social Media/Internet:** Students should refrain from posting videos, images, or references to individuals (students, teachers, staff, etc.) within the school building without the individual's permission.

GoGuardian

Saint Bernard School utilizes the program GoGuardian, a management and filter program to monitor student access to the internet as well as an additional filter to minimize students' ability to access inappropriate or unnecessary websites. GoGuardian allows teachers to monitor student access while in class and provides teachers the ability to block sites that are not necessary for the class period. In addition, GoGuardian provides teachers real-time views of student activity and customized browsing environments for focus, which helps teachers make the most of instructional time.

GoGuardian is placed on student school accounts by the school technology department.

GoGuardian monitors student use during school hours and provides "flags" if a student is attempting to access inappropriate sites. While some "flags" involve graphic or disturbing content, many are notifications that do not raise a high level of concern such as a student trying to access an on-line game, or researching a topic discussed in class. Those "flags" are sent to the administration who will discuss the "flag" with the student. Parents will be notified as necessary.

- Students may not tamper or bypass GoGuardian in any way.
- Any evidence of tampering or attempting to bypass GoGuardian will be reported to the Administration.

Google Workspace for Education Accounts

Students at Saint Bernard School are provided with Saint Bernard Google Workspace for Education Plus Accounts to allow them access to email, storage, collaboration, and more.

With respect to Google Workspace for Education and Children's Online Privacy Protection Act (COPPA), advertising is turned off for Saint Bernard School in Google Workspace for Education. **No personal student information is collected by Google for commercial purposes.** The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as projects, documents, email, files, username and password.

For more information regarding Google Workspace for Education Privacy

https://edu.google.com/intl/ALL_us/why-google/privacy-security/

For information regarding COPPA

www.coppa.org

Student Privacy and Security

Student Privacy and Personal Security - Students should always exercise caution and consult with a parent, teacher, staff member, or technology coordinator when revealing their full name, e-mail address, physical address, telephone number, social security number, or any other personal information over the Internet. Students should never agree to meet people they have contacted through the Internet without parent permission. Students should inform their teacher and/or parent if they receive or access messages or information that are dangerous, inappropriate, or make them feel uncomfortable in any way.

Consequence of Violation of Saint Bernard Acceptable Use Policy

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. Also, the Technology Coordinator may deny access privileges at any time as required or requested by Saint Bernard's administration, faculty, and staff. If at all necessary, an individual account can be suspended and access denied.

The use of GoGuardian also allows us to limit a student's access to only necessary sites if they are found violating the AUP. This will allow a student to continue to utilize their technology needed for their classes but not allow a student to access any unnecessary sites.

Limits of Liability

Saint Bernard School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, missed- deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via online services is at the user's risk. Saint Bernard School specifically denies any responsibility for the accuracy or quality of information obtained through these services.

Saint Bernard School Desktop and Laptop Computers

Saint Bernard School has desktop computers available for student use in the school library, media center, 1st floor computer lab and in some classrooms both desktop and laptop computers may be available.

Students must have a network account to access these devices. Students may get their network account information from the Student Help Desk.

These computers allow students access to programs that cannot be run on Chromebooks. In addition, the computers located in the Library and Media center have printing capabilities on the Library printer.

Saint Bernard School BYOD and 1-to-1 Programs

Saint Bernard School recognizes the ever-changing face of technology. We recognize the many new and positive ways in which technology can enhance the education experience. With that in mind, Saint Bernard School is a technology rich school.

- Students in grades 9 - 12 are 1-to-1 with Saint Bernard School Chromebooks (See 1-to-1 Program below). Students will not be allowed to use personal devices.
- Students in grades 6, 7, and 8 are welcome to opt into the Saint Bernard School Chromebook program or bring their own device.

Grades 6, 7, 8 (2022-2023 school year)

Student-Owned Devices

**Beginning with the 2023-2024 school year, all middle school students will be 1-to-1 with Saint Bernard Chromebooks. With this in mind, we highly encourage our students in grades 6, 7, and 8 to speak with the Technology Coordinator if the family is considering purchasing a personal device.*

Students in grades 6, 7, and 8 are welcome to opt into the Saint Bernard School Chromebook program (see below) or bring their own Chromebook or laptop (tablets are not recommended).

Saint Bernard students' devices will have access to Saint Bernard School's Internet and be required to follow Saint Bernard's AUP.

Proper use of student owned devices includes the following:

- If requested, a student will be required to provide the Technology Coordinator or administrator with information such as device address.
- The student is required to bring in their device fully charged. Students cannot expect to have a location to charge devices within the Saint Bernard School building.
- A decision to use devices within a classroom - including structured study halls - rests solely with the classroom teacher. Teachers may choose to use them on some days and not others, use them every day or not use them at all. Saint Bernard School is not responsible for any damage to a student-owned device. All students have personal and full responsibility for their own devices.
- Student device volume should be off when in school so as to not disturb others. Use of headphones is highly encouraged when appropriate.
- Student devices should never be used to cheat on any assignments, quizzes, or tests.
- Students are required to comply with teachers' requests to turn off their devices or close their laptop.
- Students acknowledge that the students' access to the Internet will go through content filters.
- Students are not to bring into Saint Bernard School any viruses, Trojan, malware, or programs designed to damage, alter, destroy, or provide unauthorized data or information. This is in direct violation of Saint Bernard's AUP.
- It is highly recommended that students save files to their Google Apps Account provided by Saint Bernard School so that the work may be available to any device that can access the internet should the student have technology problems.

Stolen Devices

If a device is suspected of being stolen, the student should report it immediately to the Assistant Head of School. A reasonable effort will be made to locate the device, however, the school holds no responsibility for the device. Therefore, it is not recommended that students share or loan their personal devices. Identifying marks on the student devices such as skins and protective coverings are highly encouraged.

Management of Student Devices

Saint Bernard School is not responsible for management, troubleshooting, technical support, or repair of student owned devices.

Day Use Chromebooks and Long Term Loaner Policy

Saint Bernard recognizes that, occasionally, a student may forget their school chromebook at home. Saint Bernard has a very limited number of day use only chromebooks available for check out from the library. Some students may be assigned a long term loaner Chromebook for use during the school year.

Day Use Chromebooks are for that day's use and may not be taken home and Long Term Loaner Chromebooks may be taken home daily but must be returned at the end of the school year.

The following policy is in place for day use and Long Term Loaner Chromebooks:

1. Saint Bernard's Chromebooks are governed by the Policy for Acceptable Use of the Network/Internet and Related Technology located in the student handbook.
2. Students are required to abide by teacher classroom policies in regards to Chromebook use.
3. Students that borrow a Chromebook for either day use or as a long term loaner are to be the only user of that Chromebook. Loss or damage that occurs when anyone else is using the Chromebook will be the responsibility of the student that is assigned the Chromebook. The replacement cost of a Chromebook is \$300.00
4. Students may not place any stickers or make permanent changes to any loaner Chromebooks
5. Students may not sign Chromebooks out for others.
6. Students that check out a Chromebook assume all responsibilities of that Chromebook. Including proper and appropriate care of that Chromebook:
 - a. Students shouldn't eat or drink while using a Chromebook
 - b. Chromebooks should never be carried while open
 - c. Avoid using excessive force on the keys
 - d. Heavy objects such as books or binders should never be placed on top of the Chromebooks
 - e. Make sure nothing is between the screen and keyboard when the Chromebook is closed
 - f. Chromebooks should never be placed on the floor
 - g. Chromebooks must never be left unattended
 - h. Do not place a school Chromebook in your backpack
 - i. Shut down the Chromebook before returning it to the library
7. If a Chromebook is damaged while under a student's use, that student must immediately report that damage to the technology coordinator.
8. If a Chromebook is dropped, it must be returned to the Student Help Desk or Technology Coordinator immediately for a damage assessment.
9. Students are not to remove, deface, or alter the Saint Bernard identifying stickers or labels in any way.
10. The Chromebooks do not have access to printing.
11. If a student is found to be regularly checking out a day use Chromebook, that student will lose the privilege of signing a day use loaner Chromebook out.

