



St. Bernard's  
Central Catholic High School  
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[www.facebook.com/StBernardsHighSchool](http://www.facebook.com/StBernardsHighSchool)

STUDENT HANDBOOK

*This agenda belongs to:* NAME \_\_\_\_\_

\_\_\_\_\_ ADDRESS \_\_\_\_\_

\_\_\_\_\_ CITY/TOWN \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

Your personal discoverzone: [www.mydiscoverzone.com/signup](http://www.mydiscoverzone.com/signup)  
id: \_\_\_\_\_ password: \_\_\_\_\_

Welcome to the 2018-2019 School Year!

We welcome you back to a new school year. St. Bernard's is committed to each student and will challenge you to attain the highest level of academic success possible. In this effort we ask that you try your best in everything you attempt, be it in the classroom, on the playing fields or as a participant in extracurricular activities. The teachers, coaches, advisors and administration will provide the academic atmosphere and extracurricular activities conducive to good learning and character growth. Be it known to all whom enter St. Bernard's that CHRIST is the reason for this school. He is the unseen and ever present teacher in our classes. He is the model of our faculty and the inspiration of our students.

This handbook is designed to prevent any misunderstanding regarding school policies and procedures. It is impossible to anticipate every situation or contingency that may arise, however, this handbook is the students and parents guide. We reserve the right to change or interpret policies or procedures that are in the best interest of our students. I respectfully suggest that you and your parents read this handbook together and keep it at hand for a quick reference.

Whether Senior or Freshmen, we pray for your success and hope this school year will be a memorable and exciting year.

May God Bless the St. Bernard's Community.

Robert B. Blanchard  
Principal

## Internet Use Agreement, Waiver, and Release

### The Internet

St. Bernard's C.C.H.S. is pleased to offer its students access to the internet through St. Bernard's computer system. The internet is a worldwide communications network through which students may communicate with other internet users through textual, graphic and audio transmission. To gain access to the Internet through St. Bernard's computer system, a student must sign and submit the Internet User Agreement, Waiver and Release. All students must obtain the signature of a parent or legal guardian.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards which exist on computer servers around the world. St. Bernard's sole intent in providing access to the Internet is to further educational goals and objectives. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic and / or auditory information which is inappropriate and otherwise offensive to the users or others. Access to the above material is strictly prohibited by this Agreement.

St. Bernard's is taking action to prevent student and staff access to the above mentioned material, including the use of blocking software. However, because of the changing nature of information on the Internet, it is impossible for St. Bernard's to completely prevent access to such material. St. Bernard's respects the right of each student and parent to decide whether or not the student will be permitted to access the Internet. In order for the student to use the Internet access provided by St. Bernard's, the parents and student must sign the Internet Use Agreement, Waiver and Release (herein "Agreement"). This agreement will be valid for the 2018-2019 school year.

## Conditions and Rules of Use

Access to the Internet through St. Bernard's C.C.H.S. computer system is not a right, it is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer or store any material in any form which is pornographic, sexually explicit, illegal, defamatory or potentially offensive to others;
2. Users who unintentionally access such material shall immediately terminate such access;
3. Users shall not harass, insult, or attack others;
4. Users shall not damage computers, computer systems, computer networks or computer data;
5. Users shall not use another user's password;
6. Users shall not trespass in the folders, work, files or data of others;
7. Users shall not unintentionally waste user time and resources;
8. Users shall not use Internet access for any commercial activity;
9. Users shall not use Internet access for political lobbying;
10. Users shall abide by all federal, state or local laws;
11. Users shall not use Internet access for non-academic purposes.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action. St. Bernard's C.C.H.S. reserves the right to review and monitor all data, website information, and device information stored on St. Bernard's computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on St. Bernard's servers will be private or confidential.

# St. Bernard's Central Catholic High School

2018-2019

## Parent/Student Acknowledgement of Student Handbook

This is to acknowledge that we have seen and had the opportunity to read the Student Handbook pertaining to the rules and regulations of St. Bernard's High School and agree to abide by said rules and regulations.

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Student's Name (Please Print Clearly)

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Homeroom

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Date

---

Student's Signature

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Parent's Signature

This form, along with the Internet Waiver and Release form (back side) must be signed and returned to the homeroom teacher by 9/7/18.

## Internet Waiver and Release

I hereby consent to the Internet Use Agreement conditions and rules of use. I understand that the Internet contains material which is pornographic, sexually explicit, illegal, defamatory and otherwise offensive to some people. I understand that it is impossible for St. Bernard's C.C.H.S. to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against St. Bernard's C.C.H.S., administrators, teachers, employees, volunteers caused by, or resulting from my access to the Internet. I understand that I am responsible for any updating of status and for informing the school of any change of parental/guardian Internet permission.

---

Student's Signature

---

Date

I am the parent or legal guardian of the above named student ("Student"). I hereby grant permission for Student to access the Internet. I understand that the Internet contains material which may be pornographic, sexually explicit, illegal, defamatory and otherwise offensive to some people. I understand that it is impossible for St. Bernard's C.C.H.S. to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against St. Bernard's C.C.H.S., administrators, teachers, employees and volunteers caused by, or resulting from Student's access to the Internet. I hereby release St. Bernard's C.C.H.S. from any liability whatsoever which may arise as a direct or indirect result of Student's access to the Internet.

---

Parent or Legal Guardian Signature

---

Date

---

Name of Student (Please Print)

## Use of Physical Likeness for Marketing

Like all private schools, St. Bernard's C.C.H.S. by necessity maintains an active program to market the school and its programs. Photographs, videos, etc. are an essential part of any schools marketing efforts. By virtue of their student's enrollment at St. Bernard's C.C.H.S., parents' consent to the reproduction and use of their and/or son's/daughter's physical likeness in any marketing materials, including but not limited to, still camera photographs, retail packaging, print advertising, internet marketing, CD-ROM, DVD, and/or TV commercials, etc.

St. Bernard's C.C.H.S. Regularly publicizes student awards and achievements to local media. This includes sending press releases, with photos and other relevant information, to local newspapers regarding the honor roll, awards, outstanding extra-curricular performance and other accomplishments. Public recognition of your student's achievements is a proven way to build confidence in their ability and exemplifies for others the value of a St. Bernard's education.

