

ST. BERNARD'S ACADEMY

saintbernards.us

SB STUDENT & PARENT HANDBOOK

2023-24

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GENERAL INFORMATION

ST. BERNARD'S ACADEMY

Mission Statement

St. Bernard's Academy prepares students for higher education and compassionate community leadership through our Catholic tradition of integrating spiritual development, academic excellence, and extra-curricular activities in a diverse small school environment with strong faculty, staff, and family support.

Faith Intellect Service
One Family

PHILOSOPHY

St. Bernard's Academy:

- Has committed itself to the principles of the Christian education and the pursuit of educational excellence. Placing a strong emphasis on the teachings of Christ, the faculty, staff, students and parents of this school strive to work together to establish a living Christian community.
- Recognizes that the primary responsibility for the spiritual, moral, intellectual, physical and social development of its students belongs to the family; the school acts both to support and to supplement the family in the vital task of student development.
- Believes that quality education is best realized, and future leaders nurtured, in a caring, Christian environment that encourages students to develop and enhance their creative and critical thinking abilities, and which fosters awareness of basic moral values and social responsibility.
- As an Academy, strives to communicate Christian values through the teachings of the Church, the study of the Bible, and in daily interaction with one another as members of a Christian community. In our effort to help students understand Christ's teachings and to form similar values, our campus ministry program provides experiences in prayer, liturgy, retreats and community service, so that our students, parents, faculty and staff have opportunities to share in worship and to practice Christian awareness.
- is committed to promoting a supportive environment embracing the equity, diversity and inclusion of all students and faculty.

BRIEF HISTORY

St. Bernard's Academy is an independent Catholic co-educational school serving approximately 250 students in 6th through 12th grades. The Sisters of St. Joseph of La Grange, Illinois, started St. Bernard Elementary in 1912; it was then known as the Nazareth Convent and Academy. In 1922, the Sisters became the Sisters of St. Joseph of Orange, and in 1949, the school was renamed St. Bernard Elementary, located where the high school is now. The Sisters founded St. Bernard High School in 1954, and released ownership and responsibility to the Diocese of Santa Rosa in 1964. The Elementary and High School consolidated in July of 1999 to become St. Bernard's Catholic School. In September 2000, the Bishop of the Diocese of Santa Rosa granted independence to the school. St. Bernard's Catholic School, Inc., was established in October 2000, encompassing St. Bernard's Elementary School, St. Bernard's Junior High School, and St. Bernard's High School. Currently, the school is recognized as St. Bernard's Academy serving students in 6th through 12th grades.

Integral Student Outcomes

Catholic Identity

- **STUDENTS WILL BE ABLE TO** demonstrate knowledge of Jesus Christ, the Christian understanding of His person, and the historical significance of His life.
- **STUDENTS WILL BE ABLE TO** demonstrate an understanding and appreciation of the Catholic Faith, and its Sacraments, morals, ethics, doctrine and dogma.
- **STUDENTS WILL BE ABLE TO** demonstrate a fundamental understanding of scripture, both as a means of prayer, and academically as a means to grow in wisdom.
- **STUDENTS WILL BE ABLE TO** demonstrate various prayer forms, and be able to use them for their own spiritual life.
- **STUDENTS WILL BE ABLE TO** recognize and honor the inherent dignity and value of every human person, and demonstrate respect for their different religious and cultural beliefs.
- **STUDENTS WILL BE ABLE TO** demonstrate that they are builders of unity and instruments of reconciliation in the tradition of the Sisters of St. Joseph of Orange.
- **STUDENTS WILL BE ABLE TO** demonstrate an understanding of ethical behavior, both with others, and with the world we live in with our *Dear Neighbor*.

Critical Thinking

- **STUDENTS WILL BE ABLE TO** demonstrate competence in the humanities, sciences, mathematics, economics, technology, and the arts.
- **STUDENTS WILL BE ABLE TO** research, analyze, synthesize, evaluate, and apply ideas when problem solving.
- **STUDENTS WILL BE ABLE TO** skillfully utilize technology both ethically and innovatively.
- **STUDENTS WILL BE** able to evaluate information for accuracy and reliability.
- **STUDENTS WILL BE** prepared for success through middle school, during high school, and beyond.

Communication

- **STUDENTS WILL BE ABLE TO** clearly express ideas through speaking and writing.
- **STUDENTS WILL BE ABLE TO** communicate with confidence and sensitivity in a variety of settings with a variety of media.

- **STUDENTS WILL BE** thoughtful and discerning listeners.

Collaboration

- **STUDENTS WILL BE ABLE TO** work positively and effectively with people of different values, experiences, and cultures.
- **STUDENTS WILL BE ABLE TO** participate responsibly in a global community.
- **STUDENTS WILL BE ABLE TO** recognize and accommodate the strengths and weaknesses of others in a group setting.
- **STUDENTS WILL BE ABLE TO** demonstrate initiative and personal accountability for their role in a group setting.

Creativity

- **STUDENTS WILL BE ABLE TO** think independently and generate their own ideas.
- **STUDENTS WILL BE ABLE TO** demonstrate curiosity through active participation and questioning.
- **STUDENTS WILL BE ABLE TO** foster the necessary confidence to take creative risks.
- **STUDENTS WILL BE ABLE TO** synthesize information and apply it innovatively and with relevance.
- **STUDENTS WILL BE ABLE TO** demonstrate adaptability and perseverance when faced with academic and creative challenges.

Intrapersonal and Interpersonal Development

- **STUDENTS WILL BE ABLE TO** use a variety of approaches and resources to foster introspection and develop social and emotional well-being.
- **STUDENTS WILL BE ABLE TO** demonstrate active responsibility and stewardship of the environment.
- **STUDENTS WILL BE ABLE TO** develop necessary confidence to take emotional and intellectual risks.
- **STUDENTS WILL BE ABLE TO** initiate and develop self-directed learning.
- **STUDENTS WILL BE ABLE TO** demonstrate social conventions and responsibilities that form effective relationships.
- **STUDENTS WILL BE** resilient, lifelong learners.

CONTACT INFORMATION

St. Bernard's Academy
222 Dollison Street
Eureka, CA 95501
Phone: (707) 443-2735
Fax: (707) 443-4723

Telephone Extensions

If you reach the automated voice system for St. Bernard's Academy, you may bypass the system at any time by dialing one of the following extensions:

<i>President/Principal—</i> Paul Shanahan	<i>114</i>
<i>Co-Principal —</i> Catherine Scott	<i>116</i>
<i>Athletic Director —</i> Matt Tomlin	<i>102</i>
<i>Director of Campus Ministry—</i> Dance Farrell	<i>215</i>
<i>Director of Operations—</i> Shirley Sobol	<i>118</i>
<i>Director of Student Conduct—</i> Greg Horne	<i>115</i>
<i>CFO—</i> Kathleen McTague	<i>125</i>
<i>CIO—</i> Lynn Enemark Kerr	<i>117</i>

SB BOARD OF DIRECTORS

The Board of Directors is the governing body of St. Bernard's Academy. It is responsible for ensuring the Catholic mission of the school is fulfilled, monitoring the long-range strategic plan, the budget, and adopting and monitoring school policy. The Board consists of a maximum of fifteen (fifteen) members, with no more than 25% of the membership from the current parent community. Agendas and minutes for the meetings of the Board of Directors are available to read in the office.

