



**ST. BERNARD'S HIGH SCHOOL**  
**STUDENT HANDBOOK**

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## **Welcome to the 2020-21 school year!**

We are more than eager to welcome you back into the building during this most unusual year. While life is certainly far from normal these days, we're grateful for the chance to provide access to meaningful educational experiences for our students and to reinvigorate the larger St. Bernard's community as we embark upon our very first year as an independent, Catholic school.

While a great deal has changed, here's what hasn't: St. Bernard's High School remains committed to each and every student who enters its halls. We see the potential, passion, and character that lives within each and every person in our community, and we strive to honor and serve those God-given qualities.

But to succeed in this endeavor, we're going to need *you*.

We'll need you to work hard, to communicate, to act with integrity. St. Bernard's is no place to play small, and we expect each and every one of our students to strive for growth while they're here. It's our job to support that, however we can.

These four years will go by quickly; for some of you, they're already nearing a close. Know now that your teachers, coaches, advisors, and administrators are here for you and seek to embody in their actions each and every day the brilliant example of a living Christ. He is the unseen and ever present teacher in our classes and the reason for this school.

This handbook is designed to prepare students and families for their experience at St. Bernard's. It exists to outline for you our institutional expectations, and what you can expect of us. Additionally, it helps to prevent any misunderstanding regarding school policies and procedures. While it's impossible to anticipate every situation or contingency that may arise, we hope this prepares our families, faculty, and staff to work together to support student development and participation in STB culture.

Lastly, this is a living document, subject to changes throughout the year; we will notify all families of updates, should they be made.

Thank you for choosing St. Bernard's High School, and have a blessed year!

Sincerely,  
Principal Anderson

## BELL SCHEDULE

**Before school study hall:** 7-8:00 AM, open to all students

**First Bell:** 8:03 AM

**Morning Meeting:** 8:05 - 8:12 AM

PERIOD	TIME	A	B	C	D	E	F	G
1st	8:15 - 9:01	A	B	C	D	E	F	G
2nd	9:04 - 9:50	B	C	D	E	F	G	A
3rd	9:53 - 10:39	C	D	E	F	G	A	B
4th	10:42 - 11:28	D	E	F	G	A	B	C
5th	LUNCH 11:31 - 11:51							
	CLASS 11:54 - 12:40	E	F	G	A	B	C	D
6th	12:43 - 1:29	F	G	A	B	C	D	E
7th	1:32 - 2:20	G	A	B	C	D	E	F

# BELL SCHEDULE

## Flex Campus Model

*To be utilized Semester 1, 2020-21*

**Before school study hall:** 7-8:00 AM, open to all students

**Morning Check-In:** 8-8:15 AM

PERIOD	TIME	A	B	C	D	E	F	G
1st	8:15 - 9:00	A	B	C	D	E	F	G
2nd	9:05 - 9:55	B	C	D	E	F	G	A
3rd BREAK	9:55 - 10:10							
	10:15 - 11:00	C	D	E	F	G	A	B
4th	11:05 - 11:50	D	E	F	G	A	B	C
LUNCH	11:55 - 12:25							
ENRICHM.	12:30 - 1:25							
5th	1:30 - 2:10	E	F	G	A	B	C	D
6th	2:15 - 2:55	F	G	A	B	C	D	E

# SCHOOL CALENDAR

## 2020-2021

Tuesday, Sept. 8th - New Student Orientation

Wednesday, Sept. 9th - First Day of School

Friday, Sept. 11th - Faculty PD (**HALF DAY**)

Monday, Sept. 28th - Faculty Religious Enrichment (**NO SCHOOL**)

Tuesday, October 6th - Interim Reports (Q1)

Monday, October 12th - Columbus Day (**NO SCHOOL**)

Thursday, October 15th - All School Picture Day

Friday, November 6th - Grades Close (Q1)

Monday, November 9th - Grades Open (Q2)

Wednesday, November 11th - Veterans' Day (**NO SCHOOL**)

Thursday, November 19th - Parent-Teacher Conferences (6-8:00PM)

Wednesday, November 25th - 27th - THANKSGIVING BREAK

Tuesday, December 15th - Interim Reports (Q2)

Wednesday, December 23rd - Friday, January 1st - CHRISTMAS BREAK

Monday, January 18th - Martin Luther King Day (**NO SCHOOL**)

Friday, January 22nd - Grades Close (Q2)

Monday, January 25th - Grades Open (Q3)

Monday, February 15th - Friday, February 19th - WINTER BREAK

Tuesday, March 2nd - Interim Reports (Q3)

Friday, March 19th - Professional Development (**NO SCHOOL**)

April 2nd - Good Friday (**NO SCHOOL**)

April 5th - Easter Monday (**NO SCHOOL**)

Friday, April 9th - Grades Close (Q3)

Monday, April 12th - Grades Open (Q4)

Monday, April 19th - Friday, April 23rd - SPRING BREAK

Tuesday, May 18th - Interim Reports (Q4)

Monday, May 31st - Memorial Day (**NO SCHOOL**)

Wednesday, June 16th - Grades Close (Q4)

*\*School calendar is subject to change and updates; additional information will be communicated to all students, families, and staff using the FACTS SIS school system, through email, and/or through school-wide text alerts*

# I. General

## History

Saint Bernard's High School founded in 1920 as a commercial high school for girls. In response to a demand for diversified Catholic secondary education, a cornerstone was laid in 1926 on Harvard Street for a Catholic high school offering classical, general and business courses for young men and women. The school welcomed 185 students on September 4, 1927 and was staffed fully by the Sisters of the Presentation of the Blessed Virgin Mary.

In 1953, Bishop John Wright designated St. Bernard's as a diocesan high school, and in 1964, physical expansion took place in the form of a new wing containing a chapel, library, cafeteria, three science labs, administrative offices and eleven new classrooms. February of 1980, marked the opening of a new Activity Center with a large gymnasium and function hall. In 1998, renovations and upgrades expanded the athletic facilities to include baseball, field hockey, softball and soccer fields.

In 2019, St. Bernard's began the transition to become a non-Diocesan, independent Catholic high school and received the blessing of Bishop Robert McManus in January of 2020 to operate independently, henceforth. The effort required the support of alumni, staff, and families and is soon to be featured in a feature-length documentary, called *All In*.

Presently, St. Bernard's High School provides a high-quality secondary education to approximately 150 students and accepts applications from young men and women of character from across Northern Worcester County and beyond.

## **Mission and Objectives** *(Reviewed annually)*

### Mission Statement:

St. Bernard's High School educates students to be life-long learners and leaders who will embrace the challenges of the world with courage, compassion, and hearts dedicated to service. We do this through our commitment to faith and a strong community of faculty, staff and families who nurture the individual – mind, body and spirit.

A St. Bernard's education builds a bridge to the future, while maintaining ties to the school's rich past. In doing so, we produce community leaders who embrace our maxim: "love one another."

Our mission is accomplished through the following objectives:

- Provide living testament to the message of Jesus Christ, fostering life-long Christian values in all students



- Foster a meaningful partnership between home and school throughout the education process
- Offer challenging, diverse curricula which aim to develop those critical thinking, communication, and problem solving skills essential for success in college and career
- Address the individual academic and social-emotional needs of each student
- Provide extra- and co-curricular activities which promote diverse student interests and talents

### **Expectations for Parents and Guardians**

In order to achieve these objectives, we expect parents and guardians to support their student(s)' learning and growth, in conjunction with our efforts.

Expected of all parents/guardians at St. Bernard's High School are the following:

- Serve as your student(s)' primary educator(s), instilling in them a respect for others, core Christian values, and a love for learning
- Communicate openly and respectfully with the school on all matters concerning the education and well-being of their student(s)
- Honor those school rules and regulations which serve to promote and maintain an atmosphere of respect, conducive to learning
- Meet in a timely manner all financial obligations to the school; communicate in advance any obstacles to meeting financial obligations and work with the school to secure an appropriate plan of action, in the event that financial obligations cannot be met

Continuing the good work of parents at home are St. Bernard's beloved teachers and staff, whose efforts are central to the progress and achievements of each Bernardian student.