Long Term Loaner Chromebooks - Grades 6, 7, and 8

Saint Bernard School has a limited number of Chromebooks available as long term loaners for students in Grades 6, 7, and 8. These are previously used Chromebooks that are in good condition and verified before loaning out.

- Students receiving a long term loaner Chromebook will be required to purchase insurance through Saint Bernard for \$25. Insurance payments are non-refundable and cover repairs and wear.
- Students requesting a long term loaner Chromebook by completing a form found on the Technology Board under Resources and submitting it to the attention of Ann Marie Jakubielski.

Grades 9 - 12 - 1 to 1 School Chromebook Program

Saint Bernard School is a 1-to-1 school with Chromebooks. These Chromebooks must come from Saint Bernard and not be personally purchased. Each year students entering the freshman class or transferring into one of the upper classes will be required to purchase a Chromebook through Saint Bernard School at a cost of \$300.00.

- Freshman students who were members of the Saint Bernard 8th grade class will receive this Chromebook at no cost (optional insurance is a separate charge).
- Students in other grades are welcome to opt in to this program for the same costs.
- The Chromebook will be managed by Saint Bernard School and placed on our GoGuardian Platform (more information below). Upon graduation or if a student chooses to leave Saint Bernard School for any reason, the Chromebook will be removed from the management software and released to the student after either the student has graduated or all final withdrawal paperwork has been received and all financial obligations have been met.

1-to-1 Chromebooks will be able to go home and the students will be required to bring them to school every day fully charged.

- In the case that the student doesn't charge the Chromebook or due to use, the battery is low, the students should bring their charger to school to use for charging. Students can find spaces in the library and in some classrooms.
 - Due to the limited number of outlets in the classrooms, students should not expect that they will be able to plug the Chromebook in when they are in a class.
- If a student forgets their Chromebook at home, they will be provided a loaner Chromebook for that day if one is available.
- Students will be responsible for purchasing a cover or case for their Chromebook.
- Any stickers that a student adds to their Chromebook cannot cover any school placed asset tags (such as the Chromebook barcode and Chromebook number).
- School placed asset tags may not be removed from the Chromebook until the Chromebook is released from the Saint Bernard Management program.
 - If an asset tag is accidentally removed from a Chromebook or appears to be falling off, please notify the Librarian to have it replaced.
- Student may not do any of the following to their Chromebook or any school device:
 - Tamper, Hack or Jailbreak (modify to remove restrictions imposed by the manufacturer or operator, e.g. to allow the installation of unauthorized software) the Chromebook in any way
 - Intentionally remove the Chromebook from the Saint Bernard Management Platform
 - Tamper with GoGuardian

Chromebook Support and Maintenance

Saint Bernard School will cover all repairs and maintenance of Saint Bernard Chromebooks as well as sending out Chromebooks for manufacturer repairs.

Manufacturer Warranty

Chromebooks are covered under the manufacturer warranty for 1 year. In that year, families are not responsible for costs on manufacturer defects. These defects can include (but are not limited to):

- Battery not holding a charge
- Device will not boot or start the operating system
- Screen will not illuminate
- Trackpad or Keyboard not working

The Chromebook will be sent back to the manufacturer for repair and the student will be issued a loaner device.

Accidental Damage

Saint Bernard School will take care of accidental damage and repairs not covered under the manufacturer warranty.

Accidental damage includes (but is not limited to):

- Cracked/broken screen
- Missing keys
- Damage from a drop or spill

If the Technology Department determines that the entire Chromebook needs to be replaced, the broken Chromebook must be turned over to the Technology Department and the student will be issued a comparable device in age. Students will only be provided 1 replacement device during their high school years. If during the course of their high school years, a student requires a 2nd replacement device, that student will be billed through FACTS the cost of the replacement.

Items Not Covered by Saint Bernard

The following items will not be covered by the Saint Bernard School Maintenance. If any of these are determined to be the cause of the damage, the family will be responsible for the full cost of the repairs or replacement of the device:

- Intentional damage
- Loss
- Theft due to irresponsibility
- Damages caused by misuse and abuse
- Any additional damages beyond normal use

In the Event of Theft, Loss or Vandalism

1. Report loss of or damage to the Chromebook to administration or Mrs. Jakubielski immediately. In the event that school is not in session, you must notify Mrs. Jakubielski by email amjakubielski@saint-bernard.com or in person.
2. Notify the local police if the loss is due to theft, burglary, robbery or vandalism that occurs outside of school. You must then provide the official police report to the technology staff.

Chromebook Technical Support

The Student Help Desk will be the first point of contact for questions or repair of the Chromebooks:

- Issues with password
- User account support
- Submitting a device for repair
- Distribution of loaner Chromebooks (after verification by technology department)
- Operating System or software configuration support
- Restoring Chromebook to factory default

After assessing the needs and type of support required, the student may be referred to the technology coordinator. Many basic needs can be handled immediately

Option to Purchase a Chromebook for Grades 6, 7, and 8

**Beginning with the 2023-2024 school year, all middle school students will be 1-to-1 with Saint Bernard Chromebooks. With this in mind, we highly encourage our students in grades 6, 7, and 8 to speak with the Technology Coordinator if the family is considering purchasing a personal device*

Saint Bernard School offers the ability for students in grade 6, 7, and 8 the option to purchase a school Chromebook for \$300.00

- The Chromebook available will be an education edition Chromebook and will include the management license and GoGuardian which will be required of Saint Bernard students in this program.
- Students choosing to opt into this program can indicate their interest by completing the 1-to-1 Chromebook form found under Technology on the resource board and returning it to Saint Bernard School, Attn: Ann Marie Jakubielski.

Payment for 1 to 1 Chromebooks

Students will receive their Chromebook on the 1st day of school. Families will be billed through FACTS the cost of the Chromebook (\$300.00 for the 2022-2023 school year) by the end of the 1st marking period.

9th Grade Students Continuing on to Saint Bernard From 8th Grade

Students who were members of Saint Bernard's 8th grade class and have chosen to continue their education here at Saint Bernard will receive a Chromebook at no charge to them on the 1st day of school.

More information regarding using a Chromebook can be found on the Technology resource board.

Use of Devices in Unstructured Areas

Saint Bernard does allow for students to use their devices in unstructured areas (such as unstructured study hall, cafeteria, school halls) for acceptable school uses. The teacher on duty of any of these areas retains the right to ask students to turn off their device or put it away if it becomes a nuisance to those around that student. The teacher reserves the right to confiscate the device if used inappropriately or in violation of the AUP. Reminder, the school is not required to allow a student to charge a device. All devices should arrive at school fully charged.

Ability to Confiscate and Search Personal Devices

Saint Bernard reserves the right to seize any personal device when there are reasonable grounds for suspecting that search will turn up evidence that the student is in violation or has violated the law or rules set down by Saint Bernard School. The personal device may be searched in accordance with applicable laws and policies. The device will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

Consequences of Violation of Saint Bernard's Policies

Violation of Saint Bernard School or Acceptable Use Policy can result in a loss of access privileges, a prohibition of the use of the student's device within Saint Bernard School, detention, and even suspension or expulsion, if the violation warrants.