Board of Directors

Joe Rogers
Luke Omey, DDS
Stacy Eads
Cindy Finck
John McGinnis
Susan Rydz, MD
Sr. Mary Rogers, CSJ

Email Address

rogers@saintbernards.us
omey@saintbernards.us
eads@saintbernards.us
cfinck@saintbernards.us
mcginnis@saintbernards.us
rydz@saintbernards.us

WEBSITE

Our comprehensive website is located at <http://www.saintbernards.us>. Visit this website for information on the following: academics, alumni, athletics, development, faculty and staff information, our events and athletics calendar, weekly bulletin subscription information, volunteer opportunities and more.

OFFICE HOURS

The front office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday, during regular school days. The office will be closed during all observed holidays.

EMERGENCY EVACUATION PROCEDURES

Please follow the directions and instructions located in your classrooms.

CAMPUS VISITORS

All campus visitors, including parents and volunteers, must sign in at the front office, declare the purpose of their visit, receive permission from administration and receive a visitor's badge. Privileges can be denied or revoked at any time.

FAMILY VOLUNTEER HOURS

Many volunteer opportunities are available. Parents/guardians are to volunteer at least (30) hours a year.

An informational email will be sent out at the beginning of each school year detailing all volunteer opportunities. Volunteer hours can be fulfilled in many different ways. Below is a list of some volunteer opportunities at Saint Bernard's Academy:

Grounds Clean Up Day: Someone needed to schedule and organize a clean-up day around the school by sending out information to parents and signing up volunteers to help paint, repair and perform general maintenance on the campus.

Help with Crusader Spirit Wear at Sporting Events: Need someone to set up and work a table at home games and sporting events selling Crusader Spirit Wear.

Grub Hub: Need someone to be available to work in the Grub Hub as a regularly scheduled person during lunch. Most volunteers commit to one day a week.

Crusader Athletic Board (CAB): Volunteers are needed to sign up for CAB and help at all home games in the snack bar, or in the ticket sales booth.

Annual Fundraiser: Join the planning committee; work on decorations; soliciting donations, etc. Each St. Bernard's family is required to purchase or sell at least one ticket. Your participation in fundraising, by selling a ticket and volunteering at the event, is needed and appreciated.

Classroom/Field Trip Volunteers: Certain teachers may request assistance in their classroom, or drivers for field trips. In order to volunteer in the classroom or to drive students there are certain guidelines that must be met. Please refer to the volunteer application on our website for those requirements.

Families will have the option of a "buy-out" (\$600) if they are unable to volunteer. A binder to log volunteer hours is located in the St. Bernard's office, or volunteer hours can be emailed to volunteer@saintbernards.us.

SCHOOL CALENDAR AND EVENTS

The St. Bernard's Academy calendar is available online. Please visit saintbernards.us to view our school-wide events and athletics calendar.

**St. Bernard's Academy Bell Schedule
2023-24**

Monday	Monday	Times	Tuesday	Wednesday	Thursday	Friday
8:30-9:00	1 or 1A	8:30-9:20	1	1	1	1
9:05-9:35	2 or 2B	9:25-10:10	2	2	2	2
9:40-10:10	3 or 3A	10:30-11:15	3	3	3	3
10:10-10:25	MP		3A	4B	3A	4B
10:45-11:15	4 or 4A or 4B	11:20-12:05	4	4	4	4
11:20-11:50	5 or 5B	12:10-12:55	5	5	5	5
11:55-12:25	6 or 6A	1:25- 2:10	6	6	6	6
12:30-1:00	7 or 7B	2:15-3:00	7	7	7	7

Morning Prayer virtually at 8:30 Tues-Fri. An additional 5 minutes added to first period/block to accommodate this.

Breaks on Monday: 10:25 to 10:40

Breaks Tuesday - Friday: 10:10-10:25

Lunches Tuesday - Friday: 12:55 to 1:20

2023-2024 School Event Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		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 2023						
Su	M	Tu	W	Th	F	Sa
					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 2023						
Su	M	Tu	W	Th	F	Sa
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 2023						
Su	M	Tu	W	Th	F	Sa
			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 2023						
Su	M	Tu	W	Th	F	Sa
					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	
21	New Student Orientation/School Wide BBQ
23	First Day of Classes--Half Day

September	
4	Labor Day NO School

October	
20	End of First Quarter
23	NO School--Teacher In-Service
31	Halloween

November	
6	Early Dismissal--CSJ In-Service
5	Daylight Saving
10	Veteran's Day Observed
20-24	Thanksgiving Break

December	
18-22	Finals Week
22	End of First Semester
23-30	Christmas Break
25	Christmas Day
31	New Year's Eve

January 2024						
Su	M	Tu	W	Th	F	Sa
	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			

February 2024						
Su	M	Tu	W	Th	F	Sa
				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		

March 2024						
Su	M	Tu	W	Th	F	Sa
					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						

April 2024						
Su	M	Tu	W	Th	F	Sa
	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				

May 2024						
Su	M	Tu	W	Th	F	Sa
				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

June 2024						
Su	M	Tu	W	Th	F	Sa
						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						

January	
1	New Year's Day
1-5	Christmas Break
8	Third Quarter Begins
15	Martin Luther King Day NO School

February	
5	Early Dismissal--CSJ In-Service
19-23	President's Week NO School

March	
11	Daylight Saving
22	End of Third Quarter
28	Holy Thursday--Half Day
29	Good Friday--NO School

April	
1-5	Easter Break
26	Cash Bash Fundraiser
29	No School

May	
27	Memorial Day NO School

June	
3-6	Finals Week
6	Last Day of School
6	8th Grade Mass and Graduation
7	Sr Baccalaureate Mass and Graduation

CAMPUS MINISTRY

Campus Ministry at St. Bernard's Academy helps to build a strong, living, faith community and enhance the mission of the school by:

- Proclaiming and communicating the Gospel message.
- Providing opportunities for members of the community to deepen their understanding of Jesus and his message.
- Inviting and encouraging involvement in various forms and styles of worship.
- Calling on members of the community to share their gifts and talents to minister to others.
- By raising the awareness of, and encouraging involvement in, solutions to contemporary social and moral problems.
- Complementing the goals and outcomes of the Religious Education Department.

As a part of the ministry there will be at least one liturgical event each month, with prayer services and special masses, as occasions require. Parents are welcome to attend all the school liturgical services. These events are an integral part of the curriculum of St. Bernard's Academy and all students are expected to be present.

THE CHRISTIAN SERVICE PROJECT

Christian Service is an important component of the St. Bernard's Academy Religious Education curriculum because it engages students in service motivated by Jesus Himself, who calls us to serve others as he did. It is reaching out to people who have a clear and immediate need: the sick, the shut-in, the elderly, the young, the poor, the hungry, the homeless, and the persecuted.

This project is typically done in the senior year as part of the Christian Fundamental IV curriculum.

STUDENT CONDUCT

Academic Integrity Policies

Principle

St. Bernard's values academic honesty. Students are expected to do their own homework, to test without external resources and to submit original work for all assignments. St. Bernard's students are also expected to deny all requests to copy from their own work. Violation of these principles may result in suspension from school and further disciplinary and academic penalties.

Definitions

PLAGIARISM:

Plagiarism includes:

1. The use of another person's work, in part or in full. This includes copying homework.
2. The use of material without documentation, in part or in full.
3. Paraphrasing original material without documentation.