### **Expectations for Faculty and Staff**

Expected of all teachers and staff at St. Bernard's High School are the following:

- Teach through word and deed those Christian values essential to the school's purpose, including respect for others, compassion for all, and adherence to the rules and regulations of the school
- Embody the passion for learning necessary to inspire student curiosity and growth
- Support the well-being of each student, beyond their academic progress, including the personal growth and moral development
- Maintain timely contact with parents concerning student progress; be available to students and parents for individual assistance, as needed
- Maintain an up-to-date knowledge of their subject, methods of teaching, and styles of student learning, to support meaningful growth within curriculum and classroom

## **Expectations for Students**

Most central to the purpose of all other objectives are those expected of students. Our purpose revolves around the development of each student at St. Bernard's, and as such, we require those students to participate willingly in their own growth and development.

Expected of all Bernardian students are the following:

- Live out those Christian values most central to the school, including respect for others and compassion for all
- Accept personal responsibility for your actions with honesty and integrity
- Follow, uphold and contribute to the establishment of a positive culture through adherence to the rules and regulations of the school
- Contribute to the positive culture of the school through involvement in those extra- and co-curricular aspects of school life
- Strive to achieve realization of the many gifts bestowed by God upon you

## **Purpose of Handbook**

This handbook seeks to provide information necessary for the day-to-day business of being a Bernardian.

St. Bernard's is *your* high school. For that reason, it is your challenge and responsibility to benefit fully from what it has to offer. When students and parents are determined to make their years at St. Bernard's High School meaningful, the community flourishes; as such, we seek to inform all Bernardians of their important role in the prosperity and growth of our school.

## II. Student Conduct

### Philosophy of Discipline

In order to uphold our collective freedom, it is the responsibility of each individual in the St. Bernard's community to behave decently and with thought for others.

When students lack the capacity or awareness to behave respectfully, it becomes the duty of the school – including its administrators and teachers – to assist their growth more directly. We do this through constructive discipline, meant to foster self-awareness, self-control, and respect.

St. Bernard's High School's philosophy on student discipline is progressive, by nature. Our primary goal is to support the learning of all students and model Christian virtues for our students, including strength and compassion.

Students who violate the rights of others and diminish the climate of the school (as outlined herein) will be addressed constructively, with the goal of helping them to understand the impact of their actions and their personal responsibility within the community.

All disciplinary measures are progressive, in nature, with increasing responsibility placed upon the student as infractions continue and/or rise in seriousness.

Ultimately, should a student prove unwilling during their time at St. Bernard's to honor the school's code of conduct, their presence in the community may come into question.

A typical progression of student discipline following an infraction would include the following:

- Teacher addresses student behavior privately, providing guidance on specific actions which need improvement and suggestions for improvement; should the behavior not improve, the disciplinary matter will be moved to administration;
- Administration (Dean of Students Office) addresses student behavior with the goal of understanding the behavior's cause and seeing immediate improvement; at times, probationary periods may be leveraged and/or reflection duties assigned; should the behavior continue to not improve, a parent conference will be called;
- Administration (Dean of Students Office, Principal) meet with student and parent/guardian(s), regarding the student's behavior to provide possible insight into the cause of the behavior and offer a behavioral improvement plan; the behavioral improvement plan will be signed by both student and parent/guardian(s) before student may return to school; should the family refuse to honor the plan or behavior show no signs of improvement, the school will propose appropriate follow-up action, including

documentation of student misconduct kept in the student's disciplinary file, to be reviewed at year's end. Frequent instances of disciplinary intervention and/or serious infractions may result in student withdrawal from the school

## **Attendance**

It is of utmost importance that students attend classes daily and on-time. Expecting this of students encourages personal responsibility and proves instrumental to their academic progress.

While we understand and appreciate that life "happens" and that at times absences, tardies, and dismissals are necessary, missing out on the regular classroom experience does disrupt learning and can stunt student maturation.

As such, we expect students to be in attendance and on time, barring extenuating and excused circumstances.

Should a student miss class(es) due to an absence or tardy, he/she is required to make up the work missed, including gaining access to any notes and assignments given by their teacher(s).

## **Attendance Policy**

If a student is absent from school, their parent/guardian must call or email the school's Office Administrator (Mrs. Annemarie Rouleau) to report the absence.

If a student will be arriving late, a parent/guardian must call the school's Office Administrator and report the tardy. If the tardy is due to a dentist, doctor, or other medical appointment, the student must have a note from the office of appointment.

When a student arrives late, they should immediately report to the Main Office. There, they will sign the Student Register, indicating their name, the date, the time they've arrived at school, and the reason for their tardy.

School detentions and other sanctions may be assigned for excessive tardiness, to promote further accountability on the part of the student.

## **Absences and Tardiness**

Frequent absences are not encouraged, as they often prove detrimental to student academic and social progress. As such, students at St. Bernard's are allowed up to fourteen absences in a

year-long course (seven absences in a semester-long course), before they risk losing academic credit for that course.

In addition, St. Bernard's High School does not encourage students and families to take vacations outside of the school's scheduled vacations for the year, to prevent additional and frequent absences. Families who do opt to take vacations during regularly scheduled school days will be required to reach out to teachers/administrators directly to develop a plan of action to help prevent their student(s) from falling behind in their studies.

### **Truancy**

St. Bernard's High School has a zero-tolerance for truancy among its student body. Truancy not only disrupts student learning and encourages lack of personal responsibility, it poses its own added risks as the whereabouts of students are unknown to both parents and the school.

Should a student at St. Bernard's engage in truancy, their academic work for the day will be discredited and disciplinary action will follow.

### **Extracurricular Eligibility**

Students must be in school until 2:20PM on any day in which they plan to participate in extracurricular activities.

For this purpose, a student who is tardy must be signed in at the Main Office no later than 10:30AM in order to participate in that day's extracurricular activities. Any exceptions to this standard must be approved in advance by the Principal.

### **Dismissals**

Students who must leave the school prior to 2:00PM must have their parent/guardian's written permission, in order to do so.

Students are asked to bring in permission notes from parents/guardians to the Main Office before Morning Meeting, so that the Office Administrator (Mrs. Rouleau) can properly notify teachers of the pending student dismissal.

Students dismissed early are still responsible for the full day's work, including any in-class notes or assignments given that day.

Without prior approval of their parent/guardian, no students will be allowed early dismissal from St. Bernard's High School.

Parents/Guardians are asked to supply the school with current contact information using the FACTS SIS Parent Portal form, in the event of student emergency. St. Bernard's will use the contact information you've provided in such instances, in order to gain parent permission for dismissal (as appropriate).

### **Illness**

If a student becomes ill during the school day, they must report to the Main Office. The office will call a parent to request that the student be dismissed.

During an active COVID-pandemic, students who develop any COVID-related symptoms will be quarantined in our COVID safe room, until they're able to be dismissed to a parent.

If a student is dismissed early due to illness, they are immediately rendered ineligible for participation in extracurricular activities for that day.

### **College Visitation Absence**

As a college-preparatory school, St. Bernard's seeks to provide as much opportunity as possible for students and parents to learn about the college admissions process -- and nothing proves as invaluable as an in-person visit to a college or university to see its offerings, first-hand.

With this in mind, Seniors in good standing may visit college(s) and miss up to three school days throughout the academic year.

These absences will not be used to determine whether or not students receive credit for a course, due to frequent absence.

In order to register an absence as a college visit day, students must fill out all appropriate forms in Guidance, prior to their visit, and perform any required follow-up actions with the College Counselor's Office, following their visit.

Students visiting colleges are responsible for all class work missed during the visit.

### **Tardiness**

Each student has the responsibility to arrive at school and to each of their classes on time.

Students who arrive late for class must speak directly with their classroom teacher, regarding the appropriate disciplinary response.

A student who shows frequent lateness to class(three or more class tardies, per quarter) may be referred to the Administration for further action.

### **Dismissal from Class**

If a student is disruptive or unproductive during class, a teacher may ask them to report to the Dean of Students' Office. While there, the student will discuss their behavior and engage in the disciplinary process.