The contents of this policy may be modified by the administration to fit the continually changing environment.

Social Media Policies

At Saint Bernard School our school community members use social media platforms to connect with prospective families, current families, students and alumni. This may include promotional materials, educational content, and school activities, amongst others. The tools we use to do this include Facebook, Instagram, Twitter/X, YouTube, and LinkedIn.

Saint Bernard School takes social media seriously. Faculty, staff, and students are all expected to show respect and to take the privacy of others into careful consideration.

As a student of Saint Bernard School, you are welcome to participate in interactions with the school online. You are expected to employ responsible behavior, and any disrespect to the school or to your peers — in addition to posting photos of other students without consent — will result in disciplinary action.

Creation of Social Media Accounts

Students are not permitted to create social media accounts representing Saint Bernard School or any school group, class, activity, club, sport, etc., or accounts using the school logos or mascot. All such accounts must first be approved by the Director of Marketing & Communications, and requests to create accounts must be made by the staff member who will be monitoring the account activity.

NOTE: Channels created on behalf of the school by students represent the school, and the school retains the authority to request and/or direct individuals to delete these channels.

Use of School Logo

All inquiries pertaining to use of Saint Bernard School's logo or mascot should be forwarded to the Director of Marketing & Communications.

SPIRITUAL LIFE

Mrs. Suzanne Haulotte
Campus Minister

<https://www.saintbernardschool.org/campus-ministry>
860-848-1271 ext: 148 | shaulotte@saint-bernard.com

Campus Ministry at Saint Bernard School seeks to realize the vision of the Xaverian Brothers Sponsored Schools through its founder, Theodore James Ryken. In embracing our Catholic identity we promote the Xaverian spiritual values of humility, trust, zeal, compassion and simplicity within our school community and beyond.

Throughout their time at Saint Bernard School, students are called to discern who they are in relation to God, self and others. Campus Ministry provides opportunities for our students to develop their relationship with God through prayer as well as opportunities to integrate faith and action through service.

Sacramental Life

The entire community gathers monthly to celebrate Mass in the auditorium. Our monthly liturgies include but are not limited to: Feast of St. Bernard Family Mass, Opening School Mass with Bishop Cote, Junior Ring Mass, Feast of Saint Francis Xavier, Feast of the Immaculate Conception, Grandparent's Mass, Ash Wednesday and Baccalaureate Mass.

The Saints community also gathers during different liturgical seasons for school wide prayer services.

Area priests provide for the sacramental needs of the school including days of reconciliation.

Campus Ministry

The building of a faith community is essential to the life and mission of our school. All students, faculty, staff, administration, parents, families, and community members belong in some way to Campus Ministry. Our Campus Ministry Program aims to:

- Proclaim the Gospel message through action
- Build Community
- Promote service in our communities, churches, schools, and internationally

Campus Ministry activities may include: Freshman Orientation Day, staff retreats, class retreats, optional overnight retreats, daily masses, class masses, peer ministry, living stations, guest speakers, faith nights, giving tree programs, food drives, and march for life activities.

Community Service

Students are expected to give volunteer hours of community service. The purpose of service projects is to provide the opportunity for students to share their time and talents. Service projects can take place at school, church, or through various community/civic activities. A complete list of activities is available in the Office of Campus Ministry.

The following table shows the Community Service requirements broken down by grade. All students must submit community service hours by the last school day in April. Community Service hours are cumulative, and it is recommended that all hours are completed before senior year. If requirements are not met participation in extracurricular activities will be in jeopardy, and the graduating senior will not receive his/her diploma.

Community Service Hours Requirement Breakdown by Grade Level

Grade Level	Service Hours
6th, 7th & 8th	<i>5 hours per year</i>
9th - 12th	<i>50 hours by 12th grade</i>

ATHLETICS

Jack Messina
Director of Athletics

jmessina@saint-bernard.com

Saint Bernard School is a member of the Connecticut Interscholastic Athletic Conference (CIAC) and the Eastern Connecticut Conference (ECC). Eligibility for interscholastic participation in sports is determined by school and state rules applied to academic achievement. The Athletic Department adheres to the Saint Bernard School's philosophy which states that students come to school primarily for the religious and academic values that are offered. Athletics is only one of the many extracurricular activities offered at Saint Bernard School. As an extracurricular activity, athletics never take precedence over academics. Student athletes are expected to maintain the highest academic averages possible and to display exemplary attitudes toward all school rules. Failure to comply in any of the above areas may disqualify a student from participating in athletics.

Attendance at all scheduled practices and games is mandatory. Violation of the Attendance Policy may result in non-participation in an athletic contest and possible forfeiture of awards.

School-Day Attendance Policy

If a student arrives after 10:31 a.m. or dismisses before 10:36 a.m., is absent, or is suspended out of school for the day, he/she may not participate in any school related athletic or extracurricular activities for that day.

Values of the Program

The sports program at Saint Bernard School is meant to complement the academic program, emphasizing the all-around development of the student. Saint Bernard School sports programs provide students the chance to develop the ability to listen to directions, to follow them accurately, to put others needs before one's own, to come up a winner even in the face of defeat. The sports program stresses that a healthy body and a healthy mind work together to produce a well-rounded person. When a student is no longer able to participate in the extra-curricular sports program because of failing grades, or questionable behavior, that student, the coach, and the parents have the opportunity to reflect upon the importance of setting priorities in one's everyday life.

Parent Participation

Parents are welcome to participate in cheering our teams on, however, if any parent has to be spoken to by a coach or an official for disruptive unsportsmanlike conduct, that parent will be banned from future games.

Participation in the Saint Bernard School Athletic and extracurricular programs is a privilege not a right.

Eligibility Requirements

To participate in interscholastic sports, a physical exam is required every year. The date of the physical exam shall not expire during the sport season. No student will be allowed to attend any practices without having an updated physical on file.

Any student failing two courses at the end of a quarter will be ineligible to participate in interscholastic sports activities throughout the following quarter. Removal from the sports program because of failure will be effective on the date the report card is issued. Grades for the fourth quarter will be used to determine eligibility for the first quarter of the following academic year.

Notification to the student and parents of ineligibility will be handled through the Athletic Office. Coaches will be notified simultaneously of the student's academic ineligibility.

Any student removed from the team for reason of grades is eligible for reinstatement at the next report card if he/she meets the academic eligibility requirements outlined above.

Sportsmanship

Saint Bernard School and the Eastern Connecticut Athletic Conference have pledged to make our athletic events an enjoyable, safe, and hospitable environment for all fans, players, and officials involved in any athletic contest. All students are reminded that good sportsmanship and good competition go hand in hand. Respect for one another is a vital element of healthy competition. Saint Bernard School expects that its fans will maintain appropriate decorum and refrain from profanity, abusive cheers, and the taunting of any players. Poor sportsmanship may result in disciplinary action including prohibited attendance at sporting events.

Transportation

Saint Bernard is a school of choice and student athletes come from many different surrounding towns. Given this fact, this policy is designed to make sports transportation as convenient as possible for our parents and student athletes and to reduce travel time for them where possible. Because of this, our sports teams' transportation policy is as follows:

- Student athletes will be provided transportation to all away games. If a team is traveling a long distance student athletes will also be provided transportation back to Saint Bernard's after the game. If the team is playing in the general area of the school it will be the parents responsibility to provide transportation to their child home from away games. The coach will be responsible for releasing student athletes to their parents after the game. After any away game a parent in attendance at a game may elect to take their child home at the conclusion of the game. Parents must inform the coach that they are doing so. Coaches will inform student athletes and their parents of the transportation plans at least 24 hours before an away contest is played.
- No student may drive to a game without permission from the school's administration. All parents involved will need to provide a consent letter if a student is driving him or her self or another student. All Connecticut teen driving laws must be followed at all times by our student athletes who drive.