If for some reason, you wish us NOT to publicize news and/or use any likeness of your student please contact the principal at St. Bernard's C.C.H.S. in writing, by September 14, 2018.

If there is no request made, we will infer your consent.

Mailing Address: Principal, St. Bernard's C.C.H.S.  
45 Harvard St  
Fitchburg, MA 01420

## BELL SCHEDULE

7:00 a.m.	Cafeteria open to all students	
7:30	Teachers in all Homerooms	
7:38	Warning Bell	
7:40	Start of Homeroom	
7:47	End of Homeroom	
7:50	1st period begins	(48 min.)
8:38	1st period ends	
8:41	2nd period begins	(48 min.)
9:29	2nd period ends	
9:34	3rd period begins	(48 min.)
10:22	3rd period ends	
10:25	4th period begins	(48 min.)
11:13	4th period ends	
Lunch Period	1st lunch	11:16-11:36
	2nd lunch	11:39-11:59
	All student in class	12:02-12:22
11:16	5th period begins	
12:22 p.m.	5th period ends	
12:25	6th period begins	(46 min.)
1:13	6th period ends	
1:16	7th period begins	(46 min.)
2:00	7th period ends	
2:15	Detention begins	(45 min.)
3:00	Detention ends	

Detentions are held on: Mondays, Tuesdays, Wednesdays, and Thursdays.



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# St. Bernard's Central Catholic High School

## Student-Parent Handbook 2018-2019

### I. General

#### History

Saint Bernard's Central Catholic High School is one of three regional co-educational secondary schools in the Diocese of Worcester. It was founded in 1920 as a commercial high school for girls in a building on church property. In response to a demand for diversified Catholic secondary education, a cornerstone was laid in 1926 on Harvard Street for a Catholic co-educational high school offering classical, general and business courses. The school welcomed 185 students on September 4, 1927. Since the first day, St. Bernard's has been staffed 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. 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 classrooms. February, 1980, marked the opening of a new Activity Center which houses a gymnasium with a seating capacity of one thousand, and a general purpose room. In 1998, renovations and upgrades expanded the athletic facilities to include baseball, field hockey, softball and soccer fields. Presently, St. Bernard's Central Catholic High School offers secondary education to approximately 150 students and accepts applications from all who wish to apply.

#### Mission Statement (Reviewed, Annually)

St. Bernard's Central Catholic High School, the Diocesan Catholic High School in North Worcester County, proudly educates its students in a Christ-centered, student-focused, college preparatory environment.

By providing a safe and structured academic climate, St. Bernard's recognizes and promotes each student's unique gifts and talents, in both the curricular and extracurricular realms.

A St. Bernard's education builds a bridge to the future, while maintaining ties to the schools rich past. In doing so, St. Bernard's strives to produce community leaders who embrace the school's maxim: "Love One Another".

### Objectives

We attempt to achieve the above mission through the following objectives:

1. To witness the message of Jesus Christ in order to foster life-long, sustaining Christian values.
2. To emphasize a partnership between home and school in the education process.
3. To offer the core academic curricula to develop critical skills, abilities and knowledge essential for success.
4. Incorporate teaching and learning styles that effect positive and personalized learning.
5. To promote the appropriate use of technology.
6. To provide programs and activities which promote diverse interests and talents.

### Expectations for Parents and Guardians

As a child's primary educator(s), instill a respect for others, core Christian values and a love for learning.

Contact with the school on any and all matters that effect the education and well being of the child.

Support of the school for those rules and regulations that promote

and maintain an atmosphere conducive to learning through the maintenance of good order and discipline.

Meet in a timely manner all financial obligations to the school.

#### Expectations for Faculty

Accept and teach by example and role modeling Christian values, respect for others, a love of learning and adherence to the rules and regulations of the school.

Maintain timely contact with parents concerning the progress of students in all matters.

Be available to students and parents as requested for individual assistance.

Maintain an up-to-date knowledge of their subject, methods of teaching and styles of learning.

#### Expectations for Students

Accept and live by example with personal responsibility for the Christian values, respect for others, and love for learning exhibited by parents and faculty.

Follow, uphold and contribute to the establishment of an atmosphere conducive to learning through the adherence to the rules and regulations of the school.

Contribute to the positive environment of the school, by fully involving oneself in the life of the school.

Strive to achieve excellence in all areas: curricular, extracurricular and spiritual.

#### Purpose of Handbook

We, the faculty and administration of St. Bernard's Central Catholic High School, have committed ourselves to the ideals of

Christian Education. We urge you to work with us in the fulfillment of our commitment, and by means of this handbook we hope to encourage and guide you in taking on your responsibilities. The handbook aims at defining a set of practical rules that will make cooperation easier and will generate an atmosphere in which teaching and learning can thrive. It provides the information necessary for the day-to-day business of being a student.

St. Bernard's is your high school. For that reason, it is your challenge and your responsibility to benefit fully from what it has to offer. If you, the students and your parents, are enthusiastically determined to make your experience here an enjoyable and rewarding one, it is essential that both parties cooperate with us toward the end.

## II. Student Conduct

### Philosophy of Discipline

Student behavior at St. Bernard's should be regulated by the norms of Christian freedom and responsibility. Students whose behavior does not conform to these norms will find their continued presence being seriously called into question.

It is recognized to be the primary right of individuals in this school environment to further educational pursuits in a peaceful and secure atmosphere. Students who choose to disrupt the academic and/or spiritual atmosphere will find themselves involved in the disciplinary process, described below.

This is the purpose and direction of discipline within the school community. The attainment of this goal is viewed as a communal responsibility. Rules of conduct help to establish and stabilize the relationship between members of the school community as well as foster respect for the rights of others.

St. Bernard's philosophy is based on a progressive system of discipline. Upon first infractions of minor rules, students will be

talked to and school expectations will be explained. Further violations will result in detentions and parent conferences. More serious infractions and repeated infractions will be treated more seriously – including out of school suspensions and placement on Disciplinary Probation. Ultimately, for students who do not respond appropriately to the school's efforts to improve conduct and/or attitude, expulsion is the last resort.