### **Drug and Alcohol Policy**

The use and/or possession of any illicit substance (including any beverage containing alcohol; any tobacco product, electronic smoking device; marijuana; steroid; or any controlled substance) is strictly prohibited at St. Bernard's High School. Any student found in possession of alcohol, tobacco-products, and/or drugs will incur an automatic suspension and will be required to attend additional follow up support and counseling sessions with the Dean of Students office; expulsion is possible, given the student's prior disciplinary record and the specifics surrounding the incident.

Any student who has consumed or is under the influence of alcohol or drugs while at school or at a school function is not permitted to remain on school property or at the location of the function. Parents/Guardians of such students will immediately be notified, and disciplinary action taken by the school's administration -- including immediate suspension, required follow up with the Dean of Students office, and possible expulsion.

If a student is discovered to be in possession of illicit substances and/or is under the influence of such substances, the following disciplinary actions will be enforced (in addition to those outlined above):

- The student shall not attend any school related function, either at or away from school, for the equivalent of a semester (90 school days)
- The student shall be placed on disciplinary probation for the equivalent of a semester (90 school days)
- The student shall not participate in extracurricular activities or sports for the equivalent of one semester (90 school days)

The above sanctions will be outlined as part of a disciplinary contract, to be signed by all parties, including parents, administration, and the student involved.

Should these sanctions not be honored, the student will be forced to withdraw from St. Bernard's High School.

In addition and because of the high risks associated with drug and alcohol use/abuse among teenagers, St. Bernard's High School students are prohibited from attending any gathering in which underage alcohol consumption and/or illegal drug use occurs. Confirmed attendance at such events -- regardless of individual substance use -- will pose their own disciplinary commendations, including temporary loss of athletic and extracurricular eligibility and mandatory counseling support with the Dean of Students office.

Hosting such gatherings wherein illegal substances are offered to underage attendants -- whether they be St. Bernard's students or otherwise -- poses additional disciplinary impact, including likely loss of extracurricular eligibility for a full calendar year.

## **Discipline Policies**

Dignity and individuality form the foundation upon which the St. Bernard's High School's student code of conduct is based. Respect for dignity means that each and every person involved in the St. Bernard's community is entitled to respect and tolerance: this includes all students, teachers, staff members, volunteers, and families.

Individuality and identity of each person are among the most important aspects of our self-esteem and pride. As such, St. Bernard's provides an atmosphere in which maturity of expression, compassion, and the understanding of diversity empower all Bernardians to seek and enjoy freedom from disrespect, intolerance, harassment, abuse, and bullying.

Bullying is considered one of the most serious disciplinary infractions at St. Bernard's High School, because it poses an immediate and significant impact on the personal safety and well-being of other members of the community. More than anything, it violates the very ethos of our school and contradicts our primary mission: to instill and model Christian values of compassion and strength.

As such, bullying, harassment, and cruelty in any forms -- including verbal, physical, and/or via social media and technology -- are considered grave offenses which incur great disciplinary action, up to and including possible expulsion.

In general, St. Bernard's High School embraces a progressive discipline policy, in which minor infractions of school policies result in minor consequences, and repeated or serious infractions result in increasingly serious consequences.



All disciplinary infractions are kept as a part of the student's digital record, monitored by the Dean of Students office.

A student's disciplinary record provides only a portion of the student's stored record, which also houses academic, personal, and extra-curricular content.

Families may request copies of their student(s)' disciplinary record, as needed.

## **Misconduct**

Student misconduct will be defined in all cases by the school faculty and administration. Above all, that which violates the safety, learning, and growth of other Bernardians constitutes a conduct violation.

Because it takes a community to uphold justice, we rely on students, faculty, and staff to speak honestly to incidents of misbehavior -- whether that behavior has occurred on the part of the student his/herself, a friend, a classmate, or a member of the staff charged with protecting them.

The following behaviors are not tolerated in any form at St. Bernard's High School:

- Theft of any kind -- this includes stolen possessions *and* academic work
- Violence of any kind, including threats of violence
- Hate speech of any kind and towards any demographic
- Obscene or inappropriate language
- Intentional damage to school property, or personal property of a student or staff member, including graffiti to desks, lockers, and textbooks
- Taunting, bullying, or hurtful treatment of students on or off campus; this includes bullying treatment of those outside of our community, as well
- Possession of any kind of inappropriate material on school grounds, including stolen property, illegal substances, and sexually explicit materials
- Physical or verbal abuse, wherever and whenever it occurs; this includes the use of threatening language used in person, in writing, or digitally through text or social media
- Persistent failure to comply with directions given by administration, staff, or faculty
- Academic dishonesty, including cheating and/or plagiarism or any assignments
- Intentional disruption or obstruction in a classroom, study hall, or at a school function
- Deliberate dishonesty, including forgery or altering school documents or records
- Threat of use or possession of a weapon on the school premises or at a school sponsored or participating event; "weapon" here is defined as a gun, knife, or any other instrument that can cause grievous bodily harm when used for that intended purpose
- Being under the influence of drugs, alcohol or any controlled substance

- Attempting to distribute, sell or receive, or aiding in the distribution, sale or receiving, of drugs, alcohol or any controlled substance
- Gambling of any kind
- Smoking or possessing smoking related paraphernalia, including electronic cigarettes, on or around school grounds. Use of tobacco products is not permitted at any school event or in the school, any school parking area, including the Activity Center, the Bernardian Bowl, and in the streets adjacent to the school
- Any previously undefined conduct that creates a dangerous or hostile situation for any student, parent, or staff member
- Any conduct which dishonors the school or its community members

### **Respect for Community**

The relationship between parents, teachers, and staff is instrumental in supporting the growth and advancement of students. As such, St. Bernard's employees are charged with treating all students, parents, guardians, and families with respect and integrity, and Bernardian parents are held to the same standards of decency.

Should the supportive partnerships that exists between faculty, staff, and families break down with no hope for repair, parents/guardians may be asked to withdraw their student(s) from the school.

### **Detentions**

School detentions will be issued to students in violation of class or school rules. Detention halls will be held once a week on Friday's after school (2:30PM) and will last for forty-five minutes (to 3:15PM).

The Dean of Students office utilizes detention as an opportunity for students to self-reflect and/or give back to their community in a positive way, following a disciplinary infraction. As such, our detentions are "working detentions," involving either intensive writing of reflective essays or physical facilities work (such as cleaning and/or emptying trash/recycling).

Students issued detentions must attend detention on the week assigned to them; should a student be absent on the day of detention or face some extenuating circumstance which prevents them from attending, their detention will be rescheduled for the following week. Should a student repeatedly miss scheduled detentions, their disciplinary measures will be escalated through the Dean of Students office and will include a required parent conference, halt in extracurricular participation, and possible suspension/expulsion.

## **Suspension**

Students who have escalated other disciplinary measures and/or who have engaged in serious disciplinary infractions may be suspended from school for up to five days.

The purpose of suspension is to provide temporary separation between the student and the school, while other intervention or supportive measures can be exacted, and while the student has proven him/herself incapable of behaving safely and/or respectfully towards others in the community.

All suspensions must conclude with a meeting between the students, parents/guardians, and administration, to determine whether or not the student can safely re-engage with the larger community. Should the student prove unable to reintegrate, they will be asked to withdraw from St. Bernard's High School.

Suspensions may be conducted in or out of school; the decision as to the nature and duration of the suspension is at the school administration's discretion.

## **Disciplinary Probation**

Any student who is considered at risk for suspension or expulsion may be put on disciplinary probation to help support their healthy function in the community. When the school administration identifies a student in need of disciplinary probation, the student's parent/guardian will be notified in writing and will be invited to participate in a meeting with administration to discuss the intervention plan surrounding their student(s). At that meeting, a written agreement will be signed by all parties regarding the terms of probation, to be housed in the student's personal file.

Students on disciplinary probation may not participate in extracurricular activities or attend school-sponsored events or class functions for the duration of the probation, unless specifically noted in the written agreement.

## **Expulsion**

Expulsion marks the permanent dismissal of a student from the school, and is the most serious disciplinary action taken by the school's administration.