High School Sports Program

- | | |
|--------------------|----------------------------|
| • Baseball | • Boys/Girls Basketball |
| • Football | • Boys/Girls Cross Country |
| • Softball | • Boys/Girls Lacrosse |
| • Co-ed Fencing | • Boys/Girls Soccer |
| • Co-ed Ice Hockey | • Boys/Girls Swimming |
| • Girls Volleyball | • Boys/Girls Tennis |
| • Girls Gymnastics | • Boys/Girls Track |

Sports Program for Grades 6-8

The extracurricular sports program for students in grades 6-8 at Saint Bernard School are shown below. Note that programs are offered on an annual basis depending on interest and at the discretion of the Athletic Department.

- Basketball
- Cross Country
- Soccer
- Track
- Tennis, Lacrosse, and Wrestling are offered as instructional activities

ATTENDANCE

Attendance Policy

In-class instruction and learning experiences are considered to be an integral part of the Saint Bernard educational system. It is expected that parents/guardians recognize their responsibility to see that their children come to school daily and are on time. Students will be marked each class period as either Absent, Tardy, or Present.

Parents/Guardians should call the Main Office at ext. 101 to report a student's absence. Absences from school are to be kept to a minimum so that students may participate fully in the educational opportunities offered them at Saint Bernard School. Parents/Guardians are urged to stress the importance of punctuality and good attendance since the development of good habits in these areas will be invaluable to future job performance.

All absences will count toward the maximum allowable for course credit, with the following exceptions: Saint Bernard School field trips; documented legal obligations; and college site visits. While medical, dental, and orthodontist appointment times are excused with a note from the provider of service, it is preferred that these appointments be made during non-school hours. Family vacations/trips are deemed unexcused absences by Saint Bernard School.

If a student arrives after 10:31 a.m. or dismisses before 10:36 a.m., is absent, or is suspended out of school for the day, he/she may not participate in any school related athletic or extracurricular activities for that day.

Definition of School Day

The school day begins at 7:44 a.m. with a prayer and the Pledge of Allegiance. All students must be in their first period class at this time. The school day ends at 1:45 p.m.

Early Dismissal

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

All other students leaving early must submit a parental request to the Main Office.

If a student becomes ill, the school nurse will notify the parent/guardian. The parent/guardian or a responsible party must pick up the student from the nurse's office. Classes missed due to these dismissals will be considered excused absences. Early dismissal for employment purposes is unacceptable.

Parents/guardians requesting early dismissal for student drivers due to inclement weather must call the Main Office directly.

Senior Early Release and Late Arrival

Senior Early Release and Late Arrival are earned privileges available to seniors who meet the criteria established by the Saint Bernard School Administration. Due to the balancing of our school schedule, requests to change a class for the purposes of early release or late arrival will not be honored.

The Criteria for Senior Early Release and Late Arrival

- Seniors must be in good academic standing and assigned to an unstructured study hall. Students in a structured study hall are not eligible for early release. Enrollment in structured versus unstructured study hall may change on a quarterly basis based on a student's academic performance as outlined in the Student Handbook.
- Seniors with disciplinary infractions may be exempt from eligibility for Senior Early Release or Late Arrival at the discretion of the SBS Administration.

Early Release Procedures

- Seniors utilizing early release must have reliable transportation or a means to leave the campus **IMMEDIATELY** at the beginning of the last block study hall. Any student found on campus after release is subject to disciplinary action. This includes seniors who play a sport or who are involved in an after-school activity. They may return to campus at the conclusion of the school day at 1:45pm.
- Seniors must complete the Senior Early Release Form which requires both the student and the parent/guardian's signature.

Late Arrival Procedures

- When seniors with Late Arrival privileges arrive on campus, they must sign in at the office. If they are more than a reasonably brief time before their second period class, the student should report to the unstructured study hall in the cafeteria.
- Students arriving late should not be loitering in the parking lot or in their car before entering the building. Violation of this restriction can result in revocation of late arrival privileges.

Restrictions

- Early Release and Late Arrival privileges may be revoked generally or for an individual at any time at the complete discretion of the SBS administration.
- Once a student leaves campus for Senior Early Release, the parent/guardian assumes liability for the student. The student is no longer the liability of the school once the student leaves campus.

Inclement Weather Information

All school cancellations, delays, and early dismissals will be announced on the following stations: local TV stations (ABC, NBC, and CBS). Weather related schedule changes will also be communicated via the automated call system.

Make-up Work/Exams and Incompletes

Students who have been absent must make arrangements with their teachers to complete assigned work/exams.. Students who have been absent should obtain their homework assignments and notes from classmates. If necessary, homework assignments for absences of three (3) days or more may be obtained by emailing individual teachers.

It is the responsibility of the student to make arrangements to make up any incomplete grade within ten school days from the end of the marking period or it will be changed to a failing grade. The Administration will determine exceptions.

Tardiness

As a regional school, many students have a longer commute than may be common in other school districts. However, students arriving late can create a disruption to the learning process and therefore every effort should be made to arrive at school on time.

All students who arrive at school after 7:44 a.m. shall not be admitted to their first period class. Instead, all tardy students will report to Room 108, where they will remain until the end of first period. Attendance will be recorded there but the student will be marked "absent" for their first period class.

Exceptions will be made only at the discretion of the Administration. The student's parent/guardian must contact the Main Office communicating the reason for the tardiness. The decision of an excused or unexcused tardy will be made by the Administration. Classes missed due to tardiness will be considered an absence from class and will count toward the total number of absences for the semester.

Travel/Vacations Absences

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

DISCIPLINE

Philosophy of Discipline

Saint Bernard School is mindful that students develop as they progress through their years in school. While discipline policy and expectations apply generally to all students, the teachers and administration consider the age and maturity of the student when making disciplinary decisions.

Level One Infractions

Level One misbehavior is that which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual teacher, but sometimes requires the intervention of the school administration. Consequences can include Teacher Detentions, Office Detentions, Suspension, or any other disciplinary consequence deemed appropriate by the administration.

- Class misconduct
- Misconduct in the cafeteria, hallways, or other general areas of the school
- Pass violation
- Dress code violation
- Failure to report to First Period Study Room (Room 108) when late for school
- Tardiness to class
- Display or possession of any smoking materials or any form of tobacco
- Cutting class
- Display or possession of any smoking materials or any form of tobacco, lighters, matches, e-cigarettes, etc.
- Rough horseplay
- Inappropriate language
- Inappropriate behavior
- Inappropriate physical contact with another student
- Smoking, tobacco use, vaping
- Disrespectful behavior
- Insubordination (refusal to submit to reasonable authority or direction by a staff member)

Level Two Infractions

These include infractions that tend to disrupt the learning climate as a result of their seriousness, and typically require the intervention of personnel on the administrative level. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require disciplinary actions.

- Cutting Teacher Detention
- Cutting Office Detention
- Class cutting
- Entering unauthorized area of the building
- Leaving school grounds without permission
- Parking violation
- Unsafe driving on campus
- Cheating or plagiarism
- Forgery / Lying
- Inciting to fight

Level Three Infractions

These include acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Where applicable, appropriate additional actions may be taken. Restitution of property and damages will be made when appropriate. Montville Police will be notified and may take action when warranted.