## ATTENDANCE

### Rationale:

1. Regular and punctual patterns of attendance are expected of each student. The high school student is at an age when he/she must develop patterns of behavior expected in adults. This maturation process requires taking responsibility for their actions, attendance and punctuality.
2. There is a direct relationship between academic performance and attendance. Students who are at school everyday perform better than those who are not.
3. Frequent absences from regular classroom experiences disrupt the continuity of the education process. Regular contact with the teacher and fellow students, as well as participation in planned classroom activities, are vital to the learning process.
4. Being absent, late for school or dismissed early from school does not relieve a student from academic responsibility. Students must make up any work and all work that he or she missed.

It is recognized that situations occur that require a student be absent, but every effort must be made to keep absences to a minimum.

## ATTENDANCE POLICIES

If a student is absent from school, the parent/guardian must call the school to report the absence. When the student returns to school, the student must bring a note signed by the parent/guardian indicating the reason the student was absent. This note will remain on file in the Main Office for the rest of the year.

If a student will be arriving to school late, a parent must call the school 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 doctor's office. When the student arrives, he or she should immediately report to the Main Office. The student must sign the Student Register, indicating the student's name, the date and time admitted to school, and the reason for the tardy. School detentions and other sanctions may be assigned for excessive tardiness.

Students are allowed up to 14 absences in a yearlong course (7 for a semester long course) without losing credit. Any student who accumulates 14 absences in a year, or 7 in a semester, may lose credit for the course. St. Bernard's Central Catholic High School does not distinguish "types" of absences. There is no such thing as an "excused absence". It is understood that sickness, transportation issues, family emergencies/illnesses, and other types of situations will arise that prevent a student from coming to school. Student/parents have the right to appeal this decision to the Principal.

The Diocese does not permit parents or guardians to alter the school calendar for vacations. If vacations occur during the school year, the absences accumulated during the vacation will count toward the 14-day absence policy.

Any student who establishes a pattern of excessive absences and/or tardiness after being notified could cause the student's enrollment at St. Bernard's to be at risk.



### Truancy

Truancy will be dealt with as a serious disciplinary issue. Student's absence without parent/guardian knowledge and/or prior approval, will not be allowed to turn in work or get credit for in-class assignments for that day. A zero will be entered into the teacher's gradebook for all work that day. Repeated truanies could result in being asked to withdraw from the school.

### Extracurricular Eligibility

Students must be in school until 2:00 pm on any day in which they plan on participating in an extracurricular activity. For this purpose, a student must be signed in to the Main Office no later than 10:30 a.m. for that day to be allowed to participate in that day's extracurricular activity. Any exceptions must be approved in advance by the Principal.

### Dismissals

Students who must leave the school prior to 2:00 p.m., must have their parent's or guardian's written permission. Students must get a dismissal slip before homeroom in the Main Office. The student must present the dismissal slip to the teacher out of whose class the student is being dismissed. Students are responsible for any missed work, assignments or homework given that day.

No student will be dismissed from school without the prior approval of a parent or guardian. It is imperative that the Main Office be supplied with current and accurate contact information. St. Bernard's will make every effort to contact the individual(s) named on the emergency record card, but will dismiss no student without parental permission.

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

No student who signs out during the school day for illness, or other reasons, will be eligible to participate in any extra-

curricular activities that day. Students must be in school till 2:00 p.m. to participate.

#### College Visitation

St. Bernard's is a college preparatory high school. As such, St. Bernard's endeavors to provide as much information as possible to students and parents about the college admission process. Nothing, however, replaces visiting a college to see first-hand what it has to offer. With this in mind, seniors in good standing may visit college(s) and miss three (3) school days. These absences will not count against a student when determining if credit will be given for a course. Students must fill out all appropriate forms prior to the college visit, and return the signed forms to Guidance in a timely manner after the visit. Students who do not meet all of the requirements, will have the absences count toward the 14 allowed by Diocesan policy.

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

#### Tardiness and Late to Class

Each student has the responsibility to arrive at school and to each class on time. Students who arrive after 7:40 a.m. MUST check in at the main office.

Students arriving late for class are handled by the classroom teacher who have after school detention authority. Late to class will not excuse a student from the completion of an assignment or test, quiz or examination. The work will be completed at the teacher's discretion. Excessive lateness to class (normally 3 per marking period) will be referred to the administration for action.

#### Dismissal from Class

If a student is disruptive or non-cooperative in class, a teacher may ask her or him to leave and report to the Main Office, so that the teacher can continue to teach. The dismissed student must report immediately to the Main Office and complete a Class Dismissal Form.

## DRUG AND ALCOHOL POLICY

### Diocesan Drug and Alcohol Policy

The use and/or possession of any alcoholic beverage or non-prescription drugs is strictly prohibited. Any student dealing in drugs will incur an automatic recommendation for expulsion by the Principal to the Superintendent.

Any student who has consumed or is under the influence of alcohol or drugs at school or at a school function is not permitted to remain on school property or at the location of the function. This is sufficient reason for immediate expulsion with the approval of the Superintendent.

When such an infraction occurs, immediate notification shall be given to parents. The student is placed on immediate out of school suspension. Parents are called to remove the student from the school. The Principal will schedule an appointment with the parents and student as soon as possible, but within three days.

If, in the judgment of the Principal, immediate dismissal is not recommended to the Superintendent, the following shall be established:

- Arrangements must be made for counseling either at Catholic Charities or another acceptable agency or doctor. Notification from the counselor must be sent to the Principal when the counseling has been undertaken. The agency must give periodic confirmation that continued counseling is taking place. When a decision for termination of counseling is made, notification must be forwarded to the Principal.
- The student shall receive a minimum of fifty days detention at the school. During the detentions, the student will be assigned to a work detail at school without pay. The student is not to be assigned to a study hall.
- 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 immediately relinquish any leadership role in the school -- (class officer, student council, etc.).
- The student shall not participate in extracurricular activities or sports for the equivalent of one semester - (90 school days).