Expulsion is only chosen for students and families who prove unable to meet the behavioral standards of the St. Bernard's community after attempted and/or repeated intervention.

Should a student be expelled from St. Bernard's High School, we request that they not attend further school functions or events on school property, out of respect for the privacy of the individual student/family expelled, and in consideration of the needs of the larger community.

### **Dress Code and Appearance**

An appropriate and neat physical appearance is a sign of respect for one's self and a mark of maturity.

Bernardian students are expected to dress appropriately while at school and when attending school functions because doing so validates their sense of self-respect and supports our community's goal of preparing students for adulthood.

St. Bernard's High School uniforms are provided by Tommy Hilfiger through Global Schoolwear (<https://www.globalschoolwear.com/>). All school clothing must be clean and properly fitting, and demonstrate a level of respect for the school's standards and goals.

Students are expected to appear well-groomed at all times, including neatly kept hair without excessive, unnatural coloration, and neatly trimmed facial hair (when applicable). Students are discouraged from excessive piercings, including facial piercings; if students choose to have pierced ears and or noses, they are asked to exhibit their piercings discreetly (including stud rings only for nose piercings).

While we encourage students to reflect their unique personalities and styles through the vehicle of the school uniform, the goal of our uniform is just that: unity. We wish to remove the distractions attending an open dress code and support a sense of communal togetherness and responsibility, by way of our shared appearance.

Dress code requirements for students are as follows:

- Students must wear an STB-approved shirt, including a short- or long-sleeve oxford blouse of any solid color, or a short- or long-sleeve STB-embroidered polo, purchased at Global Schoolwear
- During cold weather, students may wear STB-approved sweaters, including v-necks, cardigans, blazers, and zip-up fleece options sold at Global Schoolwear; Seniors may also opt to wear their traditional white sweaters, purchased at Allen's Uniforms in Leominster, MA
- For bottoms, students may wear khaki or navy shorts/pants, purchased at Global Schoolwear; female students may also opt to wear the school's skirt or skort options.

For those wearing school skirts, opaque tights and/or leggings must be worn with the skirt; skorts do not require tights/leggings

- Students may wear ties, though they are not required
- School shoes must be a solid, neutral color (including white, beige, grey, brown, black, navy, or tan). Solid colored sneakers, boat shoes, and/or dress shoes are all acceptable; backless shoes, sandals, and slippers are not permitted
- We do not require a specific color or style of socks for students, though do request that socks not be alarmingly distracting (unless they are universally fun!)
- Visible tattoos are expected to be respectful in nature; otherwise, coverage will be required

Our dress code policy is reviewed annually by student government leaders, in collaboration with faculty and administration.

Should individual requests for policy changes occur, students are encouraged to meet with administration, voice their request for change respectfully and articulately, and establish a baseline of community support for that change, by way of a school petition (to be signed by both students and faculty).

Rules are updated annually and are meant to be a living reflection of our community's needs and values.

All dress code and physical appearance standards are expected to be maintained throughout the day and are enforced at the first bell.

### **III. Academic Policies**

#### **School Reports**

Report cards are issued to students and parents/guardians at the close of each academic quarter, via the FACTS SIS student and parent portals. Printed copies may be issued as well and as needed.

Interim progress reports are issued at the midpoint of each quarter and are meant to provide a snapshot of each student's progress in their classes.

Dates of interim report issuance and quarter closure are listed on the school calendar.

## **Online Gradebook**

As part of our effort to improve students' academic progress, St. Bernard's High School will embrace an online gradebook platform for the 2020-21 year, including parent portal access to faculty grades and individual student assignments.

Providing live access to faculty gradebooks should improve communication between teachers, students, and parents/guardians, and this communication must always honor St. Bernard's standards of respect and collegiality.

If additional information about student progress is needed, students and parents/guardians are encouraged to reach out to teachers directly for further analysis. In-person meetings are encouraged as a way of improving relationships between students and teachers, as needed, and administration may at times be involved in such meetings, if it proves helpful to the progress of the student-teacher relationship.

## **Parent-Teacher Conferences**

An annual parent-teacher conference is held following the issuance of first-quarter report cards, and allows parents and guardians an opportunity to meet their student(s)' teachers and engage in progressive dialogue.

Additional conferences may be requested with teachers and/or administration, regarding student progress and academic/social-emotional needs. These meetings are typically held at the end of the school day (2:30PM), and last approximately one hour.

During such meetings, a student's teacher(s) will present information about the student's academic and behavioral engagement with their class, and (a) representative(s) from the school's administrative team will help develop strategies to improve student performance.

Much can be accomplished through respectful dialogue between students, parents, and staff, and these conferences will honor the standard of respectful, meaningful engagement.

## **Extra Help**

All St. Bernard's teachers hold daily office hours, in which students can ask questions about assignments and/or receive guided, individual support.

Students are strongly encouraged to make prior arrangements to meet with teachers after school to avoid scheduling conflicts and to make sure their questions are efficiently answered.

## **Graduation Requirements**

In order to receive a St. Bernard's High School diploma, students must take and pass at least 24 academic credits.

These credits must include the following courses:

- Four years of Religion and English department courses
- Four years of Mathematics courses, including Algebra 2
- Three years of Social Studies courses, including World History and American History
- Three years of Science courses
- Two consecutive years of a World Language

## **Levels**

St. Bernard's honors three levels of academic study, as outlined below:

- College Prep (CP): College prep courses meet our school's requirements for academic rigor, associated with achievement at the college level
- Honors (H): Honors courses follow an accelerated track with increased rigor; students must be recommended for and willing to participate in the Honors track, given the additional work constraints Honors courses entail
- Advanced Placement (AP): AP courses are offered with approval by the national College Board and its AP standards. These courses engage in work at the undergraduate level and require participation in a year-end AP exam, to determine whether or not students will receive college credit for their achievements. Any AP exam fees are the responsibility of families participating in AP offerings

## **Honor Roll and Class Awards**

St. Bernard's fosters a proud academic tradition, and we are eager to celebrate the hard work and brilliance of our students. Honor roll and academic awards are given to those achieving benchmarks outlined by the school and/or determined through academic distinction.

Students who achieve 80 or better in all academic classes will be awarded Honor Roll status for the quarter(s) in which they meet this achievement.

Students who achieve 90 or better in all academic classes will be awarded High Honor Roll status for the quarter(s) in which they meet this achievement.

Students who achieve 93 or better in all academic classes will be awarded Principal's Honor Roll status for the quarter(s) in which they meet this achievement.

Honor Roll distinctions are posted in the school's main hallway quarterly, and are frequently published in local newspapers.

In addition, at our annual Book Awards Ceremony, students are awarded certificates to commend their Honor Roll achievements throughout the previous academic year. Additional academic awards are given at this ceremony, as well, to commend student achievement within their class and are based on academic progress, established talent and curiosity, and class-rank.

### **National Honor Society**

The Nagle Chapter of the National Honor Society at St. Bernard's High School recognizes those outstanding students in the Junior and Senior class, who exhibit the four criteria of knowledge, character, service, and leadership.

Membership in the National Honor Society carries great responsibility and recognition, both. All members are required to participate in numerous service activities within and outside of the school community, including an individual, year-long service project of their choice.

The selection of members begins after the first semester of Sophomore and Junior year, when the Guidance Department generates a list of students who have attained at the minimum G.P.A. established by the NHS Faculty Council. These students are then invited to begin the selection process, which includes character recommendations and an outline of prior extracurricular involvement and service work.

This paperwork, along with absence, tardy, dismissal, and discipline records will be considered by the NHS Faculty Council as students are evaluated for admission, based on a majority vote of this council.

When acceptances into NHS have been offered and accepted, students will begin the process of official enrollment in STB's Nagle chapter, concluding with an induction ceremony held in late May or early June.

### **Valedictorian and Salutatorian**



The member of the Senior class with the highest cumulative grade point average will be named Class Valedictorian by the Principal. That student will have the honor of giving the Valedictorian's Address at Commencement.

The member of the Senior Class with the second highest grade point average will be named Class Salutatorian by the Principal. That student will have the honor of giving the Salutatorian Address at the Senior Awards Banquet.