- Fighting
- Vandalism
- Harassment
- Racist / Bigoted Language
- Abusive Language
- Stealing
- Under the influence of drugs or alcohol
- Possession of drugs, alcohol, or drug paraphernalia
- Sexual harassment
- Inappropriate use of technology
- Verbal or physical threat to staff or student
- Food fight
- Actions which display gross disregard to the rights of others and to the good order of the school

Level Four Infractions

Level Four acts are those that involve violence to another's property or to another person and which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action, which can result in the immediate removal of the student from the school, the intervention of law enforcement, and any other actions deemed appropriate by the school administration.

- Extortion
- Bomb threat
- Possession / Use / Transfer of explosives or incendiary devices
- Assault / Battery
- Serious acts of Vandalism
- Theft / Possession / Sale of Stolen Property
- Arson
- False Fire Alarm
- Furnishing / selling of unauthorized substances
- Weapons

Teacher Detentions

Teachers may require students to serve detention for minor classroom disciplinary issues. These can include talking out, cell phone usage, and other disruptions to the learning process.

Students shall have at least 24 hours before being required to serve a teacher detention. Teacher detentions are imposed at the discretion of the teacher and should follow the same behavior guidelines as office detentions. Teacher detentions take priority over school sports and any other after-school activities.

Administrative Detentions

Administrative detentions are for more serious matters, and are imposed at the discretion of the administration. Students required to serve an office detention should find out from the main office the room where Administrative Detentions are taking place on a given day.

Office detentions take place on Mondays and Thursdays from 2 to 3 p.m. It is the students' responsibility to serve office detentions as directed and to report on time. Students late to Office Detention will not be allowed entry unless they are escorted by a teacher, coach, or administrator.

Detention Behavior Guidelines

Students serving either a Teacher or Office Detention will follow these rules:

- Arrive on time.
- Show respect to the detention supervisor.
- No leaving the detention room without permission.
- No talking or phone usage without permission.
- Eating and drinking is not allowed.
- Sleeping (or assuming a sleeping position) is prohibited.
- Bring academic work to complete.

Bullying

Bullying is prohibited in Saint Bernard School. Behaviors characterized as bullying will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Bullying is defined as any overt action by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Bullying includes physical intimidation or assault; extortion; oral, written or electronic threats; teasing; “putdowns”; name-calling; threatening looks, gestures or actions; cruel rumors; false accusation; social isolation; and using electronic devices to send inappropriate pictures and/or messages.

Any behavior deemed by the school administration to be bullying shall result in disciplinary action, which may include detention, suspension and expulsion from school. Any student who retaliates against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Cyberbullying

The School’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment.

All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the Saint Bernard School’s acceptable computer use policy and procedures.

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

Malicious use of the Saint Bernard School computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material, unless it contains pornographic images or “sexting images”, should be printed and brought to the attention of the Head of School or Assistant Head of School. In the case of pornographic or “sexting” images, the image on the electronic device should be shown to a school administrator on the electronic device, and local law enforcement officials are to be contacted.

All reports of cyberbullying will be investigated promptly.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school employees, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student. A student who redistributes inappropriate content, as previously described, is also subject to disciplinary action.

Disciplinary action may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law enforcement officials.

Class Cuts

A class cut is an unexcused absence from class and is strictly prohibited. A class cut will result in a zero (0) grade for that class without the opportunity to make up the missed work as well as a one (1) day of in-school suspension.

Controlled Substances/Alcohol

Any student who appears on school property or at school-sponsored activities off or on the premises under the influence of drugs or alcohol will be suspended. A subsequent conference with the parents and consideration of extenuating circumstances will determine further action, which could result in expulsion.

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

Sexual Harassment

Sexual harassment will not be tolerated at Saint Bernard School. Sexual harassment is defined as unwelcome conduct of a sexual nature, in any form, including, but not limited to, insulting or degrading sexual remarks or conduct. See also “Bullying”.

Smoking /Tobacco/Vaping

Students are forbidden to have tobacco, E-cigarettes, vape pens or Juul pens of any form in their possession (e.g. in their lockers, cars, backpacks, pocketbooks, etc.) or on school property at any time. Students found in violation of this policy will be suspended.

Suspension and Expulsion

Behavior indicating a lack of responsibility and integrity will subject a student to suspension and possible expulsion. A student who has been suspended from school is also suspended, for the duration of the punishment, from participating in any school activities. It should be noted that while suspensions are not part of a student's permanent record or transcript, any information requested on college applications regarding a student's suspension history will be supplied. Internal and external suspensions are considered unexcused absences.

Weapons and Violence Policy

The purpose of this policy is to ensure that all Saint Bernard School students experience an educational setting that is safe, nurturing and conducive to learning. Indeed, any conduct that disrupts such an atmosphere and/or impinges on the safety and well being of Saint Bernard School students or employees will not be tolerated.

Accordingly, Saint Bernard School has adopted this policy prohibiting weapons, assaults and/or other violence at school. The policy is intended to provide administrators the power to promptly and expeditiously defuse and/or otherwise address dangerous and potentially dangerous situations. It provides express notice to students and employees, alike, that weapons, assaults and violence at school absolutely will not be tolerated. The policy does anticipate, however, that when administrators implement its provisions they will be permitted some flexibility in their response to a given situation based on the underlying circumstances, including but not limited to, the age and capacity of the student(s) involved, the intentionality of the conduct at issue and the degree of danger posed to students and/or employees of the school.

In order to provide guidance regarding the implementation of this policy, the following applies:

Definitions

At School

For purposes of this policy, the term "at school" includes being in the school building and/or anywhere on school-owned property/grounds (regardless of whether school is in session), on a school-provided bus or other vehicle, and/or at a school- sponsored activity/function.

Weapons

The term "weapons" shall include, by the way of illustration but without limitation, the following: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow, paintball gun); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device or any tool or instrument (including but not limited to blackjack, chain, club, brass knuckles, nightstick, pipe, studded bracelet) which school administrative staff could reasonably conclude was possessed for the intended purpose of inflicting or threatening bodily harm; or any item which, by virtue of its shape, design or handling, is intended to give the appearance of being a weapon, as described above.

Assault

Assault is defined as an act of physical violence or a threat of physical violence by any individual against a student or employee. Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force (actual or implied) such as would give the victim reason to fear or expect immediate bodily harm, constitutes an assault. An assault may be committed without actually touching, or striking, or doing bodily harm to the person of another.

When considering what constitutes an assault, the factors to be weighed include: age of individual(s) involved; seriousness of bodily injury (if any); the actual or perceived capacity and intent of the individual (s) involved; any disability affecting the behavior of the individual(s); and any other factors deemed relevant to the Head of School or his/her designee.

Suspension/Expulsion

Suspension is defined as an act by a school administrator that removes a student from the general student population (either within the school or out of school) for a specified period of time. Expulsion occurs when the Head of School determines that a student should be permanently removed from the school.

Police Involvement

1. In appropriate cases involving weapons or assaults at school, local police shall be called immediately, and all confiscated weapons are to be turned over to the police department.
2. Documentation of any confiscated weapons will be kept by school administrators and will be available to be reviewed by the local police department.

Statement on Enforcement

This policy will be implemented as deemed appropriate in the judgment of school administration and/or Head of School.

1. Any student while at school found to be in possession of a weapon, or involved in an assault, as defined herein, will be subject to immediate out-of-school suspension. During this initial suspension, the school administration will take the necessary steps to review the facts and circumstances relating to the weapon possession and/or assault. Following the completion of such review, the administration may determine that appropriate discipline has been meted out or may impose additional disciplinary measures, up to and including expulsion. Any student who gives a weapon to another student or aids another student in committing an assault will be subject to disciplinary action.
2. All decisions regarding discipline (including whether to expel or suspend a student, and, if suspended, the type of suspension to be imposed and/or the specific length of a student's suspension) will be made by the Head of School or Assistant Head of School at his/her sole discretion. Any student serving an out-of-school suspension or expelled from school is prohibited from entering onto school premises and/or participating in school functions.