The parents and student shall be informed that unless the above conditions are followed, the student shall be dismissed from the school.

The above sanctions shall be put in writing and signed by all parties.

St. Bernard's Policy Regarding Drug and Alcohol Use and Abuse

This is not covered by Diocesan Policy.

Rule 1

During the season of practice or play, a student shall not, regardless of quantity; use, consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product, electronic smoking device; marijuana; steroid; or any controlled substance.

Penalty First Offense: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the remainder of that season. If a season is more than 50% completed, the student will be ineligible for three weeks of the season he/she participates in.

The student may not attend any extracurricular activity during the term of the suspension. If the student is not a participant on an athletic team at the time of the offense, that student will lose all school privileges and may not attend extracurricular activities for the same period of time as the athlete.

Second Offense: One calendar year suspension from all extracurricular activity.

## Rule 2

During the season of practice or play, a student shall not be present at a student gathering where drugs or alcohol are knowingly present.

Penalty First Offense: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for three games or two weeks, whichever is greater, and the athlete may not attend extracurricular activities. If the student is a non-athlete at the time of the incident, he/she will lose all school privileges and may not attend extracurricular activities for the same period of time as the athlete.

Second Offense: A one-season suspension from all athletic and extracurricular activities.

## Rule 3

During the season of practice or play a student shall not host a gathering where drugs or alcohol are knowingly present with or without the parent's knowledge or consent.

Penalty First Offense: When the Principal confirms, following an opportunity for the student to be heard that a violation occurred, the student shall lose eligibility from all extracurricular activity for one calendar year.

Second Offense: A request to the Superintendent for an expulsion hearing.

## DISCIPLINE POLICIES

St. Bernard's embraces a progressive discipline policy. Minor infractions of school policies will result in minor consequences. Repeated infractions will result in more and more serious consequences. Continued disciplinary infractions will ultimately lead to a student being asked to leave St. Bernard's, or facing expulsion.

Disciplinary infractions are kept as a part of the student record. Incidents are entered into the school's computers and are kept

on file until the student graduates or leaves the school. Parents may request copies of a student's disciplinary record from the Principal. Expulsion is the only discipline sanction that remains on a student's Permanent Record.

Dignity and individuality form the foundation upon which the St. Bernard'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. In addition, the individuality and identity of each person are among the most important aspects of one's self esteem and pride. 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.

#### Misconduct

Student misconduct will be defined in all cases by the school administration and the Catholic School Department. Knowledge of student misconduct, before or after the fact, may result in school sanctions. Students are strongly encouraged to report misconduct to the school administration.

The following list is not comprehensive, nor all-inclusive.

- Theft of any kind.
- Violence of any kind, or the threat of violence.
- Obscene or inappropriate language of any kind.
- Intentional damage to school property, or personal property of a student or staff member.
- Taunting, bullying or excessive teasing of students on or off campus. Harassment of any kind will not be tolerated. Refer to Diocesan Bullying Policy (Appendix A) and STB Bullying Prevention Policy (Appendix B).
- Possession of any kind of inappropriate material on school grounds.

- Physical or verbal abuse, wherever and whenever it occurs. This includes the use of threatening language sent by email, Instant Messaging, texting, sexting or any other communication device, to students, parents or staff.
- Persistent failure to comply with directions given by administration, staff or faculty.
- Cheating and/or plagiarism. See Page 28.
- Intentional disruption or obstruction in a classroom, study hall or any school function.
- Deliberate dishonesty, including cheating, plagiarism, providing fraudulent information, forgery, or altering school documents or records.
- Possessing drugs, alcohol or any controlled substance.
- Any student threatening the use of or found in the possession of any weapon on the school premises or at a school sponsored or participating event. A weapon 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 streets adjacent to the school.
- Any conduct that creates a dangerous situation for any student, parent or staff member.
- Any conduct which embarrasses the school, or the members

of the St. Bernard's community. This includes any conduct or participation in conduct unbecoming a St. Bernard's student. Conduct will be defined in all cases by the St. Bernard's administration and the Diocesan School Department.

#### Respect for Teachers

Parents are held to the same standards as students with regard to respect for teachers. Enrollment of the child in school implies a partnership between the school and the parents/child: If the partnership breaks down, parents can be required to withdraw the child from school.

### SANCTIONS

Teacher and/or school detentions will be given for violation of class or school rules. Detentions are held in a classroom after school for duration of 45 minutes. Mrs. Rouleau is in charge of all detentions. Any rescheduling of a detention must take place before and not after it has occurred. Mrs. Rouleau is in charge of all rescheduling of detentions.

1. When a detention is given for a violation of school rules, the detention must be served the next school day on which a Detention Hall is held.
2. If detention is not served, the student will receive two (2) detentions.
3. If either of these two (2) detentions is not served, the student will be immediately ineligible for all extracurricular activities. This will include practices, games, rehearsals, performances, etc.
4. If the student still fails to serve their detentions, they will serve in school suspension.
5. If a student is a repeat offender for skipping detentions, these subsequent offences will cause the student to be permanently removed from extracurricular activities for the remainder of that season.
6. Continued non-compliance with the serving of detentions may cause the student's enrollment at St. Bernard's to be at risk.



### Suspension

Students who have accrued several detentions, or who repeatedly break the same rules, and do not appear to conform to the expectations of student conduct, may be suspended from school. Students who violate a major school rule, even if it is the “first offense”, may be suspended.

Suspension is a temporary separation of a student from school. Suspensions may be from one to five days. All suspensions conclude with a parent meeting with a member of the school administration. Students who are suspended will not receive credit for missed school work.

Suspensions may be in school, or out of school. The decision as to the nature and duration of the suspension is at the school administration’s discretion.

Any student who is suspended must consider very seriously their status at Saint Bernard’s. Any further disciplinary infractions would be seen as complete disregard for the school rules and would likely lead to the dismissal from the school.

Before any suspended student can be returned to school, there will be a reinstatement hearing with the principal.