CHEATING:

Cheating includes:

1. The use of another person's test/answers either before or during the exam.
2. The use or possession of notes, answers, cheat sheets, electronic devices or other sources not approved by the teacher during the exam.
3. The stealing/receiving of test papers prior to the test.
4. The giving/receiving of specific test information.
5. Marking answers after the test period is over.

GENERAL TESTING PROCEDURES FOR ALL CLASSES:

In order to reach consistency in our teaching of academic ethics at St. Bernard's, the faculty agrees to a set of general procedures for all testing situations at St. Bernard's. While each teacher has the professional right to adopt additional rules consistent with his/her philosophy, all students can expect to follow the testing procedures listed below:

1. Students must follow teacher directions.
2. Students cannot talk to other students during the examination period.

3. Students must keep their eyes on their own paper during the exam.

Penalties

PLAGIARISM: The academic penalty for plagiarism is a zero (0) on the assignment and referral to Administration for all students involved. **Students may be subjected to suspension from school and further disciplinary penalties.**

VIOLATING TESTING PROCEDURES: Violations of testing procedures are referred to the Administration. The penalty for violating testing procedures will be determined by the Administration in consultation with the teacher.

NHS and CSF: Any student who violates the Principle of Academic Ethics as defined by PLAGIARISM, CHEATING, or SHARING OF HOMEWORK, **can be dismissed** from further membership in the National Honor Society or the California Scholarship Federation. In addition, it may keep students from being inducted into either of these honor societies and may affect other school activities.

STUDENT CONDUCT AND DISCIPLINE

Students must assume responsibility for his or her personal actions. To meet this standard at St. Bernard's Academy:

- You show courtesy and respect to students, faculty, guests, and staff at all times.
- You support the positive moral development of fellow students.
- You show care and respect for school and personal property.
- You are on time and prepared for class.
- You use appropriate language.
- You eat/drink in designated areas.
- You pick up your trash.

General rules for student behavior in and around the school and at school functions are as follows:

1. During assemblies, students are to sit with their class and show courtesy and respect to any speaker and refrain from using a cell phone, eating, or drinking.
2. Use or possession of tobacco, alcohol and/or illegal drugs is not allowed including Vape products. (*See Substance Abuse Policy*)
3. Weapons or objects of no reasonable use to the student are strictly forbidden, students bringing them on campus may be suspended or expelled. Legal action may be taken.
4. No initiation ceremony, hazing, or harassment of students is allowed.
5. No physical violence/ intimidation/ threats are allowed.
6. Vandalism of school property, through either malice or carelessness, demands full restitution. In cases of malicious damage, there may be additional disciplinary action.
7. Dishonesty, disrespect, insubordination, defiance, cheating and theft are major offenses against Christian Morality and may result in serious disciplinary action.
8. Extreme public displays of affection between students indicates insensitivity to the school community and is unacceptable behavior.
9. Skates and/or skateboards are not to be used on school grounds at any time.
10. No racism, sexism or phobic behavior is tolerated.

CELLULAR PHONES / RELATED DEVICES

Cell phones are not necessary in the classroom and often distract students from learning opportunities.

Middle School

1. Cell phones and similar devices (i.e. apple watches, air pods) are to be turned off and placed in the student's backpack or locker during the course of the school day including break and lunch.
2. Students needing to contact a parent or guardian are welcome to come to the office to use the phone. Likewise, parents are welcome to contact the office if student contact is needed.
3. Cell phones will be taken from middle school students and kept until the end of the day if students are seen on a device.

4. Students with medical necessity to access their cell phones are exempt from this policy.
5. 6th grade students are not allowed to have a cell phone in the classroom.

High School:

- a. Cellular phones **must be kept out of sight** in the student's purse, or backpack or placed in a cell phone pocket located in a designated area of the classroom during class unless directed otherwise by the teacher.

For unauthorized use in the classroom:

- First offense: Device will be returned to the student at the end of the class period.
- Second offense: Device will be turned into the office and returned to the student at the end of the day. Detention will be assigned.
- Third and subsequent offenses: Device will be confiscated from the student and turned into the office. Parent/guardian will be notified and a conference may be scheduled. Only parent/guardian can pick up the device. Detention may be assigned.

SBA reserves the right to address issues surrounding student/parent use or abuse of social media such as Twitter, Facebook, group messaging and other electronic social sites as we do in other off-campus situations. Actions, behaviors and communications which can cause scandal, disruptions to the learning environment, or create uncomfortable situations within the community will be handled as harassment, hazing or disrespect and may be met with school discipline procedures as if they happened on campus during school or impact the learning environment. This applies to students and family.

DISCIPLINE PROCEDURE

- Detention will be given by instructors/administrators.
- Detention will be served at an assigned time. Detention may be served Tuesday, Thursday and Friday from 3:00 pm to 4:00 pm.
- Failure to report to detention may result in in-house suspension.
- Saturday School may be used as an alternative to detention. Saturday School is defined as 4 hours (8am to Noon) on a Saturday as designated by the administration. Failure to attend Saturday School will result in an off-campus suspension.
- Repeat unserved detentions within one grading period may result in a one-day in-house suspension.
- In-house suspension is defined as a student spending the day on-campus, isolated from the rest of the school. Teachers will provide lessons to the student serving in-house suspension. Students will not attend any school related events or activities on the day of their in-school suspension.
- Three or more in-house suspensions in any one grade period may result in an off-campus suspension. Any and all activities will be suspended during this period; i.e., athletic participation, dances, assemblies, special programs, field trips, drama/music practices. It is the responsibility of the student to check with instructors upon returning to school after off-campus suspensions.
- Multiple off-campus suspensions or multiple disciplinary issues will trigger the convening of a disciplinary review board of three teachers selected by administration. Such meetings will require the teachers to go over the student handbook, reviewing discipline policies, an outline of the particular student's behaviors over this period of time, and suggestions from administration for possible further repercussions to the student. At this time expulsion could be seen as a possible result or consequence.
- Any one act by a student of appropriate severity may result in immediate jump in the hierarchy of consequences such as off-campus suspension or expulsion.

Major Infractions

- Physical violence/ intimidation/ threats
- Harassment or hazing
- Vandalism/ deliberate damage to school property
- Theft
- Willful defiance

- Cheating/ Plagiarism
- Possession/storage of weapon
- Possession/use of drugs, alcohol or vaping
- Possession of drug paraphernalia
- Racism, sexism or phobic behavior
- Bullying

Consequences for Major Infractions:

- The student is removed from class.
- Parents are notified and may be required to pick up their student immediately. In some circumstances law enforcement may be called.
- An in-school or out-of-school suspension may be assigned.
- In-school suspensions: the student will not attend classes or any school related events or activities.
- Out-of-school suspensions: the student may not be present on campus or at any school-related event or activity for any reason. Readmission into the school is through the attendance office.
- The Disciplinary Board may meet and make a recommendation to administration. This meeting may involve parents/guardians. Further suspension and/or a behavior contract or expulsion may be recommended.
- The parents/guardians and students are notified of the administration's final decision verbally and in writing.
- Any student expelled from SB will not be accepted for readmission to the school for the minimum of one calendar year, at which time they will go before the executive committee of the Discipline Review Board for review of their record for potential readmission.
- Any student expelled from SB may not be present on campus or at any school-sponsored events or activities for one calendar year.
- Any student who has withdrawn from SB and has been requested to stay away from SB campuses/school sponsored events may face legal action for trespassing.