Jeopardizing Financial Aid

Financial aid provides many students with the opportunity to seek the education they desire. With this opportunity comes responsibility. The expectation is that all students will work to understand and comply with all policies and procedures in the Saint Bernard School Student Handbook.

Students who violate school policies, including but not limited to those relating to plagiarism and behavior, may face reductions or loss of financial aid awards as deemed appropriate by the school administration.

Diocese of Norwich Sexual Misconduct Policy Summary - CT Edition

The Policy may be viewed via Saint Bernard School website. To report misconduct one should call the Diocesan Reporting Line at 1-800-624-7407 or the Connecticut Department of Children and Families at 1-800-842-2288.

DRESS CODE

The Saint Bernard uniform is a long-standing tradition and serves as a visual reminder of our common values and principles. The dress code is strictly monitored and enforced by school staff. Violations can result in disciplinary action. The administration reserves the right to interpret the dress code.

BOYS DAILY WEAR

- **Grades 6 to 7:** Navy blue dress pants; SBS gray polo shirt; belt; socks
- **Grades 8 to 11:** Khaki dress pants; SBS white polo; belt; socks
- **Grade 12:** Khaki dress pants; SBS red or white polo; belt; socks
- Belts must be visible. Shirts shall be tucked into pants at all times.
- A solid red or gray sweater or sweatshirt; the gray SBS fleece; or the gray SBS sweater are permitted with a dress code shirt visible beneath it. No other sweaters or fleeces shall be worn.

BOYS DRESS-UP DAY

- **Grades 6 to 7:** Navy blue dress pants; SBS gray polo shirt; red sweater or vest; socks
- **Grades 8 to 12:** Khaki dress pants; white Oxford button-down shirt; navy blue blazer; uniform red and gray tie appropriately tied; belt; socks
- Belts must be visible. Shirts shall be tucked into pants at all times.

GIRLS DAILY WEAR

- **Grades 6 to 7:** Blue skort or navy dress pants; SBS gray polo; socks/tights
- **Grades 8 to 11:** Gray or plaid skirt or khaki dress pants; SBS white polo shirt; socks/tights
- **Grade 12:** Gray or plaid skirt or khaki dress pants; SBS red or white polo shirt; socks/tights
- A solid red or gray sweater or sweatshirt; the gray SBS fleece; or the gray SBS sweater are permitted with a dress code shirt visible beneath it. No other sweaters or fleeces shall be worn.
- Skirts shall be worn in an appropriate length and shall not display the upper thigh.

GIRLS DRESS UP DAY

- **Grades 6 to 7:** Blue skort; SBS gray polo shirt; red sweater or vest; socks/tights
- **Grades 8 to 12:** Gray/plaid skirt; SBS white polo/blouse; red sweater/vest; socks/tights

HAIR AND APPEARANCE

- Avoid extremes in hair styles. Designs engraved in hair, Mohawk styles, unnatural coloring, or any other grooming that is a distraction from the learning process is not permitted.
- Piercings other than earrings are not acceptable.

SHOES

- Loafers, sneakers, and boots are allowed. Boots must be laced and tied and end below the knee.

ITEMS TO AVOID

To maintain an environment conducive to the education process, the following are prohibited:

- Slippers, flip flops, slides, and high heels.
- Footwear which mars floors or is a safety hazard.
- Hats, caps, bandanas, hoods, scarves, and other head coverings.
- Sunglasses, whether worn or displayed.
- Attire or accessories that contain vulgarities, or contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.

DRESS-DOWN DAY

Blue jeans are allowed, but must not be ripped or torn.

Clothing with inappropriate writing or graphics is not allowed.

SAINT BERNARD SPIRIT WEAR

- “Spirit wear” includes clothing related to a club or sport at Saint Bernard. It must be in a school color.
- Saint Bernard “spirit wear” is allowed during the school day on Fridays only.
- A “spirit wear” long-sleeve or short-sleeve t-shirt does not require a polo shirt beneath it.
- A “spirit wear” jacket/sweatshirt is allowed with a polo beneath it.

GAME DAY

Students are allowed to wear the approved jersey of their sport on days they have games.

PENALTIES

Students who are in violation of the dress code will be required to correct the violation, and may receive disciplinary action. The Administration reserves the right to determine what is not in compliance with the school dress code.

HEALTH SERVICES

Mrs. Jackie Hernandez, RN

nurse@saint-bernard.com
860-848-1271 Ext: 125

A nurse is on campus daily. The Health Office is not to be used as an excuse to avoid class or as an opportunity to catch up on sleep. Students who become ill must obtain a pass from their teacher and then report to the Health Office. Medical treatment is limited to first aid care.

The school does not assume responsibility for the care of illness and infection other than immediate first aid. Parents will be notified of their child's serious illness and are asked to provide transportation home as soon as possible. The family assumes responsibility for picking up their child from the Health Office and signing out the child in the main office. Student drivers who become ill are not permitted to leave school without the permission of a parent. These same procedures apply in the event of an in-school accident or inclement weather. Students will not be excused from Physical Education classes without a note from a doctor or the school nurse. Students who have a communicable disease will be required to remain at home until the communicable phase is over. A doctor's note will be required for re-entry into school.

Medications

A permission form must be on file in the Health Office in order to take any medication including Tylenol (Forms available in Health Office). State Law requires a written order from your physician or dentist for all medication, including over the counter preparations. (e.g. Advil, Sudafed, Benadryl). The parent/guardian or other designated adult (over eighteen years of age) must bring medication to and from school. Students are not allowed to carry medication at any time. Medication should not be sent to school in plastic bags or envelopes. All medication should be sent in the pharmacy-prepared bottle or the original over-the-counter container. No more than a 45-school day supply of any medication can be left in school.

Parents may choose to come to school and medicate their child. All medication, however, must be dispensed in the Health Room. These guidelines ensure that students are given medicine in a safe manner while allowing the school environment to be essentially drug-free. If there are any questions about this policy, the School Nurse should be contacted at ext. 125.

Physicals and Immunizations

An immunization update and health assessment is required in the 6th grade and 10th grade per CT State Statute 10-206.

The State of Connecticut requires that each student enrolled in school have a health assessment during the 6th grade year or prior to entering 7th grade.

1. Scope: The health assessment shall be a physical examination that includes hematocrit or hemoglobin tests, height, weight, blood pressure, and immunizations against polio, rubella, measles, DPT and mumps according to State Law as required by section 10-204a of the Connecticut General Statutes and any other information regarding health and development history the physician may include as necessary and appropriate.

A tuberculin test may be required of students who transfer from high incidence areas. Vision, hearing, speech, postural (only in Grades 6 and 10), and gross dental screenings are also required. If the physical exam report is not received prior to entrance into 7th grade, the student shall be excluded. A re-entrance date will be determined by the Administration pending completion of the requirements.

The following are immunization requirements, especially those with recent updates, Hepatitis B and Varicella.