### Disciplinary Probation

Any student who is considered at risk for suspension or expulsion, may be put on Disciplinary Probation. When the school administration identifies a student for Disciplinary Probation, the student’s parent/guardian will be notified in writing. The parent/guardian will be invited to participate in a meeting with the school administration to discuss the reason for this status. At that meeting, the duration and conditions of the Disciplinary Probation will be explained and a written agreement will be signed by all parties and kept in the student’s file.

Students transferring to St. Bernard’s may be accepted with Disciplinary Probation for the first semester or year if deemed appropriate

by the Saint Bernard's administration.

Students on Disciplinary Probation may not participate in extra-curricular activities for the duration of the probation. This includes all sporting events, school activities, dances and proms, unless specifically noted in the written agreement.

### Expulsion

As a school under the supervision of the Diocese of Worcester, only the Superintendent of Schools can expel a student from St. Bernard's Central Catholic High School. Expulsion is the permanent dismissal of a student from the school.

### Dress Code and Appearance

Appropriate, modest and well-groomed appearance is a sign of respect for one's self and the school. Students dress appropriately at school and all school functions because they respect each other, their teachers and themselves. Dress code in conjunction with personal cleanliness, neatness and appropriate behavior, all contribute to the learning environment and good order in the school.

Uniforms are provided by Shack's Clothing, Fitchburg. All school clothing must be clean, properly fitting and tucked in at all times.

Male students are not allowed: facial hair, earrings, piercings, novelty ties, workboots or workshoes. Hair must be neatly trimmed. All hair styles are subject to the approval of the principal.

Female students are not allowed: fishnet stockings, short skirts or excessive earrings, facial piercings. All Female Students must wear Solid Colored Opaque Tights or Leggings when wearing school skirts. Leggings should be no shorter than ankle length.

All students are not allowed: sneakers, work boots, slippers, flip flops, hats, tank tops, bare midriffs, body piercings, visible tattoos, inappropriate jewelry, extreme hair styles or t-shirts which have writing on them.

Dress code standards begin when the student enters the building and are enforced at the first bell. The following dress code standards are required:

	Women	Men
Winter Dress Code October	Solid Colored Dress Blouse St. B Fleece Uniform Sweater Uniform Skirt or Pants Solid Colored Opaque Tights or Leggings with School Skirts Dress Shoes	Solid Colored Dress Shirt St. B Fleece Uniform Sweater Uniform Pants  Dress Shoes Neck Tie
Summer Dress Code August, September, May, and June	Short Sleeve Solid Colored Dress Blouse  School Polo shirt  Uniform Skirt or Uniform Pants Solid Colored Opaque Tights or Leggings Dress Shoes	Short Sleeve Solid Colored Dress Shirt  School Polo shirt  Shirt and Neck tie Uniform Pants  Socks Dress Shoes

### III. Academic Policies

#### SCHOOL REPORTS

Report cards are issued to students quarterly. Students receive their report cards during the school day. Only the final report card is mailed home.

Interim Progress Reports are issued at the midpoint of each quarter. These reports give a snapshot of each student's progress in each class. Students are responsible for bringing home the Interim Progress Reports. The dates for these reports are noted on the school calendar.

Deficiency Notices are warnings that the student's performance is unsatisfactory and that improvement is needed. Deficiency notices are sent home to the parent/guardian by individual teachers.

Bi-Weekly Reports may be requested from the Guidance Department. Bi-weeklies are intended to provide current academic updates to parents for a short period of time. When requested by the parent or guardian, the guidance counselor will request updates from each teacher. These reports are then sent home for parental review. Each bi-weekly report must be signed by a parent/guardian, and promptly returned to the school. Bi-weeklies are intended to provide feedback for a short time, usually 6 to 8 weeks as a family works together to help address an academic weakness. Parents wishing to extend the duration of the bi-weekly reports must get permission in advance from the Principal.

#### Parent-Teacher Conferences

In an effort to improve student achievement, and to foster parent-teacher dialogue, parents may request a Parent-Teacher Conference. A concerned parent may call the Guidance Office during school hours (7:30 am – 2:30 pm) to request a meeting. Meetings are scheduled for weekday afternoons, and are generally held at 2:05 pm. Teachers will present information about the student's strengths and weaknesses, and the guidance counselor will help develop strategies to improve student performance. St. Bernard's finds it most productive when parents/guardians and the student in question attend the Parent-Teacher conference. Please call Guidance for more information.

#### Extra Help

All teachers are contractually required to keep office hours for a minimum of forty five (45) minutes every day after school, Monday through Thursday. Students are strongly encouraged to take advantage of this and meet with teachers to get the extra help they may need. Students are strongly encouraged to make prior arrangements to meet with teachers after school to avoid scheduling conflicts.

All students must take and pass 24 credits in order to receive a St. Bernard's Central Catholic High School diploma.

There are seven periods in the school day. Once a student matriculates at St. Bernard's, they must take and pass at least six St. Bernard's classes for each year that they are enrolled. Students may elect to take a seventh course – students who do so will not have a study hall during the school day.

#### Levels

All Students in A.P. Classes must take the A.P. Exam and are responsible for all examination fees. Failure to take and pay for the exam will result in loss of credit for that A.P. course.

Advanced Placement (AP): A college level course which provides preparation for the College Board AP exam.

Honors (H): A college prep course for students of superior ability and achievement.

Level 1: An accelerated college prep course for students of above average ability and achievement.

Level 2: A college prep course which meets requirements for admission to college level work.

STB will be offering some courses at our new College Preparatory (CP) level. These are combined courses: not Level 1 or Level 2. They are designed for 4 year college admission.

#### HONOR ROLL AND SENIOR CLASS AWARDS

Students who achieve 80 or better in all classes will be designated Honor Roll students.

Students who achieve 90 or better in all classes will be designated High Honor Roll students.

Students who achieve 93 or better in all classes will be designated Principal's Honor Roll students.

### National Honor Society

The Nagle Chapter of the National Honor Society recognizes outstanding students who exhibit the four criteria of knowledge, character, service and leadership. Membership in the National Honor Society carries great responsibility as well as recognition. All members are required to participate in numerous service activities within and without of the school community.