Make-up Work

Making up school work during a suspension is at the discretion of the individual teacher. It is the student's responsibility to request make-up work from teachers and to accept individual teachers' decisions on make-up work.

ATTENDANCE

Absence Policy

Absence from one or more classes requires a note or phone call from a parent/guardian to the attendance office. Early dismissal notes signed by a parent/guardian must be submitted before school on the day of the early release. Parents are requested to call the school by 9:30 a.m. on the day a student will be absent. If a student does not provide a signed note or phone call from a parent/guardian within 24 hours of his/her return, it will be considered an unexcused absence.

Excused Absence/Tardies

An excused absence is granted for absences with a note or phone call from the parent/guardian due to illness, death in the family, medical appointment.

Pre-planned absences

Any junior high and/or high school student who is planning an extended absence for college visitations, family emergencies, family trips or vacations must notify the school office a minimum of five school days prior to the absence. Pre-Planned Absence Forms must be approved by the administration prior to being signed by all teachers. Completed forms are to be returned to the office prior to departure.

Unexcused Absence/Cutting Class

An unexcused absence is any absence without a signed note or phone call from the parent/guardian or for any reason not covered above. An unexcused absence results in an after school detention. Examples of unexcused absences are: class missed without a note, cuts, tardies. Multiple offenses may result in in-house suspension.

Excessive Absences/Tardies

School attendance is key to academic success.

Excessive absences/tardies may result in a conference between parent/guardian, teachers and administrators.

Parent/guardians may be notified through TeacherEase of unexcused absences and tardies.

Athletic & Co-curricular Activities

A student involved with athletics or co-curricular activities must attend a minimum of $\frac{2}{3}$ of classes on the day of said co-curricular event (including practice, scrimmages, rehearsals, performances, and games) in order to participate. Any special events such as Mass or assemblies must be attended in addition to the $\frac{2}{3}$ of classes. Any student that cuts a class or causes a serious disciplinary problem the day of the activity (or the day prior to a Saturday or holiday activity) may not be allowed to participate in said activity.

Illness During School

Students becoming ill during the school day should report to the office. If it is necessary to go home, the office will inform the parent or emergency contact, and the student will be released from school. Students must sign out at the front office before leaving, only parents and emergency contacts are allowed to pick up students. Failure to follow this policy will be considered an unexcused absence.

Make-up Work

It is the student's responsibility to request make-up work from teachers. Requests may be made either by phone call or through TeacherEase email.

Off Campus Regulations

St. Bernard's is a closed campus. Students may not sit in their cars during lunchtime. For high school students the lunch time boundary is the corner of the auditorium to the corner of the dormitory.

Students may leave campus with an off-campus pass if they have a medical/dental appointment, funeral, or family emergency during the school day, only when signed out by a parent or guardian. Students must report to the office upon returning to school. Failure to do so will be considered an unexcused absence. We request families make appointments after school hours to the degree possible to minimize disruptions of student's education.

Seniors Only

- Seniors are allowed to leave campus during their free period and lunch if they have submitted an off-campus permission slip to the administration. Abuse of the privilege in any way may result in detention and the privilege may be revoked.

SB POLICY REGARDING SUBSTANCE ABUSE

St. Bernard's Academy recognizes that the primary responsibility for the spiritual, moral, intellectual, physical, and social development of its students belongs to the family; the school acts both to support and to supplement the family in the vital task of student development. St. Bernard's Academy should provide a safe and drug free atmosphere for our students; we will not tolerate illegal substance use, possession or sale. As an Academy committed to the education of the whole person, we realize that drug use, including alcohol and tobacco use:

- Can hamper spiritual, emotional, physical, social, and educational growth;
- Can involve chronic and progressive disease;
- Can be treatable.

In recognition of these facts and our school philosophy, SBA is committed to prevention, intervention, and follow-up support.

SUBSTANCE ABUSE PREVENTION POLICY

We are committed to promoting and safeguarding the health and safety of our students; the school is guided by the following policies:

St. Bernard's Academy shall undertake:

- Prevention education.
- Annual in-service training on substance abuse prevention to the faculty.
- Dissemination of the Policy and related procedures to students, parents, and staff.
- A referral program to community agencies.
- The encouragement of alternative activities to drug use through the ASB and other programs within the school.
- Any student enrolled at SBA is subject to screening for drug usage. Parents will be informed. There is no cost to the parents for the testing. The rationale behind drug testing is: (1) Deter young adults from beginning or continuing drug use, and (2) Identify young adults who are harmfully involved in drug use so they can be steered into appropriate drug education and treatment.

Consequences for Substance Abuse:

The following consequences are guidelines utilized by the Discipline Board. Further consequences such as expulsion may be recommended.

POSSESSION OF:

PARAPHERNALIA

First Offense

Confiscation
Parent/law notification
3-day suspension
3 weeks no extra-curricular participation

DRUGS/VAPE

Confiscation
Parent/law notification
3-day suspension
3 weeks no extra-curricular participation

ALCOHOL

Confiscation
Parent/law notification
3-day suspension
3 weeks no extra-curricular participation

TOBACCO/VAPE

Confiscation
Parent notification
1-day suspension

Second Offense

Confiscation
Parent/law notification
Possible referral for drug counseling
5-day suspension
5 weeks no extra curricular participation

Confiscation
Parent/law notification
Possible referral for drug counseling
5-day suspension
5 weeks no extra curricular participation

Confiscation
Parent/law notification
Possible referral for drug counseling
5-day suspension
5 weeks no extra curricular participation

Confiscation
Parent notification
Possible referral for drug counseling
3-day suspension
3 weeks no extra curricular participation

Third Offense

expulsion

expulsion

expulsion

above & 5-day suspension
5 weeks no extra curricular participation
Further violations= **expulsion**

UNDER THE INFLUENCE OF:

DRUGS/VAPE and/or ALCOHOL

First Offense

Parent / law enforcement notification
3 day suspension
Discipline contract
3 weeks no extracurricular participation

Second Offense

- Parent / law enforcement notification
- Possible referral to an alcohol/drug counseling
- 5 day suspension
- 5 weeks no extracurricular participation

Third Offense

- Expulsion

*** Expulsion for any and all offenses is possible.**

Please Note

• 8th graders and Seniors who are suspended for an offense in this category during the last quarter of school (up to the day of graduation), will not be allowed to participate in the graduation ceremony or honor assemblies. Diplomas will be delivered only upon completion of assigned sanctions and tuition paid in full.

Self-Referrals

The school continues to improve its efforts at preventing chemical abuse among its students. When a student reaches the point where s/he needs help in dealing with his/her dependency, the nature of the school demands that it assist the young person in rehabilitation.

1. There will be no punitive administrative action taken on a first report.
2. A conference will be arranged including the student, his/her counselor, Principal, and Athletic Director (if necessary). Appropriate school personnel and parents will be notified.
3. Information regarding drug and alcohol treatment facilities and counselors will be provided to the parent and student.

HARASSMENT

The School will not tolerate discrimination or harassment of its students, employees or applicants by other students, diocesan supervisors, co-workers, independent contractors or volunteers on the basis of race, color, religion and religious creed, sex, pregnancy, marital status, age, national origin, ancestry, physical and mental disability, medical condition, sexual orientation or any other status protected by law.