Grades 7-9

Tdap/Td:	1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Meningococcal:	1 dose
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	2 doses separated by at least 3 months-1 st dose on or after 1 st birthday; or verification of disease

Grades 10-12

Td/Tdap:	At least 3 doses. The last dose must be given on or after 4 th birthday. Students who start the series at the age 7 or older only need a total of 3 doses one of which should be Tdap.
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	For students <13 years of age, 1 dose given on or after 1 st birthday; for unvaccinated students 13 years of age or older, 2 doses given at least 4 weeks apart; or verification of disease

STUDENT LIFE

Admissions

Saint Bernard School seeks students who value academic excellence, personal growth, and a commitment to community. Our curriculum exposes students to religion, mathematics, literature, history, science, and the arts. As students explore these worlds, they will sharpen the skills essential to the truly educated person: critical thinking, decision-making, communication, and organization. A placement exam is required for all incoming students to grades 6-9 to begin the process of admission, followed by an interview and a brief essay. Transfer students from other high schools will be required to meet with the Admission Review Board.

Shadowing/Visitation Days: Student visitors who are interested in future enrollment at Saint Bernard School and who have begun the application process are welcome to set up a Visitation Day.

Advancement Office

The Advancement Office is responsible for promoting, soliciting, and securing philanthropic support and for administrative functions that support school fundraising operations. Fundraising operations primarily focus on the Saint Bernard School Annual Fund Campaign as well as ongoing alumni relations, scholarships, endowments, and capital campaigns as required.

The Advancement Office must be consulted regarding all fundraising activities. The approval of the Head of School is required before undertaking any fundraising activity.

Assemblies

At all assemblies, students are to proceed in an orderly fashion and are expected to be respectful and attentive. At Mass or any other spiritual service, students are expected to behave in the spirit of reverence in addition to being respectful and attentive participants. Students may not be chewing gum during assemblies or Mass and shall sit with their peers in their class seating section.

Cafeteria

The Cafeteria is the only place in the building where eating and drinking are permitted during the school day. Students may not have food or beverages in any other part of the building without Administrative approval.

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

Students are allowed to relax in the area just outside the cafeteria known as the “patio” during the time frames designated by the Administration. They are to stay within the perimeter of the brick wall surrounding the patio. No one is allowed beyond this boundary. Failure to keep the area clean will result in the loss of this privilege.

LUNCH PROGRAM

PayPams

Saint Bernard School Lunch program is run by Guiseppi Rizzuto. To facilitate student purchases of breakfasts and lunches, PayPams online payment program is used. After the first week of school, parents are able to put money into their child's account and it is linked to the child's student ID. Students can either scan their school ID card or type in their student ID when purchasing lunch. Student ID numbers are visible in your Saintsconnect account. Students can also bring cash or check to the lunch attendant to add money into their accounts.

- Pay Pams: <https://paypams.com/>
- Pay Pams Help: <https://paypams.ladesk.com/>

Change of Address

All changes of home addresses or telephone numbers must be submitted to the secretary in the Main Office.

Fire & Crisis Drills

For the safety of everyone at Saint Bernard School, periodic fire drills are required.

Students will proceed silently to assigned stations and will remain silent for further instructions, in accordance with State of Connecticut fire regulations. Attendance will be taken and students may re-enter the school building only after the safety signal has been given.

Students are to follow the instructions of the faculty and staff during a crisis drill and in all other emergency situations.

Foyer

The school foyer is not a “study center” and students should not loiter in the foyer during the school day. However, after 1:45 PM, students may wait for their ride in the school foyer.

Lockers

Each student is assigned a locker and locker combination. Lockers are to be locked at all times and kept neat and clean. Students are advised not to give locker combinations to any other student. Additionally, students shall not rig their lockers in an unlocked position. Doing so invites access by others that could result in theft. Writing, stickers, or other alterations to a locker are not permitted. The Administration of Saint Bernard School reserves the right to search any locker at any time.

Lost and Found

The Main Office will store all “lost and found” items. Articles not claimed will be disposed of at the end of each semester. Saint Bernard School is not responsible for lost or stolen items.

Physical Education

Physical Education helps to strengthen and develop bodies. Students learn the fundamentals of a variety of sports as well as many basic physical skills, which increase strength, general physical fitness, and coordination. Sneakers and appropriate gym clothes must be brought to school on the assigned gym day. Students will change into their gym uniforms. Students must come to school in their regular school uniform. To be excused from Physical Education, a student must have a written excuse from a physician and/or the approval of the school nurse.

Medical Excuse

If a student has been injured or becomes ill and must be temporarily excused from Physical Education, a note must be submitted by a doctor. This note will only cover a two-week period. Should there be need for an extension, the doctor must fill out a Physical Education Medical Excuse form (obtained in the Nurse’s office) and advise the Physical Education teacher of the type of limited program in which the student may participate. Failure to provide a doctor’s written excuse will result in failing Physical Education that marking period.

Senior Sunshine Hallway

This area is located outside the gymnasium and opposite the courtyard. School day use of this area is a privilege for seniors only. Any underclassmen found loitering in this hallway will receive a detention. Seniors may not invite an underclass student into Sunshine Hallway. No food or drink is allowed. Inappropriate behavior may result in loss of this Senior Privilege.

Student Drivers

The following guidelines are to be adhered to by all student drivers:

- The speed limit on campus is 10 mph.
- Students may not go to cars during the school day.
- Loitering in cars or in the parking lot is strictly forbidden.
- Saint Bernard School is not responsible for any items stolen from a vehicle while on school property. Cars are to be locked at all times.
- Parking is permitted in the student parking lot only. The student parking lot is located on the lower level in front of the school. Students may not park in the faculty/staff/visitors parking lot on the upper level.
- Cars parked illegally will be towed at the owner's expense.
- School Administration reserves the right to search any vehicle at any time while on school premises.
- Student drivers may not drive on the roadways behind the school at any time.

If any of the above rules are broken, driving privileges may be revoked at the discretion of the administration..

Parking Regulations

All students who wish to drive to school must submit to the Main Office a completed application form along with a copy of their valid Connecticut driver's license.

- Parking tags must hang from the rearview mirror.
- Students may not park on any grass or staff areas. Any student who parks in an unapproved area will be subject to disciplinary action, including but not limited to detention, in-school suspension, and loss of driving/parking privileges.
- Students may not park in a marked fire lane or handicap space. Violation of this rule may result in the loss of driving/ parking privileges on school grounds.
- Depart from the parking lot immediately after school - no loitering in the parking areas.
- Students must operate their vehicles with caution in the parking areas and when entering or leaving school grounds.
- All drivers must abide by the 15 mph speed limit on school grounds.
- All students must lock their vehicles. Saint Bernard School is not responsible for any thefts, acts of vandalism, or damage committed to student vehicles parking on school property.
- Parking enforcement will be conducted throughout the school year.
- The school administration reserves the right to search any vehicle while on school premises.
- Parking passess are non-transferable and transferring a pass is a violation of school rules. Violation of school rules may result in disciplinary action including the revocation of the parking privilege.
- If the administration believes that a vehicle on school property is being used in a manner which may be injurious or illegal, it shall refer the matter to the police.

Student driving and parking privileges may be revoked by the administration at any time as a result of violation of parking regulations, any policies in the Student Handbook, and/or any other disciplinary matter.

Telephones

The telephone in the main office is available for emergency calls only. Students needing to communicate with others outside of the school building during the school day shall seek permission from the Main Office.

Tuition and Fees

Saint Bernard School utilizes the services of FACTS Tuition Management Company to collect and manage all tuition payments. Every family is asked to sign up with the FACTS Tuition Management Company through the Saint Bernard website (www.saintbernardschool.org) by selecting the quick link entitled FACTS Tuition Program. We have set up multiple payment plans through FACTS: 1) One payment due June 2; 2) Two payments due June and December; 3) Quarterly payments due June, September, December and March; 4) Monthly payments due monthly, June through March.