The selection of members begins after the first semester when the Guidance department is asked to generate a list of all sophomores and juniors who have attained at least the minimum G.P.A. established by the faculty council. These students are invited to begin the selection process. If the student wishes to proceed, they will complete a student activity form and give each of their current teachers a recommendation form. This paperwork, along with absence, tardy, dismissal and detention records will be considered by a five member Faculty Council. Selection is based on a majority vote of this council. Selection to the NHS is a privilege, not a right. The selection decisions of this council are final and not open to appeal. All students who are invited to join must accept the invitation within a certain time period. After this period has passed the students who have accepted the invitation will be formally inducted.

Administration, guidance, the chapter advisor and all members have complete copies of the chapter's by-laws.

### 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.

To be eligible for Senior Class Awards, a student must have attained at least 18 of their credits at St. Bernard's C.C.H.S.. Determination for Senior Class Awards is made at the end of the 3rd quarter.

#### Course Changes

Permission to change a course must be obtained from the Guidance Office and subject teacher after written permission has been received from a parent. Permission to enter a course must be obtained from a subject teacher and the Guidance Office.

Ordinarily, no course changes will be made after the initial two weeks of the course have been completed.

The Principal must approve all course changes.

#### Homework

Each student should be aware that significant home study is necessary to insure success in their academic career at St. Bernard's.

### GRADING POLICY

All Central Catholic High Schools within the Diocese of Worcester follow the Diocesan grading policy.

- All grades are numeric, and the minimum passing grade is a 65.
- No grade of 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. During the remaining quarters, the exact average, regardless of how low it might be, will be given.
- In year-long courses, each quarter constitutes 20% of the final grade, and each exam constitutes 10% of the final grade.

- In semester courses, each quarter constitutes 40% of the final grade, and the final exam constitutes 20% of the final grade.
- Class grading policies are determined by each teacher. Policies are articulated at the beginning of the course, and distributed to all students.

### MIDTERM AND FINAL EXAMINATIONS

Midterm and Final Exams are integral parts of instruction at St. Bernard's. Exams give students the opportunity to demonstrate skill and content mastery for two quarters of learning. Additionally, examinations prepare students for typical college exams. Examinations are a vital component of each student's grades, and must be taken very seriously.

Cell phones, iPods, iPads, Smart Phones/watches, and Tablets are not allowed in any Midterm or Final Examination.

#### Midterm Exams

Midterm exams are given over four days in mid-January. Exams are given two per day, and students are dismissed after the second exam – approximately 11:30am. Students do not have to be present at school when they are not scheduled for an exam. Quiet study is provided in the cafeteria and in the library for students in school but not taking an exam.

The exam schedule is prepared and publicized well in advance, but may be adjusted if snow days disrupt the schedule. In all cases, the exams will be delayed in direct proportion to the snow delay or cancellation. Please consult the school web site for the most accurate and up-to-date information.

#### Final Exams

Final exams are given at the end of the school year. For seniors, they occur near the end of May, and for the underclassmen, they occur in June. Final exams are given two per day, and students



are dismissed after the second exam – approximately 11:30am. Students do not have to be present at school when they are not scheduled for an exam. Quiet study is provided in the cafeteria and in the library for students in school, but not taking an exam.

The final examination schedule is prepared and publicized well in advance. Please consult the school web site for the most accurate and up-to-date information.

### Incompletes

In very rare circumstances, a student may receive a grade of Incomplete. A grade of Incomplete must be applied for in advance from the Principal. Teachers are not authorized to give a grade of Incomplete without prior approval from the Principal.

Incomplete grades must be made up within ten school days of the end of each quarter. Automatic failure will be the result of an incomplete grade not made up within this time period.

Failure to take Midterm or Final Examination will result in automatic failure of course for the year.

### **FAILURES**

Any grade of 64 or lower is considered a failing grade – whether at the end of a quarter or at the end of the year. 65 is the minimum passing grade for all courses.

Any student who receives a grade of 64 or lower as a final grade, fails that course. St. Bernard's will not give credit for that course. No partial credit is given.

Any student who fails more than two courses for the year (the equivalent of two courses) may not re-enroll at St. Bernard's. This is indicative of a lack of ability or desire, and that student must leave St. Bernard's. Students who fail more than two courses for the year will be notified by the Principal.

### Summer School

Students who fail a course are generally expected to retake the course in Summer School. There are two exceptions to this rule.

A student whose final average is below 55 may not take the course in Summer School. Students who receive below a 55 must retake the course in its entirety.

A student who fails a course not offered locally in Summer School must make arrangements with the Principal to find an acceptable alternative.

### Senior Failures

Students who find themselves in danger of failing a course during Senior Year, puts him/herself at risk of not graduating. Teachers, Guidance Counselors and Administrators at St. Bernard's work very hard to ensure that all members of the Senior Class graduate together. There are instances, however, where lack of effort on the part of a senior could prevent that senior from graduating with the rest of their class.

Each student must successfully complete 24 credits to graduate. Each senior must pass Religion, English and Social Studies during the Senior Year in order to graduate.

The Principal solicits names of students who are at risk of not graduating from teachers early in the year. The Principal will meet individually with students (and the families, if necessary) to discuss strategies which might help the student meet all graduation requirements. Students in danger of not graduating at the end of the third quarter will be informed of their status by the Principal.

Seniors who fail one of the three required classes, or who do not receive 24 credits will not be allowed to participate in any of the end of the year graduation exercises. Seniors who complete the appropriate Summer School courses will receive their St. Bernard's diplomas after written verification course completion is received.

Seniors have one calendar year from the graduation date to complete failed or incomplete work in order to receive their diploma.

#### Academic Probation

Academic Probation means a student is immediately ineligible for all extracurricular activities, leadership positions and interscholastic sports until report cards are distributed for the next quarter. In the case of interscholastic sports, the student will remain ineligible for the remainder of that sport's season. At the end of the next marking period all classes must be of a passing grade (65) to remove a student from Academic Probation.

Any student who fails two (2) subjects at the end of any marking period will be placed on Academic Probation.