Harassment and discrimination are absolutely contrary to the Gospel, and will not be tolerated. The Gospel of Jesus Christ includes a profound respect for, and charity toward each individual person. Harassment consists of unwelcome conduct whether verbal, physical or visual, which is motivated by a person's race, age, gender etc., and which has the purpose or effect of interfering unreasonably with an individual's school performance, or that creates an intimidating, hostile, or offensive school environment or that adversely affects tangible school benefits. This includes incidents on and off campus. It can be a single severe incident or a persistent pattern of behavior and can include, but not limited to, the following:

- Jokes, slurs, innuendoes, e-mails, facsimiles, social media posts, texts, etc.
- The display of racist cartoons, posters or other materials,
- Unwelcome sexual advances, requests for sexual favors,
- Sexual innuendos, suggestive comments, sexually-oriented teasing or practical jokes,
- Display of sexually-suggestive posters or other materials,
- Suggestive or insulting sounds, looks, or gestures and physical contact such as patting, pinching or brushing against another's body.
- Assault and coerced sexual activity

Harassment also includes conduct under the following circumstances: 1) submission to the conduct is made either an explicit or implicit term or condition of academic advancement; 2) rejection of the conduct is used as the basis for an academic decision regarding the student; or 3) the conduct has the purpose or effect of unreasonably interfering with a student's work performance or creates an intimidating, hostile or offensive school environment.

Allegations of harassment are taken seriously and should be reported immediately to the administration. You should provide all details of the incidents so that a thorough investigation may be conducted.

Victims feeling the above steps have not resolved the issue they should then contact the Victim Assistance Coordinator at the Diocesan Chancery, for assistance and pastoral care.

Director of Child and Youth Protection
Fatima Jimenez
fjimenez@srdiocese.org

Complaints of harassment will be investigated promptly and thoroughly. If it is determined that a violation of this policy has occurred, appropriate disciplinary action will be taken. If the administration or other employee receiving the information requires assistance with the personnel policy and procedure after reporting the incident, contact the Human Resources Coordinator at the Chancery.

To the fullest extent that it is practical, the complaint, the investigation and the resolution of the complaint will be kept confidential. School policy prohibits retaliation against anyone who has expressed a good faith concern about discrimination or harassment based on any of the protected categories as stated earlier, against the student or another individual, or any who has participated in the investigation of any such concern. Additionally, the students may make a complaint regarding harassment or discrimination to the state department of Fair Employment and Housing or the federal Equal Employment Opportunity Commission (EEOC), whose local contact information are listed in the telephone directory and the Internet.

COMMUNICATION GUIDELINES

Parent / Teacher Communication

- When a parent/guardian wishes to communicate with a teacher or employee, TeacherEase email is strongly encouraged. If a parent/guardian does not receive a timely response, they are to contact the Principal.
- Parents must check in at the front office when entering the school building and are not to enter classrooms unannounced.

Parent Grievance Procedure

1. When a parent has a concern or grievance with a teacher, the communication to resolve the issue should take place with the teacher or employee, if possible.
2. In the case of a formal complaint lodged by a parent against a teacher, the teacher will be informed within 24 hours of the complaint and the nature of the problem.
3. If deemed necessary, the above step will be followed by a meeting with the teacher, an administrator, the parent and a representative chosen by the teacher (if he or she wishes) within five (5) working days.

Student Grievance Procedure

- When a student has a concern or grievance with a teacher the communication to resolve the issue should take place with the teacher
- In the case of a formal complaint lodged by a student against a teacher to the appropriate administrator, the teacher will be informed within 24- hours of the complaint and the nature of the problem.
- If deemed necessary, the above step will be followed by a meeting with an administrator, the teacher, the student, the student's parent/guardian and a representative chosen by the teacher (if he or she wishes) within five (5) working days.

Emergency Procedures

In the event of a family emergency, in which the school may be of assistance, the parent/guardian should contact the office manager who will then refer the information to the appropriate administrator.

In the event of a major emergency affecting the community, the students will be released only into the custody of those authorized by the parent/guardian on their Emergency Contact List.

If the school building is evacuated, middle school and high school students must be picked up at the entrance to the field, near the baseball backstop, on Dollison Street.

GENERAL MIDDLE SCHOOL INFORMATION

Parents will be notified of the various after-school programs offered by St. Bernard's Academy through the school emailed newsletter.

Reporting Student's Progress

TeacherEase may be accessed at any time to review student progress and attendance. Report cards will be available on a quarterly basis online on TeacherEase.

Informal conferences with teachers and administration may take place as needed.

Promotion to succeeding grade levels will be based upon the following criteria:

- Students who have satisfied the requirements of the present grade level.
- Students who have been previously retained, and who have not satisfied the requirements of the present grade level, will have an interview with administration and parent for appropriate placement. If a student is unable to meet the requirements of St. Bernard's, an alternative school will be recommended.

EXTRA-CURRICULAR ACTIVITIES

Student Council

Students in the sixth, seventh and eighth grades have the opportunity for involvement in Student Council. Peers vote-in officers and representatives for a one-year term. Voting takes place in September.

Extra-Curricular Eligibility

To be eligible to participate in any extracurricular activities (including, but not limited to athletics, Student Council, and Academic Decathlon), students must maintain a report card with at least a g.p.a of 2.0 and no more than one F.

MIDDLE SCHOOL DRESS CODE

Uniform Options for Middle School

Uniforms are available through Global Uniforms (<https://www.globalschoolwear.com/school/STBE07>) and through local retailers. Clothing with school logos is not required.

Girls – Grades 6, 7 & 8

Skirt Evergreen Medium Blue Plaid
 Khaki or Navy Skort

Pants/
 shorts Khaki or Navy twill

Shirt Blue or white button-down oxford or polo

Shoes Any type of conventional enclosed footwear
 may be worn. Flip flops, slides, and slippers
 are not allowed. No heels over 1”.

Boys – Grades 6, 7 & 8

Pants/
 shorts Khaki or Navy twill

Shirt Blue or white button-down oxford or polo

Shoes Any type of conventional enclosed footwear
 may be worn. Flip flops, slides, and slippers
 are not allowed.

Liturgical & Sports Awards Events	Girls must wear the standard school uniform skirt or pant and shirts. Boys must wear the standard school uniform.
Free Dress Fridays MICA	MODEST: Clothing should not be distracting, but should be modest in nature. INTACT: All clothing should be in good condition. CLEAN: Students should be clean and well-groomed APPROPRIATE: Students are to respect the philosophy of the school and not wear any clothing depicting alcohol, violence, illegal substances, or words and/or scenes that do not fit the ideals of SB.
Athletic Events	In general, a more relaxed form of dress may be worn by student spectators at games. However, a student not abiding by the overall standard of MICA (Modest, Intact, Clean, and Appropriate) may be asked by the school staff to change and/or leave the function.
Pants	No pants that sag below the waist; extend past floor-length or are excessively baggy or form fitting (lycra, spandex). No yoga or pajama pants.
Shorts	Navy or khaki Cargo and Bermuda types of shorts are allowed. Shorts must be at least 2” below the fingertips. No athletic shorts
Shirts	Torso must be covered. All garments shall fit appropriately and not be backless, strapless, sheer, or display cleavage, midriff, or undergarments.
Skirts/Dresses	Dresses and skirts should be modest. All garments shall fit appropriately and not be backless, strapless, sheer or display cleavage, midriff or undergarments.
Undergarments	Undergarments must not be visible.
Facial Hair	No facial hair; boys must be clean-shaven. Sideburns must end with a clean-shaven horizontal line above the bottom of the earlobe.
Logos/advertising	No items (clothing, stickers, backpacks, phones, computers) should contain logos or advertisements for alcohol, tobacco, cannabis, vape or illegal drugs.
Field Trips/ Athletic Team Dress Policy	Uniform, Dress up or minimum MICA

Every Friday will be “Free Dress” for Middle School students. Students must abide by the MICA dress code standards.