Determinations for all other class awards are made at the end of the 3rd quarter, following faculty and staff discussion and vote.

### **Course Changes**

Permission to change a course must be obtained from the College Counselor and/or Principal, and is subject to teacher approval and parent approval.

Typically, student schedules should be fixed by the second week of the semester, and no course changes are encouraged beyond that point.

### **Homework**

St. Bernard's High School understands the importance of independent learning and time management for each student, as part of their college preparatory curriculum. As such, homework is an important part of our academic culture.

Home study is necessary if students are going to succeed at St. Bernard's, and we provide many opportunities for students to tackle homework and studying while in the school building -- including during study halls during the day, before school, and after school.

### **Study Hall Requirements**

Students at St. Bernard's are allowed to take a study hall as part of their daily courses. This gives them the opportunity to tackle their homework and studying assignments during the day, so that their time at home is less interrupted.

In-season athletes are required to attend an additional before- or after-school study hall, as part of their participation in athletics at STB. This is to support academic development, in conjunction with their participation in athletics, and to allow student athletes a chance to complete most of their out-of-school work before practice and games.

## **Arts Enrichment Requirement**

As part of a well-rounded curriculum, students at St. Bernard's are required to participate in at least one Arts Enrichment course, per semester. These courses run once a week, during the student's study hall, and provide access to engaging and creative activities that help diversify student portfolios and enrich their academic experience.

Arts Enrichment participation can be waved, in the event that a student demonstrates significant time in an external arts program, either through St. Bernard's extracurricular offerings or an outside organization.

All Arts Enrichment waivers must be obtained from the Dean of Students office and/or Principal.

## **Grading Policy**

Grades at St. Bernard's High School honor the following standards:

- All distributed grades are numeric on a 0-100 scale; grades below 65 are considered failing
- No quarter grade lower than 55 may be given to a student in the 1st two quarters of a year-long course, or in the first quarter of a semester-long course
- For year-long courses, each quarter constitutes 20% of the final grade, and each midyear or final assessment constitutes 10% of the final grade; for semester courses, each quarter constitutes 40% of the final grade, and the final assessment makes of the remaining 20%
- Individual class grading policies are determined by each teacher; grading policies are articulated in the first week of the course by faculty and distributed to all students and families

## **Midyear and Final Assessments**

Midterm and final assessments are integral parts of instruction at St. Bernard's High School, providing students the opportunity to demonstrate skill and mastery for two quarters of academic progress.

Assessments can take the form of in-depth exams, projects, labs, and/or term papers. The ideal form of assessment for each class is determined by each individual teacher and is subject to administrative approval.

Given the academic impact of midyear and final assessments, students are encouraged to take seriously their responsibility in each class and to give their all to these assessments. Teachers are likewise encouraged to create meaningful and substantive assessments, that truly exemplify course mastery and knowledge.

Midyear and final assessment periods are pre-determined by school administration, and occur following the closer of second quarter (midyear assessments) and in the week prior to the closure of fourth quarter (final assessments).

### **Incompletes**

In very rare circumstances, a student may receive a grade of Incomplete for a quarter or yearly grade, or midyear or final assessment. A grade of Incomplete must be approved by the school's Dean of Students and Principal, prior to issuance, and must be the result of extenuating circumstances on the part of the student/family.

Incomplete grades that are not made complete by the student within a reasonable timeframe will result in failing marks.

### **Course Failure**

At St. Bernard's High School, any grade of 64 or lower is considered a failing grade – whether distributed at the end of a quarter or at the end of the year, as 65 is the minimum passing grade for all courses.

Any student who receives a grade of 64 or lower as their final grade in a course is considered to have “failed” that course, and therefore will not receive academic credit for that course, unless credit-recovery work is completed over the summer, per the approval and direction of the Dean of Students and Principal.

A student who fails more than two courses for the year will be reevaluated over the summer through consult with the Dean of Students and Principal, and may be asked to withdraw from St. Bernard's High School, should an academic improvement plan not be able to be produced and/or honored.

### **Summer School**

Students who fail a course are generally expected to retake the course in Summer School.

A student who receives below a 55 average in a year- or semester-long course must retake that course entirely, in order to receive academic credit

A student who fails a course not offered locally during Summer School must make arrangements with the Principal to find an acceptable alternative, if possible

### **Senior Course Failure**

Students who find themselves in danger of failing a course during Senior year put themselves at risk of not graduating from St. Bernard's High School.

If a student is at risk of failing a course during their Senior year, their teachers and administrators will work hard to carve out an academic improvement plan, to help the student reclaim success. In the event that a student proves unwilling to embrace the academic plan proposed by their teachers and administrators, he/she may fail to graduate for the year and be required to attend additional coursework in Summer School and/or reclaim their graduation credits and diploma outside of the purview of St. Bernard's High School.

Seniors have one full calendar year from the time of their anticipated graduation to reclaim failed or incomplete academic credits in order to receive their diploma from St. Bernard's High School. Course recovery plans must be approved by the school's Principal, prior to receiving a diploma.

### **Academic Probation**

Academic Probation occurs when a student receives a failing grade in any two subjects at the end of the quarter marking period.

Academic Probation prohibits students from participating in extracurricular activities, including interscholastic sports, until the next quarter's report card is issued and grades show improvement. If a student is deemed ineligible to participate in a sport based on academic performance, they will be exempt from participation for the remainder of that sport's season.

In order to remove oneself from academic probation, a student must achieve all passing grades (above 65) at the time of the next academic marking period.

Students on academic probation will be ineligible for extracurricular participation until they are able to achieve passing grades in all subjects.

### **Academic Warning**

Academic Warning occurs when a student fails any one subject at the end of a marking period. A student on academic warning will not be prohibited from extracurricular participation, but must pass all academic classes in the next marking period, in order to avoid being placed on Academic Probation and therefore becoming ineligible for extracurricular participation.

Any student on Academic Warning who fails a class in the next marking period will immediately be placed on Academic Probation.

### **Academic Dishonesty**

Academic honesty is of utmost importance at St. Bernard's High School, and we rely on a culture that promotes and supports student integrity.

Any work submitted by students that is determined to be illegitimately obtained (either through copying the work of another student or plagiarising) will not be awarded academic credit, and will result in appropriate disciplinary action.

Students found to engage in academically dishonest behaviors repeatedly will face further disciplinary action, including possible suspension and/or expulsion.

Academic dishonesty at St. Bernard's is defined as:

- Misrepresenting academic work which has been done by another as your own, whether or not such misrepresentation has been accomplished with the permission of the source
- Sharing your completed work with another student, knowing that their intent is to misrepresent your work as their own
- Using unauthorized material during a test, quiz or exam
- Communicating with other student(s) during a test, quiz or exam
- Failing to cite sources, as required by St. Bernard's academic standards of research ethics
- Misrepresenting grades, school work, or school records for any reason

## **IV. Miscellaneous**

### **Athletics**

The athletic culture at St. Bernard's is instrumental in building the confident, disciplined young men and women we aim to produce. As such, coaches are living models of the same values and behaviours exhibited by other school employees, including faculty and staff.

St. Bernard's athletes and coaches are expected to adhere to all rules and regulations governing athletics from the Massachusetts Interscholastic Athletic Association (MIAA), and to honor the conduct codes established by St. Bernard's High School for all students/staff and outlined herein.

### **Change of Address or Telephone**

A student who changes address or telephone number during the school year is required to update their information using the parent portal of FACTS SIS.

Should a family need assistance with this process, they are asked to reach out to the Office Administrator, Mrs. Annemarie Rouleau, with their updated information.

### **Motor Vehicles**

Students looking to drive themselves to school and utilize school parking spaces must register with the school, prior to the start of the school year.

Parking registrations and liability waivers will be sent to all families before the start of school, and these forms must be submitted to the appropriate staff member(s), once completed and in accordance with the instructions outlined therein.

Students driving on and around campus are expected to obey all local statutes relating to driving and parking in public, and the burden of familiarity with local laws rests with the driver. This includes obedience to traffic and parking control regulations on school property, and the utilization of only registered, authorized vehicles on school property.

Students parking on campus will enter the premises via the driveway off of Goodrich Street, and exit via the driveway on Harvard Street.