#### Academic Warning

Academic Warning means a student must pass all subjects during the next marking period in order to remain eligible for all extracurricular activities, leadership positions and interscholastic sports.

Any student who fails one subject at the end of the marking period will be put on Academic Warning. This requires that all classes be passed at the end of the next marking period or the student will be put on Academic Probation. Any student on Academic Warning who fails a class the next quarter will immediately be placed on Academic Probation.

#### Academic Probation and Warning for End of Academic Year

Academic Probation and Warning for the end of the academic year will be determined by the student's Final Grade for the course, not the fourth quarter grade.

- Any student who fails 2 subjects for the year will be placed on Academic Probation.
- Any student who fails 1 subject for the year will be placed on Academic Warning.

In order to remain eligible for the next academic year's 2nd marking period, they must receive passing grades in all 1st marking period subjects.

\* For extracurricular eligibility, the grade at the end of the quarter establishes eligibility, not the adjusted grade caused by a level change.

## CHEATING

Cheating is a very serious offense. Cheating will result in a grade of zero for work involved and immediate parental/guardian notification. Repeated cheating will result in suspension, Disciplinary probation and/or possible expulsion.

Cheating is defined as:

- Misrepresenting academic work which has been done by another as one's own effort, whether such misrepresentation has been accomplished with or without the permission of the source.
- Using unauthorized material during a test, quiz or exam.
- Communicating with other student(s) during a test, quiz or exam.
- Providing prohibited material in the performance of assignments and examinations.
- Failing to cite sources as required by St. Bernard's academic standards of research ethics.
- Using Internet resources without proper citation.
- Copying another person's work or the giving or receiving of information or answers by any means of communication during an assignment or examination.
- Unauthorized or fraudulent acquisition and/or use of another's academic property.
- Misrepresenting grades, school work, or school records for any reason.

- Using a cell phone, iPad, Smart Phone/watch, Tablet, or iPod to transmit or receive text messages or pictures during an exam or class.

## MISCELLANEOUS

All athletes and coaches adhere to the Rules and Regulations governing athletics from the Massachusetts Interscholastic Athletic Association.

### Change of Address or Telephone

A student who changes address or telephone number during the school year must notify the main office in writing.

### Motor Vehicles

1. Students must obtain a student parking permit and sticker in order to drive to school. This is necessary for parking on city streets or school parking lots. The first sticker will be provided free of charge. Replacement stickers can be obtained for a cost of \$5.00 each.
2. Students will obey all local statutes relating to driving and parking in public. The burden of familiarity with local laws rests with the driver.
3. Students will obey all traffic and parking control regulations on school property.
4. Unauthorized vehicles on school property will be removed.
5. Students driving will enter the premises via the driveway off of Goodrich Street and will exit via the driveway on Harvard Street.
6. Only juniors and seniors are allowed to park in the student parking lot.
7. Students are not allowed to park in the faculty parking lot.
8. No student is allowed in the parking lot during school hours without specific permission of administration.
9. The above apply to any school area parking, including the Activity Center, the Bernardian Bowl, and streets adjacent to the school.
10. Loss of driving privileges for the student driver may result from violation of the above rules or for violation of state and

local statutes regarding the operation of motor vehicles.

### Medication

To the maximum extent possible, medication will be taken before arriving or after departure from school. Procedures for during school hours are published by the Department of Health and are available upon request from Mrs. Rouleau.

### School Cancellations and Delays

School closings will be determined by the Fitchburg Superintendent of Schools. School closing due to inclement weather will be announced by local radio and television stations. Information will also be posted on the school website, [stbernardscchs.org](http://stbernardscchs.org). Students in outlying areas, follow the cancellations of your local community and the Fitchburg Superintendent. If your local school district determines road hazards to be such as to close school or the Fitchburg schools are closed, your absence from St. Bernard's will be excused.

### Tuition

By asking families for tuition we enter into a contract with that family. We agree to provide the best education we can with the resources we have. But the family support of tuition dollars is necessary to be able to do this.

No student may begin the school year without their tuition payments up to date (June, July, and August payments). A student may be asked to discontinue studies if tuition falls substantially behind.

Moreover, no student, including seniors expecting to graduate, will be permitted to take end-of-year final exams unless tuition has been paid in full. This is a diocesan and school policy and it is firm. There will be no exceptions.

### Lockers

- Hall and athletic lockers are school property on loan to students. No locks, other than those provided by the school may be used.

- Lockers are issued to students for storage of books and personal property. Students are responsible for the up keep of the locker assigned.
- Unnecessary and/or inappropriate damage to a locker will result in a damage repair assessment against the student.
- Unauthorized locks will be cut and removed and unauthorized lockers will be emptied and sealed.
- Inappropriate, obscene, or profane material may not be displayed in lockers. Such material will be removed.
- It is recommended that lockers be locked at all times.

#### Locker Searches

Any locker search of a specific locker may be made if school authority has reasonable suspicion that property exists, the possession of which constitutes a crime or violation of school rules, or threatens a disruption of the educational process at St. Bernard's.

#### Cafeteria, Food and Gum Chewing

Each student is assigned a lunch period during which they must report to the cafeteria. During lunch, the cafeteria shall be kept clean with chairs returned to their proper place, soda containers placed in proper recycling receptacles, and trash in trash containers.

- No student may leave the cafeteria or the ground floor during the scheduled lunch period without specific permission of the faculty proctor.
- All food, candy and beverages are confined to the cafeteria.
- Gum chewing is not permitted in the school building. Teachers may confiscate packages of gum.

## **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 when, if, and what type of technology is to be used during class. Any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities is prohibited.

The use of mobile devices (laptop, notebook, tablets, and smart phones/watches) in class is at the discretion of the teacher. Teachers are asked to consider allowing the use of mobile computing devices to take notes, and for activities formally done in computer labs. The teacher will restrict the use of mobile devices to specific purposes and will prohibit other uses such as messaging, game playing, and Internet surfing during class time.

The teacher will outline mobile device usage guidelines for the class in their course syllabus. The teacher shall ban or limit the use of mobile devices which may promote academic dishonesty such as cheating on examinations. No device should be on or present during an exam or assessment. All such occurrences shall be considered cheating.