MIDDLE SCHOOL/HIGH SCHOOL STUDENT SERVICES

Lockers

Each student is assigned a locker. Lockers are the property of SB, therefore, students have no expectation of locker privacy. Students are expected to keep their lockers clean. The school will assume no responsibility for articles stolen or removed from students' lockers. Lockers may be inspected at any time by school personnel with or without any suspicion of wrongdoing on the part of the individual student.

Textbooks and Equipment

Students are responsible for the safe-keeping and care of all textbooks and equipment issued to them on loan from the school. At the end of the school year or upon a student's withdrawal from school, students are required to return all books and equipment. Students will be assessed an amount equivalent to the item's replacement value for anything not returned or damaged.

Technology Use Agreement

SBA has chromebooks available for student use. In order to access this resource students and parents must complete the Technology Use Agreement prior to borrowing a chromebook. Chromebooks remain property of the school and are to be returned to the school at the end of each day unless other arrangements have been made.

Transcripts

Alumni and transfer students will be charged \$15.00 per transcript requested (official or unofficial). Transcript requests may take anywhere from 24-48 hours to fulfill, and must be requested in writing.

Transportation

Rules and guidelines listed in this handbook concerning transportation of student athletes are also in effect as rules and guidelines for any school-sponsored event, project or undertaking involving St. Bernard's Academy students. The moderator of the sponsoring group, class or organization will be responsible for arranging the necessary transportation and supervision.

School Events and Activities

- Persons driving students to events **must be 25 years old or older**. For local games (McKinleyville to Fortuna) a coach may have the team meet at the game site.
- Drivers, who are not employees of the school, need proof of \$500,000 liability insurance on file in the office and a current California driver's license.
- All drivers must carry a medical release form for each of the students in their car.

Grading Policy

Students receive quarter grades for each course; they also receive semester grades based on the two quarters comprising the semester and the final examination for the respective course. Progress reports are available via TeacherEase at any time. Semester grades are placed on the transcripts.

Final Examinations and Dead Week

Dead Week is the week prior to Finals Week. Dead Week is a time to review and prepare for final examinations. Faculty, club moderators, class advisors and coaches (if within their ability) are asked to refrain from scheduling any extracurricular activities or meetings. Major assignments are generally due just prior to Dead Week, with the exception of class presentations or semester-long projects which may serve as final projects.

During semester final examinations, students are required to be at school only when tests are scheduled for subjects which they are taking. The weight assigned to a semester exam is up to 20% of the semester grade. Final exams will take place in the last week of each semester. Students will be required to remain in classes entire scheduled time of final exam.

Grades of "D" or "F"

No credit is received for a failed course. Students seeking entry to the UC and CSU must repeat a core course in which they have received a grade of “D” or “F”. The UC and CSU Systems **do not** credit a core course in which a student has received a “D”.

Validation of a “D” or “F” Grade

Validation of “D” grades in science, foreign language and math:

Both UC and CSU require that applicants have a grade of “C” or better in each term of the required “a-g” courses except that a “D” grade may be validated with a higher grade in the second semester or the higher level course in chemistry, foreign languages and mathematics. Even though the course requirement has been validated, the “D” grade will still remain in the grade point calculation.

Validation of language other than English:

Both UC and CSU can validate the requirement for two years of language other than English with the first semester college level courses in that language. The college course must show that the first semester of college study is equivalent to two years of high school study. Higher levels of either high school or college level language other than English courses can also validate lower levels of the same language courses. Courses taken at College of the Redwoods or Humboldt State University may meet this requirement.

Concurrent Enrollment

Students must register as a CR student and submit Concurrent Enrollment Forms. Placement exams may be required for enrollment. Classes will be conducted on the SB campus. All CR fees will be paid for by the family.

Homework Guidelines

Students should expect to do at least two hours of homework (all subjects combined) each night to achieve adequate comprehension of the subject matter, complete assignments and perform satisfactorily on tests and examinations

Adding/ Dropping a Course

Students may add or drop a course during the first two weeks of the semester after consultation with and approval from teacher, parent and the administration. Students will not be allowed to drop a course after the deadline, unless the student is in danger of receiving below a grade of “C” in that course at which time the student may petition the course with the appropriate add/drop form.

Incomplete (I) Coursework

An Incomplete grade (I) may be assigned to a student when coursework cannot be completed for verifiable and unavoidable reasons. In general, a student should have successfully completed a majority of the assignments to be eligible for an “I” grade (incomplete). Coursework must be completed within six weeks or the grade will change to “F”.

Summer School

Students may enroll for a course already taken at SB for which a grade of “D” or “F” was received. Credit will appear on the transcript with a notation of (ss). The original grade remains on the transcript and both are calculated for GPA.

Graduation Policy

All students will be permitted to participate in the graduation ceremonies if they have completed all required coursework and if there are no outstanding debts, equipment or materials owed to SB.

Seniors improving academic deficiencies by enrolling in classes outside SB must provide proof of completed coursework by the end of the first week in June in order to be eligible for a diploma from SB. At the end of the Spring Semester any senior not meeting the graduation requirements and needing more than ten (10) units to qualify for a diploma will not receive a high school graduation diploma from SB.

Students who have fewer than 10 credits to complete for graduation may participate in graduation ceremonies and will not receive a SB Graduation Diploma. However, proof of successfully completed coursework must be done before December 31st of the graduation year. A student needing more than ten units for graduation must find another avenue by which to earn his/her high school diploma.

STANDARDIZED TESTING

Preliminary Scholastic Aptitude Test (PSAT)

SB administers the Preliminary Scholastic Aptitude Test (PSAT) onsite to all sophomores and juniors. The test is administered and results are sent home in the fall. Testing in the junior year may qualify students as National Merit Scholars, based on performance.

Scholastic Aptitude Test (SAT) & American College Testing (ACT)

The Scholastic Aptitude Test (SAT) School Day will be offered on campus at student expense to seniors during the fall semester and juniors during the spring semester.

Advanced Placement Testing

Advanced Placement (AP) tests are offered onsite in the spring, at student expense. Successful completion with a score of three or above may provide college course credit, depending on the institution of higher education.

Academic Probation

Each semester reports are reviewed by school administration. If a student has failing grades or below a 1.5 GPA, parent/student meetings may be held and a student may be placed on academic probation. Academic probation involves an agreement between the student, parents and school to create a plan to improve academic performance. Failure to meet the goals of the plan may result in being removed from the school.

HONORS COURSES AND ACADEMIC RECOGNITION

Admission to Advanced Placement (AP) and Honors Courses

SB offers Honors and Advanced Placement (AP) courses to students electing to choose more academic, challenging coursework. We encourage students to undertake as many advanced courses as their interests and abilities permit. Placement in these courses is dependent on previous performance in the subject area, test scores, course grades and teacher recommendations. AP courses require the student to devote extra time, reading and research, and may require additional preparatory assignments over the summer.