Only Juniors and Seniors are allowed to park in the student parking lot, and no students are allowed to park in the faculty parking lot while school is in session.

Students are not allowed in the student parking lot during school hours, without specific permission from school administration.

The above restrictions apply to any school area parking, including the Activity Center, the Bernardian Bowl, and streets adjacent to the school.

Student drivers who violate the above rules or violate State driving requirements may lose parking privileges on campus.

## **Medication**

St. Bernard's requests that all students requiring daily administration of medication report their needs to the school, prior to the start of the school year. To the maximum extent possible, we encourage families to administer medication prior to or after departing from school.

Procedures for administration of medication during school hours are published by the Department of Health and are available upon request from the Office Administrator, Mrs. Rouleau.

## **School Cancellations and Delays**

Because St. Bernard's High School houses students from varying towns, it's important that our cancellation and delay policies reflect not only the weather conditions exhibited in Fitchburg, but in those towns from which students and families commute.

School closings and delays will be determined by St. Bernard's administration, in conjunction with those decisions made by local superintendents of schools.

School closings due to inclement weather will be announced through the FACTS SIS text-notification portal, via email, and through social media and/or local radio/television stations.

Students who commute from outlying areas are encouraged to follow the cancellations of their local community, meaning: if your home school district determines road hazards to be dangerous enough to warrant school closure or delay, your absence from St. Bernard's will be excused.

Missed work during such times will still be required on the part of the student to earn full academic credit.

## **Tuition**

In asking families to invest in their student(s)' St. Bernard's education, we are in essence engaging in a contract with each and every family in our midst.

As part of this implicit contract, we agree to provide the best education and support system we can for your student; and our families agree to provide the appropriate and predetermined amount of tuition to support our efforts.

As part of our ethos as a Christian school, St. Bernard's High School is committed to meeting the full, demonstrated need of our families. This allows an STB education to be affordable for all who attend, regardless of need.

Should circumstances change for any of our families, we respectfully request that you inform the Admissions Department of these changes upon their occurring, so that we can adjust payment dates and/or amounts, as required.

Our goal is for no family to miss a tuition payment, and for no student to a loss in their academic progress as a result of financial challenge; we are here to help you in that endeavor.

That said, no student at St. Bernard's may begin the school year without their tuition payments up to date (July and August payments). If a family falls substantially behind in tuition payments and proves unwilling to work with our staff on an accommodated schedule, their student(s) may be asked to discontinue their studies at St. Bernard's until some resolution is breached.

Moreover, no student will be permitted to take final assessments unless tuition has been paid in full. This policy will be communicated to families and not to students directly, to reduce strain on students.

## **Lockers**

All academic and athletic lockers are considered school property, on loan to students by assignment during their time at St. Bernard's.

Lockers are issued to students for storage of books and personal property, and students are responsible for the upkeep of the locker(s) assigned to them.

Unnecessary and/or inappropriate damage to a locker may result in a damage repair assessment against the family, including additional charges for damage incurred.

While each student's locker(s) are considered their temporary, personal space, and therefore subject to decoration, our expectation is that no inappropriate, obscene, or profane material will be displayed in or on lockers. In the event that such materials exist, they will be removed from student lockers and students will face appropriate disciplinary action.



While St. Bernard's fosters a safe community in which individuals are charged with upholding personal integrity and ethical engagement, we do encourage all students to lock their lockers, to ensure the utmost safety of their personal possessions.

### **Cafeteria, Food, and Gum Chewing**

Each student is assigned a lunch period, during which they must report to the cafeteria and/or a previously designated and supervised location.

Students are expected to respect their lunch space by discarding trash, recycling appropriate items, and generally cleaning up after themselves.

Students are asked to request permission to use the bathroom and/or other facilities by the faculty or staff proctor attending lunch; this is to ensure that we know where students are, in the event of an emergency.

We request that all food, candy, and beverages be confined to designated locations, including the cafeteria and media center, in order to limit mess and disruption.

Gum chewing is discouraged in the school building; students chewing gum are allowed to do so respectfully and discreetly, and must dispose of their gum in an appropriate receptacle.

Gum chewing is strictly prohibited during celebrations of Mass or religious ceremonies.

Should a student fail to respect this or other rules regarding food and beverage, they will be subject to disciplinary action.

### **Student Personal Electronic Device Usage Policy**

Technology in the classroom is intended to enhance the learning environment for all students. It is the responsibility of each classroom teacher to decide if, when, and what type of technology is to be used during class on a particular day.

Any use of technology that degrades the learning environment, promotes dishonesty or distraction, or is used for illegal activities is prohibited.

The use of mobile devices (laptop, notebook, tablets, and smart phones/watches) in class is prohibited, unless for the purpose of learning or participation in school-related, teacher-sanctioned activities.

Each classroom is outfitted with a cell phone depository for the purpose of holding student cell phones during class, to minimize possible distraction. Students who are unwilling to comply with school-wide cell phone policies are asked to consider their participation in the larger St. Bernard's community; we must work together to uphold a culture of integrity and discipline, and it starts with respect for school policy.

While we do not recommend their use for academic purposes, teachers are asked to consider the use of mobile devices in lieu of laptops and/or tablets, for those students unable to access those preferred devices.

Regardless of whether or not phones are permitted for instructional purposes in the classroom, students are prohibited from using their mobile devices during class to engage in non-academic activities, including engaging with social media, texting, or gaming.

No device should be present during an exam or assessment, given the ease of access to academically dishonest materials.

### **Smart Phones**

Smart phones bring with them technology that – when used appropriately – can prove fruitful for academic pursuits. That said, they pose their own dangers, particularly in the realm of student distraction.

Because we know that students are prone to checking their phones frequently (which can be both distracting and disruptive), we prohibit the use of cell or smart phones during classroom time for any non-academic purposes.

Students who prove unable or unwilling to honor the school's policy regarding cell phone use will face disciplinary action, including the possibility of suspension and/or expulsion.

### **Student ID's**

At the beginning of the school year and following school-wide picture day, all St. Bernard's students will be issued an STB Student ID, to be used as a student pass to enter sports games and school functions for free or at a reduced rate.

The school will provide a first copy of this ID, free of charge; replacement IDs can be obtained for a cost of \$10.00 each by reaching out to the Office Administrator, Mrs. Annemarie Rouleau.

### **Google Email Accounts**

During each student's first year at St. Bernard's High School, they will be issued a student email account through Google, to be utilized for all school purposes.

This account will be used throughout their enrollment at St. Bernard's and will expire within three months upon leaving the school (through withdrawal or graduation).

A notification of email termination will be sent to students, via their school email, prior to termination, so that appropriate materials and contacts may be transferred, if needed.

## **APPENDIX A**

### **St. Bernard's Bullying Policy**

It is essential that a safe, positive, and productive educational environment be established by all participants in St. Bernard's High School, wherein students can achieve their highest academic and personal potential, and wherein no student or staff member is subject to Bullying, Cyber-Bullying, or Retaliation.

Bullying, Cyber-Bullying, Retaliation, or other like disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and constructive environment.

Administrators, faculty, Staff, and volunteers are expected to demand that all students attending St. Bernard's High School behave appropriately and treat others with civility and respect, both in and outside of school.

Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

#### Definitions

For purposes of this Policy, the following definitions shall apply:

- "Aggressor", means a student who engages in Bullying or Retaliation
- "Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, a physical act or gesture, or any combination thereof, directed at a Target that:
  - causes physical or emotional harm to the Target or damage to the Target's property;
  - places the Target in reasonable fear or harm to him/herself, or of damage to his/her property; Page 33
  - creates a Hostile Environment at school for the Target;

- infringes on the rights of the Target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this Policy, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying.

- “Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:
  - wire
  - radio
  - electromagnetics
  - photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation of impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

- “Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.
- “Plan” refers to a Bullying prevention and intervention plan established by the school.
- “Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.
- “School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school- sponsored activity, function, program, instruction or training.

- “Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.
- “Target” refers to the student(s) against whom Bullying or Retaliation has been perpetrated.