Every student must have a signed tuition payment contract on file with the Finance Office before the student begins any school activity. This is in addition to signing up with FACTS Tuition Management. All contracts are expected to be kept up to date. If you feel you are unable to stay current with your payment plan, you must contact the Finance Office before you become delinquent. The Finance Office may impose fees associated with late payments or payments returned for insufficient funds as outlined on your tuition contract, which may be in addition to the FACTS Tuition Management fees.

Parents/guardians will receive FACTS tuition statements and are responsible for reviewing the activity shown on each statement. Any discrepancies should be brought to the attention of the Finance Office immediately. Parents/guardians whose parish subsidizes a student's tuition are responsible to ask the parish to send the payment to the school. Parish invoices will be sent only upon written request of the parents. Parish subsidies are only credited to accounts upon receipt of payment.

Any student who has an outstanding tuition balance one week before the start of midterm or final exams, will not be allowed to take his/her exams until arrangements have been made with the Finance Office. An incomplete grade will be assigned for the final grade until the exams are taken. Seniors will not be able to participate in graduation, receive a diploma, or receive transcripts until their balance has been paid in full.

Any student who voluntarily withdraws from Saint Bernard will be responsible for payment of tuition and fees based on the date of the withdrawal (see chart below). Any student who has not met tuition and fee obligations on or before the withdrawal date will be required to remit the remaining balance prior to the release of transcripts.

Time Period

Parents/Guardians Financial Responsibility

- From June 1st to the first day of school Non-refundable deposit.
- From the 1st school day – October 31 25% of the total tuition
- From Nov. 1 – December 31st 50% of the total tuition
- After December 31 - 100% of the total tuition

All payment plans are expected to stay current. If a family becomes seriously delinquent in their financial responsibility, student privileges may be withheld (i.e. no participation in extracurricular activities including athletics, dances, prom, etc.). Underclassmen will not be allowed to return to Saint Bernard School for the following school year if tuition from the previous school year is still owed. Seniors who have financial obligations will not receive a diploma until all financial obligations are paid. In addition, school transcripts will be withheld.

Tuition Assistance information is available through the Finance Office. Applications must be completed online (FACTS Grant and Aid) and will be accepted beginning in January. There is a \$40 fee (subject to change, and paid directly to FACTS Grant and Aid) for the application process. The applicants will be required to submit copies of their tax information followed by the submission of their W-2s before their application can be reviewed. The Tuition Assistance Committee convenes at the end of January to begin review of all applicants.

Video Security System Policy

Saint Bernard School makes limited use of video surveillance systems on its campus. Video surveillance systems are primarily used to record access at building entrances and conduct in hallways and stairwells. Video surveillance cameras are also used to provide surveillance of the exterior of the building.

Video surveillance cameras are *not* used in any areas where students would have an expectation of privacy, such as restrooms or locker rooms. The primary purpose of the video surveillance system is for security of the premises and, in limited instances, to permit after-the-fact investigation of misconduct or crimes committed on School premises, including assaults, theft and vandalism.

Management of Video Surveillance Systems

Saint Bernard is responsible for the management of all video surveillance systems used at the School. No others are permitted to install video surveillance in or around the School without the knowledge and approval of the Head of School. In particular, students are absolutely prohibited from engaging in the covert use of cameras or other recording devices anywhere on the School premises.

Video Surveillance Monitoring and Recording

The video surveillance systems are capable of both recording and real-time monitoring. Recording occurs continuously by digital video recording system. Recorded video may be used for investigation of misconduct, building security and safety issues.

Recorded video generally will not be made available for review by anyone other than School Administration. However, recorded video may be provided to police in the event that an incident occurs for which review by law enforcement officials is necessary and/or as required by legal process. Viewing of recorded video also may be requested by parents/guardians and students in connection with disciplinary proceedings, but only to the extent the recorded video relates directly to the student on whose behalf the viewing is sought.

Recorded video is generally stored for a period of 14 days. Any video identified as being associated with a specific identified incident or event will be retained as necessary and appropriate.

Policy on Use of Student Photographs, Videos, and/or Sound Recordings

Photographs and videos of students may be used for classroom projects, the school website or social media channels, in our print publications, and for other school-related purposes. If parents do not wish for their child to be photographed, please submit a written notice to the Main Office, Attention: Shari Marderness, Director of Marketing & Communications.

Parents/Guardians will be notified in advance of individual student interviews that are coordinated by the school for external media organizations or any other situations where an outside organization may be taking photographs of specific students. Public events such as athletics and concerts are not covered by this policy. Photos posted on our website and social media accounts will not contain student names, unless such a student is being identified as the recipient of an award or honored for an achievement.

Any written notice will be valid through the end of the school year in which it is received. Photo permissions will reset at the beginning or end of the current school year.

2024-2025 Saint Bernard School Calendar

July 2024						
S	M	T	W	T	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		

August 2024						
S	M	T	W	T	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

September 2024						
S	M	T	W	T	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					

October 2024						
S	M	T	W	T	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		

November 2024						
S	M	T	W	T	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

December 2024						
S	M	T	W	T	F	S
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Aug 8-10	SLI Retreat
Aug. 27	International Student Orientation
Aug. 28	Faculty Retreat
Aug. 29	New Student Orientation
Sept. 2	Labor Day
Sept. 3	First Day of School
Sept. 18	Back to School Night
Sept. 20	Opening Mass
Sept. 27	Freshman Retreat
Sept. 28	Golf Tournament
Oct. 10	Mass
Oct. 11	Professional Development / Early Release
Oct. 14	Columbus Day
Oct. 16	School-Day Testing / Early Release
Oct. 16	6th & 7th Grade Retreat
Oct. 26	In-Person Open House
Oct. 30	Parent-Teacher Conferences
Nov. 1	Junior Ring Mass
Nov. 8	Professional Development / Early Release
Nov. 11	Veterans Day
Nov. 27	Thanksgiving Mass / Early Release
Nov. 28-29	Thanksgiving Break
Dec. 2-6	Founder's Week
Dec. 3	Feast of St. Francis Xavier Prayer Service
Dec. 16-19	Midterm Exams
Dec. 20	Midterm Exam Makeup Day
Dec. 20 - Jan. 3	Christmas Break
Jan. 6	Second Semester Begins
Jan. 17	Grade 8 Retreat
Jan. 20	MLK Day - No School
Jan. 30	Catholic Schools Week Mass
Feb. 14	Professional Development - No School
Feb. 17	Presidents' Day
Feb. 17-21	Winter Break
March 5	Ash Wednesday Mass
March 7	Professional Development / Early Release
March 9-13	XBSS Retreat
March 19	SAT Testing for Juniors
April 3	In-Person Open House
April 14-21	Spring Break
April 18	Good Friday
April 20	Easter
April 21	Easter Monday
April 24	Grandparents' Mass
May 2	Sophomore Retreat
May 7	Saints Day BBQ
May 15-20	Senior Exams
May 22	Baccalaureate Mass
May 23	Graduation
May 26	Memorial Day
May 27-30	Final Exams
May 30	Last Day of School
June 2	Final Exam Makeup Day

January 2025						
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February 2025						
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March 2025						
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June 2025						
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ACADEMIC DATES

Sept. 27	Progress Report
Oct. 18	Last Day of First Quarter
Nov. 15	Progress Report
Dec. 16	Last Day of Second Quarter
Feb. 7	Progress Reports
March 14	Last Day of Third Quarter
May 1	Progress Report
May 23	Last Day of Fourth Quarter

- Exam Days - Early Release
- First & Last Day of School
- Early Release
- School Closed

Rev. 7-24-2024