The University of California (UC) and the California State University (CSU) assigns extra academic points for grades earned in Honors and AP courses as follows:

A student may earn extra points for up to four units of University-certified honors level and advanced placement courses taken in the last three years of high school: A=5 points, B=3 points, C= 2 points. The UC does not recognize Honors status for Freshman-level honors courses. No more than two years of UC –approved honors/AP level courses taken in the 10th grade may be given extra points. A grade of **D** in an honors or advanced placement course does not earn extra points.

Honor Roll and Academic Recognition

Honor Roll requirements are as follows:

A Honor Roll	3.5 - 4.00
B Honor Roll	3.0 - 3.49

To qualify for the St. Bernard's Scholarship Block, a student must be on the Honor Roll for consecutive semesters at St. Bernard's Academy as outlined below.

Certificate of Merit

A Certificate of Merit will be awarded to students on the Honor Roll for one (1) semester at St. Bernard's Academy.

Crusader "C"

A Crusader "C" will be awarded to students on the Honor Roll for three (3) consecutive semesters taken at St. Bernard's Academy.

Star

A star to sew on the “C” will be awarded to the student who remains on the Honor Roll for five (5) consecutive semesters at St. Bernard’s Academy.

Honor Medal

An Honor Medal will be awarded to students remaining on the Honor Roll for seven (7) consecutive semesters at St. Bernard’s Academy.

Students that are absent at awards ceremonies will need to see Administration to receive their awards.

Valedictorian and Salutatorian

The Honors GPA is used to determine both the Valedictorian and Salutatorian. The highest GPA decides the Valedictorian and the second highest the Salutatorian. The honor of Valedictorian or Salutatorian may be awarded to more than one student only if the students have identical Honors GPA’s. In accordance with St. Bernard’s Academy policy the Valedictorian or Salutatorian honor recognition may be removed if a student discredits the position based on discipline records.

California Scholarship Federation

Sophomore - Senior students will be invited to make an application for membership in the California Scholarship Federation (CSF) program based on demonstrated proficiency in specific courses designated by the University of California. This invitation occurs during the first month of each semester. Membership is granted on a semester-to-semester basis. Some institutions of higher education give students who have been members of CSF preferential treatment when accepting incoming students. Applications and requirements are available in the front office.

National Honor Society

This club is dedicated to the promotion of leadership, strong academics, community service and character. Students must apply and meet the following guidelines:

- Students must apply for membership in the National Honor Society, and must be selected by the faculty council.
- Only students who have attended St. Bernard’s Academy for the equivalent of one semester may be considered for membership.
- Membership is open to qualified sophomores, juniors and seniors.
- The academic requirement is a cumulative grade point average of 85%, B, 3.0 (on a 4.0 scale).

CO-CURRICULAR & ATHLETIC ELIGIBILITY GUIDELINES

In keeping with the philosophy of educating the mind, body, and spirit, SB encourages students to participate in co-curricular and athletic activities. In order to participate in these activities students are expected to maintain certain academic and disciplinary standards, Students must maintain a minimum GPA of 2.0 for the immediate grading period and may not have more than one “F” grade.

Waiver Guidelines

In the event a student is academically ineligible, he or she may request a review and a waiver of the eligibility guidelines.

1. *Waivers are not available to freshmen.*
2. A student may use an eligibility waiver for one grading period in his/her high school career. The waiver may be used only once. Forms are available from the Athletic Director. A meeting of the administration, Athletic Director and Coach will be scheduled for a review of the request. For a waiver to be granted it must be signed by the Coach, Athletic Director, and the Vice Principal. Students with two or more F’s will not be considered.
3. In the event a student finds that he/she is academically ineligible to participate in extracurricular activities in the first quarter of upcoming year, he/she may request that the current summer school grades be added to the grades received in the spring semester and summer school grades may be used to determine eligibility for the first semester of the upcoming year.

Any student who earns five (5) consecutive detentions during a quarter or is called before the Disciplinary Board regarding his or her conduct is subject to an eligibility ruling by the administration or the Athletic Director.

Physical Education Credits

Participation on a school sports team for the entire season can provide 2.5 units of credit towards meeting the Physical Education Graduation Requirement.

CO-CURRICULAR ACTIVITIES

Student Government

Participation in student government is encouraged to help develop students as leaders. The Associated Student Body (ASB) governs the student body of SB. Officers elected by the entire student body lead the ASB. Their respective classes elect class officers, who serve as members of the ASB executive board. Student Government also includes Commissioners who are selected by the ASB Executive Counsel in the fall. General elections are held in the fall.

Student Dances

School rules apply to conduct at any school-sponsored dance.

- All dances must be approved by the ASB Moderator and the Principal and contracted through the Student Council, whose policies must be followed.
- St. Bernard's students who wish to come to a dance with a student from another school must turn in a dance guest registration form to the office a minimum of 48 hours prior to the dance. Conduct rules for guests are the same as those expected of St. Bernard's students. The school reserves the right to refuse admission to any person who does not abide by these rules. No guest will be admitted who is not enrolled in high school and/or is over the age of nineteen. St. Bernard's alumni are welcome to attend dances as a guest but must be registered 48 hours prior to the dance.
- No student will be admitted after the first 30 minutes of the dance unless prior arrangements have been made with the administration or the ASB Moderator in writing.
- Anyone who leaves the dance is not permitted to return. All students, with the exception of seniors, are required to have parent notification by phone before they leave a dance early.
- Breath analyzers will be used at all dances. If a student is under the influence of alcohol or other drugs, or is suspected of being under the influence, the administration will be notified to begin the appropriate disciplinary action in accordance with the Substance Abuse Policy. The Moderator will then call their parents to have them picked up; if unable to reach parents, the Moderator will call the police and have the student taken home.
- Students should not be in any halls—no girls upstairs, and no boys beyond back doors in the lower hall. All lockers are off limits.
- Students are expected to dress according to the dress policy of the respective dance. Students wearing inappropriate attire will be excused from the dance.
- Dance styles which would make any chaperone or student's family members uncomfortable are not allowed.

The following dances are annual school events with specified dress code:

October	Homecoming Dance	<i>Semi-Formal Attire</i>
January	Winter Formal	<i>Semi-Formal Attire</i>
April	Sadie Hawkins	<i>Theme-Specific</i>
May	Junior/Senior Prom	<i>Formal Attire</i>

SERVICE CLUBS

Block "B"

Block B is the Letterman's Club for St. Bernard's Academy athletics. The club serves to promote school spirit and to support the school athletic teams. This organization is also responsible for helping to provide healthy ways for the students to enjoy their daily breaks.

International Club

The International Club molds the cultures of the International and American students in an exciting and fun-filled way. Students share their language, culture, food, crafts, and history.

TRANSPORTATION RELEASE

Students may not be driven by other students to/from school, to/from athletic practices and games and to/from field trips and retreats. Any exception to this rule requires the formal permission from the parent/guardian to allow their child to be driven and formal permission from parent/guardian to designate his/her child as a driver with insurance liability to the parent/guardian's auto insurance policy. These consents for both driver and passenger(s), with proof of insurance, must be on file in the office before the student may transport other students. All other California laws and policies are in force (e.g., no driving students by a student with a provisional license, insurance coverage requirements are applicable, etc.).