### Prohibition Against Bullying and Retaliation

Bullying at St. Bernard’s High School is prohibited:

- On School Grounds owned, leased or used by a school;
- On property immediately adjacent to School Grounds;
- At any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- At a school but stop;
- On a school bus or any other vehicle owned, leased or used by the school;
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question:

- create a Hostile Environment at school for the Target;
- infringe on the rights of the Target at school; or
- materially and substantially disrupt the education process or the orderly operation of a school.

### Prevention and intervention Plan

The Plan shall include, but not be limited to:

- description of and statements prohibiting Bullying and Retaliation;
- clear procedures for students, Staff, parents, guardians and others to replying or Retaliation;
- a provision that reports of Bullying or Retaliation my be made anonymously; provided, however, that no disciplinary action
- shall be taken against a student solely on the basis of an anonymous report;
- clear procedures for promptly responding to and investigation reports of Bullying or Retaliation;
- the range of disciplinary actions that may be taken against Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- clear procedures for restoring a sense of safety for a Target and assessing that Target’s needs for protection;

- strategies for protecting from Bullying or Retaliation a person who reports Bullying, provides information during an investigation of Bullying or witnesses or has reliable information about an act of Bullying;
- procedures consistent with state and federal law for promptly notifying the parents or guardians of a Target and a Aggressor; provided, further, that the parents or guardians of a target shall also be notified of the action taken to prevent any further acts of Bullying or Retaliation; and provide, further, that the procedures has provide for immediate notification by the Principal or designee to the local law enforcement agency when criminal charges may be pursued against the Aggressor;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation shall be subject to disciplinary action; and
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of said students.

The Plan shall afford all students the same protection regardless of their status under the law. Nothing in the Plan shall prevent a school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law.

Although not required by applicable Massachusetts law, the Plan may include a provision for ongoing professional development to build the skills of all Staff, custodians, athletic coaches, advisors to extracurricular activities and volunteers to prevent, identify, and respond to Bullying.

The content of such professional development may include, but not be limited to:

- developmentally appropriate strategies to prevent Bullying incidents;
- developmentally appropriate strategies for immediate, effective
- interventions to stop Bullying incidents;
- information regarding the complex interaction and power
- differential that can take place between and among an Aggressor, Target and witnesses to the Bullying;
- research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the school environment;
- information on the incidence and nature of Cyber-Bullying; and
- internet safety issues as they relate to Cyber-Bullying.

The Plan shall include provisions for informing parents and guardians about the Bullying prevention curriculum of the school and shall include, but not limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school or school plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber-Bullying.

The Plan shall be reviewed and updated at least every two years, and the Principal is responsible for the implementation and oversight of the Bullying prevention and implementation plan within his or her school.

### Retaliation

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

Training.

Annual training on the Plan shall be provided for Staff and at the discretion of the Principal, for volunteers who have significant contact with students.

### Publication and Notice

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of this Policy and the Plan. Relevant sections of the Plan relating to the duties of Staff shall be included in the school employee handbook. Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

The Plan shall also be posted on the school's website.

### Reporting

A member or Staff shall immediately report any instance of Bullying or Retaliation the Staff member has witnessed or become aware of to the school Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

### Investigation

Upon receipt of such report, the Principal or his or her designee shall promptly conduct an investigation.

### Minimum Required Actions

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if the Principal or his or her designee believes that criminal charges may be pursued against an Aggressor;
- take appropriate disciplinary action;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target and, to the extent consistent with Massachusetts and federal law, notify them of the action taken to prevent any further acts of Bullying or Retaliation.

If the reported incident of Bullying or Retaliation involves students from more than one school district, Catholic school, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Principal or his or her designee first informed of the incident shall, subject to Massachusetts and federal law, promptly notify the appropriate administrator of the other school district or school(s) of the incident so that each school district and school may take appropriate action.

If an incident of Bullying or Retaliation occurs on School Grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or his or her designee informed of such incident shall contact local law enforcement agency if her or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.

#### Target Assistance

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both alleged Targets and Aggressors, affected by Bullying or Retaliation, as necessary.

#### Available Consultation

If any staff member has questions concerning this Policy, he or she is encouraged to contact the Principal and/or Dean of Students Office.

## **APPENDIX B**

### **St. Bernard's High School Bullying Prevention and Intervention Plan**

The St. Bernard's High School Bullying Prevention and Intervention Plan, as described below, is published in response to the recently enacted Massachusetts law (M.G.L., c. 71; sec. 370) against bullying and is an integral part of our efforts to promote a learning environment based upon Christian values. This plan articulates St. Bernard's High School's comprehensive



approach to addressing all forms of bullying, cyber bullying and retaliation; this plan is consistent with past practices regarding the way in which St. Bernard's has traditionally dealt with matters of bullying.

Simply stated, bullying in any form is not tolerated at St. Bernard's High School. Students who engage in bullying activities will encounter disciplinary consequences, including potential permanent removal from the school community.

The Principal of St. Bernard's High School, is responsible for the implementation and administration of this plan, and questions and concerns related to this plan should first be referred to the Principal's Office.

### Definitions and Examples

Massachusetts Law, (M.G.L., c. 71; sec. 370) utilizes the following definitions relative to bullying:

- Aggressor: is a student who engages in bullying, cyber bullying, or retaliation
- Bullying: The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:
  - (i) cause physical or emotional harm to the victim or damage to the victim's property;
  - (ii) Places the victim in reasonable fear of harm to himself or of damage to his property;
  - (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or
  - (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying
- Cyber-bullying: Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:
  - (i) the creation of a web page or blog in which the creator assumes the identity of another person, or;
  - (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

- Hostile Environment: a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.
- Retaliation: is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
- Target: is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

#### Examples of Bullying:

The following items are examples of bullying. Please note that this list is not exhaustive:

- Unwarranted physical contact, including but not limited to hitting, punching, striking, pushing, or other undesired physical exchange
- Teasing or threatening behavior that puts the target in a state of emotional anxiety
- Deliberately excluding someone from an event, with the intent to cause isolation and/or psychological harm
- Spreading rumors or attempting to harm the reputation and/or emotional wellbeing of the target
- Hazing and/or sexual harassment

#### Examples of Cyberbullying:

The following items are examples of cyberbullying. Please note that this list is not exhaustive:

- Sharing a private email, text message or another electronic communication, or threatening to forward it with the intent to embarrass or ridicule the target
- Sharing and spreading unkind words and/or pictures about another person via social media, email, text message, or other electronic means
- Threatening or insulting others through emails, instant messages, text messages, social media posts, or other means of electronic communication
- Posting, or threatening to post embarrassing or compromising pictures of the target online, without his or her permission

- Creating a web page, blog, wiki or other electronic forum in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages, with the intent to cause or which results in emotional distress for the target.

### Policy and Statement against Bullying, Cyber-Bullying, and Retaliation

St. Bernard's High School is committed to maintaining a community in which the dignity and worth of each member is revered and respected.

St. Bernard's considers bullying, in all of its forms, to be a grave disciplinary infraction.

Students who bully other members of the St. Bernard's community will be held accountable by the school's administration and therefore are subject to disciplinary action, including potential removal from the school community. Bullying behavior towards individuals outside of the St. Bernard's community will also face disciplinary action.

Also prohibited by this policy is any retaliation against any person who complains of bullying or assists in a school investigation of bullying. Students are also strictly prohibited from interfering with an investigation of an incident of bullying. Bullying in all its forms or retaliation against a student who reports an instance of bullying will not be tolerated at St. Bernard's High School.

Members of the St. Bernard's community will be held accountable by the school's administration and therefore are subject to disciplinary action, including potential removal from the school community, in the face of participation in bullying actions.

### Reporting & Responding to Bullying, Cyber-Bullying, & Retaliation

Students who are victims of bullying, or students, teachers, parents, or community members, who witness acts of bullying, or are aware of acts of bullying, should immediately report these occurrences to an administrator in the St. Bernard's community.

The Principal will be the primary contact regarding any instances of bullying.