### **Cell Phones**

Cell phone technology is a tool which should be used appropriately. Cell Phone usage within the classroom is strictly prohibited. The only exception is when teachers allow limited cell phone use for a specific educational purpose. Cell Phone use at St. Bernard's C.C.H.S. is a privilege. Abuse and failure to abide by the restrictions will result in loss of this privilege and/or disciplinary actions. For second and subsequent offenses, violation may result in confiscation of the cell phone and returned to the student's parent or guardian. Any further violations will be considered to be insubordinate behavior. Administration reserves the right to restrict or prohibit cell phone usage if abuses occur.



### Student ID's

At the beginning of the school year students are issued a Student ID which is used as the students pass to get in to the sports games and school functions for free or at a reduced rate. The first ID will be provided free of charge. Replacement ID's can be obtained for a cost of \$10.00 each.

### Google Email Accounts

During the student's freshmen year or when they transfer in to the school, students are issued an email account through Google for school purposes. This account will be used throughout their enrollment at St. Bernard's C.C.H.S. and expires either when they transfer or graduate from the school.

## APPENDIX A

### DIOCESAN SCHOOLS OFFICE BULLYING POLICY

The Diocese of Worcester and the Catholic Schools Office (“CSO”) believe that each Catholic school in the Diocese of Worcester must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or 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 embracing environment. Pastors, principals, faculty, Staff and volunteers are expected to demand that all students behave appropriately and treat others with civility and respect. 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, or 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
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- 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" a Bullying prevention and intervention plan established by a 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. Page 34

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"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" a student against whom Bullying or Retaliation has been perpetrated. Prohibition Against Bullying and Retaliation.

Bullying 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 bus 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.

On or before December 31, 2010, the Principal (or the individual who holds a comparable position) (herein, the "Principal") of each school in the Diocese that is subject to this Policy shall be responsible for overseeing the development of a prevention and intervention plan (a "Plan"), in consultation with all stakeholders, which may include teachers, Staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this Policy, as well as Massachusetts and federal laws. In particular, reference is made to Massachusetts General Law, Chapter 71, Section 370. The consultation shall include, but not be limited to, notice and a comment period for all families that have a child attending the school.

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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 may 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. A school may establish separate discrimination or harassment policies that include categories of students. 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: Page 36

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- 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. 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.

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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 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, Page 38 EXHIBIT B Last Revised: 12/9/10

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 Catholic Schools Office.

## APPENDIX B

### ST. BERNARD'S BULLYING POLICY – PREVENTION & INTERVENTION PLAN

The St. Bernard's C.C.H.S. Bullying Prevention and Intervention Plan, as described below, is published in response to the recently enacted Massachusetts law (M.G.L., c. 71; sec. 37O) 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 C.C.H.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 C.C.H.S.. Students who engage in bullying activities will encounter disciplinary consequences, including potential permanent removal from the school community.

The Principal of St. Bernard's C.C.H.S., is responsible for the implementation and administration of the plan. 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. 37O) 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, spreading rumors or other actions that negatively impact the emotional wellbeing of the target
- Hazing and/or sexual harassment

#### Examples of Cyber Bullying:

The following items are examples of cyber bullying. 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 rumors about another person via Facebook, email, text message or other electronic means
- Threatening or insulting others through emails, instant messages, text messages, Facebook 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, which results in emotional distress for the target.

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

St. Bernard's C.C.H.S. is committed to maintaining a community in which the dignity and worth of each community 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.

Also prohibited by this policy is any retaliation against any person who

- complains of bullying
- assists in a school investigation of bullying



Students are also strictly prohibited from interfering with an investigation of a bullying. Again, 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 in all its forms or retaliation against a student who reports an instance of bullying will not be tolerated at St. Bernard's C.C.H.S..

**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 or adult member of the St. Bernard's community. The Principal will be the primary contact regarding instances of bullying. The Administrators can be contacted using the following information:

Mr. Robert Blanchard 978-342-3212, x222;

[rblanchard@stbernardscchs.org](mailto:rblanchard@stbernardscchs.org) However community members can also report bullying to any adult member of the St. Bernard's community, including the following individuals:

- Administrators
- Campus minister
- School counselors
- Teachers
- Coaches
- School nurse

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 students are expected to be truthful in all circumstances, including investigations of alleged bullying. Students who lie, or in any way 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, 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. While all students are encouraged to openly report instances of bullying, anonymous reports can occur. 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, St. Bernard's C.C.H.S. encourages all parents, families

and community members to contact the Principal if they discover that bullying is taking place. 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 C.C.H.S. 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 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, etc.), school policy documents, and other items will be considered, as appropriate, in any investigation of bullying. Investigations will be conducted 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 C.C.H.S. will utilize any and all available tools to effectively prevent and respond to instances of bullying, or instances of retaliation against a student who reports 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 consequences, including permanent removal from the school community. 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. 37O, 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

discipline a student in a case of a single expression, act or gesture, if the Principal determines that it is of sufficient severity to warrant disciplinary measures.

#### Support for Those Impacted by Bullying

In cases where a student has been impacted by bullying or the reporting of bullying, counseling is available. Often times such counseling is mandated as a condition of remaining at St. Bernard's C.C.H.S.. St. Bernard's may also refer a student to an outside professional for the desired counseling. We believe that counseling can play an important role, as appropriate, in supporting those students impacted by bullying. Such counseling can also assist in maintaining a culture of respect throughout the school community.

#### Bullying Prevention Procedures

It should be noted that St. Bernard's C.C.H.S. 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:

##### 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 C.C.H.S. 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 C.C.H.S..

##### Opening of School Assemblies:

At the start of school each year, class-wide assemblies are held with all students. During these assemblies, the Principal reinforce 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 C.C.H.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 C.C.H.S., the Principal is responsible for responding to any and all instances that jeopardize the educational environment of the school. 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, complete with appropriate disciplinary consequences for those deemed responsible, St. Bernard's C.C.H.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 C.C.H.S. 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 C.C.H.S. enjoy a school community free of bullying and disrespectful behavior.