Student Drivers, Vehicles and Parking

- **Driving to school is a privilege.**
- Students who drive to school must park in the areas assigned to their class.
 - Seniors – Dollison St. (school side)
 - Juniors –C St.
 - Sophomores--Henderson St.
- Students may not park on campus in the white zones or in front of the homes in the immediate area of the school.
- All vehicles driven to school by St. Bernard's students must be properly registered with the front office.
- The Riding and Driving Permission Form must be on file for all students.
- Students may not park in the back school parking lot during school hours.
- **Unsafe, reckless or irresponsible use of a vehicle in the vicinity of the school may result in disciplinary action**

HIGH SCHOOL DRESS CODE

St. Bernard's Academy strictly enforces the MICA Dress Code, as described below. This code is in effect every school day and at all school-sponsored activities unless previously announced by the administration. Any administrator, faculty, staff, or coach of SB has the authority to determine if a student's clothing is not within school standards. The administration will settle any disputes concerning dress code.

Students whose attire is in violation of the dress code policy will not be allowed to return to class until they have changed. Parents will be contacted to bring appropriate clothing and/or the student may change into school-provided attire. School provided attire must be returned to the office at the end of the school day or detention will result. The student will receive an unexcused absence for any class missed.

MICA	MODEST: Clothing should not be distracting, but should be modest in nature. INTACT: All clothing should be in good condition. CLEAN: Students should be clean and well-groomed APPROPRIATE: Students are to respect the philosophy of the school and not wear any clothing depicting alcohol, violence, illegal substances, or words and/or scenes that do not fit the ideals of SB.
Pants, Skirts, Dresses	No pants that sag below the waist; extend past floor-length or are excessively baggy. Dresses and skirts should be modest. All garments shall fit appropriately and not be backless, strapless, sheer, or display cleavage, midriff, or undergarments.
Shirts	Torso must be covered. All garments shall fit appropriately and not be backless, strapless, sheer, or display cleavage, midriff, or undergarments.
Logo/advertising	No items (clothing, stickers, backpacks, phones, computers) should contain logos or advertisements for alcohol, tobacco, cannabis, vape or illegal drugs.
Sunglasses	No sunglasses may be worn inside without a written note from a doctor.
Undergarments	Undergarments must not be visible.
Facial Hair	No facial hair; boys must be clean-shaven. Sideburns must end with a clean-shaven horizontal line above the bottom of the earlobe.

SPECIAL ACTIVITIES DRESS CODE

Liturgical Days Sports Award Banquets And Honor Award Ceremonies	On announced dress-up days (such as Mass; special ceremonies, welcoming special visitors, or other days specified by the administration), male students will wear a tie, dress shirt and dress pants; female students will wear dress, skirt or dress pants and dress blouse. This uniform will be worn the entire day such dress is required. Dress shoes, comfortable enough to be worn all day at school, should also be worn on these days. Students in violation of the dress code will be asked to change or be sent home to change and receive an unexcused absence for the time they miss. Sweatshirts are not allowed.
Athletic Events	In general, a more relaxed form of dress may be worn by student spectators at games. However, a student not abiding by the overall standard of MICA may be asked by the school staff to change and/or leave the function.
Field Trips/ Athletic Team Dress Policy	Dress up or minimum MICA

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to serve its students effectively that the parents may be requested to remove their student from the school for any of the following reasons (list is representative and not exhaustive):

- Refusal to cooperate with school personnel
- Refusal to adhere to school or local policies and regulations
- Interference in matters of school administration or discipline
- Engaging in disruptive behavior of any kind that threatens the harmony of school procedures or communication between parents and school personnel, or is detrimental to the school in any manner.
- Threatening, intimidating, or demeaning behavior or comments toward any employee of the school.
- Retaining a lawyer to contest school policy or enforcement of school policy or procedure.
- Continued lack of support for the policies and procedures of St. Bernard's Academy.

ST. BERNARD'S ACADEMY
REFUSAL OF MEDIA RELEASE

I do not authorize St. Bernard's Academy my son/daughter's School to record, film, photograph, audio tape or videotape my child's name, image, likeness, spoken words, student work, performance and movement, and learning experiences in any form (hereinafter collectively referred to as "Works"), and to display, publish, distribute or exhibit these Works or any part thereof, in all manner and media, for the purpose of and in connection with any material that may be created by St. Bernard's Academy including without limitation, for posting on the school's website and social media such as Facebook, Instagram and Twitter.

By signing this form, I refuse permission as stated herein and expressly forbid St. Bernard's Academy, in whole or in part, my child's name, likeness, image, spoken words, student work, learning experiences, performance and movement in all manner and media and any media events.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

ST. BERNARD'S ACADEMY
2022-23 STUDENT HANDBOOK

I have received access to the St. Bernard's Academy 2022-23 Student handbook and have reviewed it with my student(s).

We agree to abide by the policies and guidelines outlined within the handbook.

Student Name_____Date_____

Parent Signature_____Date_____

St. Bernard's Academy

Student Chromebook/iPad Acceptable Use Agreement 6-12

St. Bernard's Academy provides students with access to technology resources for educational purposes. Students must adhere to all school policies and guidelines. Failure to comply with these guidelines may result in the loss of privileges.

BE RESPONSIBLE

- I will keep my Chromebook/iPad in the school-issued case at all times, and not place anything between the case and display.
- I understand that the Chromebook/iPad is vulnerable to damage if dropped, thrown, or crushed and I will take care when packing it in my school bag, backpack, or locker. I will not throw or swing my backpack containing an iPad.
- I will keep my Chromebook/iPad away from food, beverages, and other liquids.
- I will use only a soft, lint free cloth to clean the Chromebook/iPad, instead of liquids, cleansers, or household cleaning products.
- I will keep my Chromebook/iPad in places where the temperature is between 32 and 95F, for example taking it inside with me instead of leaving it in the car on a cold or hot day.

BE SAFE

- I will keep my Chromebook/iPad in my school bag or backpack when traveling to and from school.
- I will recognize that I am in possession of an expensive, desirable piece of electronics. I will be mindful of my surroundings and cautious of opening myself up to theft.
- I will always supervise my Chromebook/iPad, and when it is not in use at school, it will be stored in a locked locker or other secure location.

BE PRODUCTIVE

- I will bring my Chromebook/iPad to school everyday with a fully charged battery.
- During instructional time, I will only use apps and websites as directed by my teacher or as required for my assignments.
- I will always have enough memory on my Chromebook/iPad to download, access, and create any educational applications or files required by my teachers. I understand that I may need to delete any personal content on my Chromebook/iPad if I am running low on memory.
- I will use the Chromebook/iPad to do my own work and avoid plagiarism by giving credit to my sources.

BE RESPECTFUL

- I will not bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate pictures, videos, and audio recordings.
- I understand that my use of the camera in a bathroom or locker room is strictly prohibited.
- I will use my Chromebook/iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content and does not hurt someone's reputation.

Student Name: _____ Student Signature: _____ Date: _____

Apps, Web-based Services, and Parental Consent

In order for St. Bernard's Academy to facilitate a 1:1 personalized learning environment, the school will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. The school is required to comply with the federal regulations that require parental consent for students.

By signing below I consent to allowing St. Bernard's Academy to issue a Chromebook/iPad to my student named above, to create any accounts necessary for my student to utilize school approved applications and web-based services, and to share limited personal information with the third-party provider.

Parent/Guardian Signature: _____ Date: _____