St. Bernard's administrative contact information is listed below:

- Principal, Mrs. Linda Anderson - (978) 342-3212, x222; [landerson@stbernardscchs.org](mailto:landerson@stbernardscchs.org)
- Dean of Students, Mr. Paul Constantino - (978) 342-3212;  
[pconstantino@stbernardscchs.org](mailto:pconstantino@stbernardscchs.org)
- Assistant Dean of Students, Mr. Adam Rickenbach - (978) 342-3212;  
[arickenbach@stbernardscchs.org](mailto:arickenbach@stbernardscchs.org)
- Office Administrator, Mrs. Annemarie Rouleau - (978) 342-3212;  
[arouleau@stbernardscchs.org](mailto:arouleau@stbernardscchs.org)

Community members can also report bullying to any adult member of the St. Bernard's community, including the following individuals:

- Teachers
- Coaches
- Athletic Director, Mr. Ryan Walsh ([athletics@stbernardscchs.org](mailto:athletics@stbernardscchs.org))
- College Counselor, Mrs. Heather Tullio ([htullio@stbernardscchs.org](mailto:htullio@stbernardscchs.org))
- Campus Minister, Mrs. Maryann Raymond ([mraymond@stbernardscchs.org](mailto:mraymond@stbernardscchs.org))
- School Chaplain, Fr. Joseph Dolan
- School Nurse (TBA)

While all individuals are strongly encouraged to be forthright with their reports, it is understood that in some instances an individual may report an incident anonymously. All reports of bullying, including those submitted anonymously, will be fully investigated by the school to determine their validity. Once validity has been established, corrective measures will be taken to reasonably ensure the safety of all community members.

It should be noted that anonymous reports that, upon investigation, are not substantiated, will not result in disciplinary action.

As noted previously in this handbook, all Bernardian students are expected to be truthful in all circumstances, including investigations of alleged bullying. Students who lie or intentionally deceive St. Bernard's personnel will be subject to disciplinary action.

### Students

Any student who is being bullied in any way should report this situation to the Principal, Dean of Students, and/or appropriate staff member, as soon as possible.

In order to effectively respond to incidents of bullying, it must be stressed to the school community that timely and appropriate reporting must occur. Absent such reporting, it can be very difficult for school administrators to effectively and properly respond to bullying incidents. Therefore, students are required to report all instances of bullying and all instances of retaliation resulting from the filing of a bullying report, to the Principal, as soon as possible.

While all students are encouraged to openly report instances of bullying, anonymous reports are welcomed. To file an anonymous report, simply write a letter to the Principal and place the letter in the Principal's mailbox, located in the main office.

### Parents, Families and Community Members

St. Bernard's understands that parents and families are often the first to uncover incidents of bullying, both on and off campus. In response to this reality, we encourage all parents, families, and community members to contact the Principal if they discover that bullying is taking place with any student or member of the St. Bernard's community.

Moreover, should parents, families, or community members uncover that students are being retaliated against for reporting matters of bullying, this information should also be communicated directly to the Principal so that appropriate measures can be taken.

### Faculty, Coaches, Staff and Moderators

All employees of St. Bernard's High School have a responsibility to safeguard the wellbeing of each student. Teachers, coaches and moderators have a duty to reasonably ensure that their individual classroom environment or meeting place is free from bullying activities.

Employees who witness or suspect instances of bullying must immediately report this fact to the Principal.

Employees must also report instances in which they believe a student is encountering retaliation due to the reporting of an alleged instance of bullying.

## **Investigation and Notification Procedures**

### Investigation

The school will thoroughly investigate all matters of alleged bullying in order to mitigate any and all concerns. Such investigations will likely include interviews with students, parents, faculty, and other community members who are proximate to the alleged bullying incident.

Relevant documents, including text messages, posts via electronic social media (Facebook, Twitter, Snapchat, etc.), school policy documents, and other items will be considered, as appropriate grounds in any investigation of bullying.

Investigations will be conducted in the instance of all reports, in order to ascertain the validity of any bullying claim. Similar investigations will transpire in the case of an alleged incident of retaliation against an individual who reports an instance of bullying.

### Notification

All parties involved in an alleged bullying incident, including the student target(s), perpetrators, parents and guardians, will be notified by the school during the course of the aforementioned investigation. The goal of this policy is to end any confirmed instances of bullying so that all community members can coexist within a safe and respectful environment.

### Disciplinary Consequences for Bullying or Retaliation

It should be noted that St. Bernard's High School will utilize any and all available tools to effectively prevent and respond to instances of bullying or retaliation against students who report a bullying incident.

These tools include the disciplinary measures of detention, suspension, probation and expulsion, as defined in the Student Handbook.

The confirmed circumstances surrounding each incident, in conjunction with the stated policies of the Student Handbook, will ultimately drive any disciplinary action. However, it should be noted that perpetrators of bullying or retaliation expose themselves to all potential disciplinary consequences, including permanent removal from the school community and/or legal action.

Moreover, should the situation include criminal conduct, the Principal or designated authority will notify local authorities, as appropriate.

It is important to bear in mind that stricter standards of behavior than those outlined in M.G.L., c. 71; sec. 370, may apply so that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying, as it is defined under the law. For example, although the law defines bullying as "...repeated use..." of certain expressions, acts, and/or gestures, the St. Bernard's administration will likely respond in a disciplinary manner to incidents of single expression, act, or gesture, if such incidents are determined to violate the conduct code of St. Bernard's High School.

### Support for Those Impacted by Bullying

In cases where a student has been impacted by bullying or the reporting of bullying, counseling is available. At times, such counseling may be mandated as a condition of remaining at St. Bernard's High School.

St. Bernard's may also refer a student to an outside professional for the desired level of counseling. We believe that counseling can play an important role in supporting those students impacted by bullying and can assist in maintaining a culture of respect throughout the school community.

## Bullying Prevention Procedures

It should be noted that St. Bernard's High School is keenly aware of its responsibility to create a school environment in which the academic, social, moral, and ethical development of all students can occur to the fullest extent possible. In this way, St. Bernard's works to prevent bullying, as well as other educational disruptive behavior, from occurring both on and off school grounds.

In an attempt to accomplish this goal St. Bernard's engages in the following forms of discourse:

- Student and Parent Handbook: Each year the St. Bernard's administration publishes and distributes (via the school's website) the annual Student Handbook. This document clearly articulates all of the policies and procedures governing the St. Bernard's High School community, including all policies related to the prevention of bullying and the prevention of retaliation against those who report an instance of bullying. The Handbook is updated before the start of school each year, and both students and parents must sign the Parent/Student Acknowledgement form, signifying their willingness to be governed by all school policies, as stated in the Handbook. Students who do not sign the contract are prohibited from enrolling at St. Bernard's High School
- School Assemblies: Throughout the school year, assemblies are held with all students in the community to address the subject of conduct and bullying. During these assemblies, administration reinforces the policies and procedures contained within the Student Handbook. Select policies are discussed at length, including the school's policy against bullying and the fact that bullying in any form will not be tolerated at St. Bernard's

Additionally, each year begins with a faculty and staff meeting, before classes commence. At this meeting, the administration reviews teacher expectations with all faculty members, including the responsibility of teachers to address and report instances of suspected bullying. Response to Incidents:

At St. Bernard's High School, the Principal is responsible for responding to any and all instances that jeopardize the educational environment of the school, and an alleged instance of bullying would certainly classify as an incident that would require a response from the Principal's Office.

By responding to these incidents in a swift and decisive way, with appropriate disciplinary consequences for those deemed responsible, St. Bernard's is positioned to establish a culture of mutual respect. We believe that such an environment is essential to the educational growth of our students. Subsequently, students, who threaten this environment, encounter disciplinary consequences consistent with their actions, including in some cases potential removal from the school community.

### Concluding Statement

By creating this bullying policy and adhering to its stated principles, St. Bernard's High School continues to be well positioned to minimize instances of bullying and bullying related retaliation. We are also well positioned to respond to and address alleged and confirmed instances of bullying.

While members of the St. Bernard's community have routinely enjoyed high levels of respect and appreciation, we realize that bullying can occur anywhere people interact with one another; therefore, we will continue to work to ensure that all students at St. Bernard's High School enjoy a school community free of unaddressed harmful and inappropriate behaviors.