St. Bernard Academy Family Handbook



Accredited by the Southern Association of Independent Schools and the Southern Association of Colleges and Schools

Approved by the State of Tennessee and the Diocese of Nashville

2304 Bernard Avenue, Nashville, TN 37212
Office: 615-385-0440 • Fax: 615-783-0241
www.stbernardacademy.org

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St. Bernard Academy
Mission Statement

Our Mission is to provide an

excellent Catholic academic education

built on a foundation of self-discipline,

compassion, and a sense of responsibility

for social justice in the tradition

of the Sisters of Mercy.

OUR CATHOLIC IDENTITY

"The educational mission of the Church is an integrated ministry embracing three interlocking dimensions: message, community, and service. Catholic schools afford the fullest and best opportunity to realize this threefold purpose of education among children." (To Teach as Jesus Did)

St. Bernard Academy is in the unique position of providing an educational environment in which Christian faith and values are thoroughly integrated with the preparation of students for every aspect of life. The school day begins and ends with prayer. Religion classes help students develop value-based habits of virtuous living including making ethical decisions.

In addition to daily prayer and religion classes, students participate in monthly liturgies, penance services, First Communion, Confirmation, May Procession, Prayer Services in the chapel, and Stations of the Cross during Lent.

Service and service-learning projects also give the students the opportunity to involve themselves in helping others. The Student Council, the National Junior Honor Society, and classes all sponsor school-wide projects for service.

The religious instruction and the environment that permeates the lives of St. Bernard students enable them to develop a sense of responsibility to serve the needs of others and to develop a moral and spiritual life based on gospel principles.

SBA BELIEF STATEMENTS

1. We believe in providing a Catholic atmosphere, which cultivates a respect for the peoples, cultures, and religions of the world and promotes spiritual growth in students of all faiths.

2. We believe in fulfilling the Sisters of Mercy mission of committed service to the sick, the poor, and the uneducated by challenging the entire community – families, teachers, students, and administrators – to teach, learn, and model the virtues of compassion, social justice, and Christian outreach.

3. We believe in utilizing varied instruction and assessment methods to provide an excellent academic program that recognizes and values each student's unique abilities and personal strengths.

4. We believe in offering diverse extracurricular clubs as well as a strong, athletic program, which teaches teamwork, models sportsmanship, and develops leadership.

5. We believe in nurturing the whole child in a safe learning environment that promotes confidence, self-discipline, and lifelong learning in our students.

6. We believe in encouraging parents, faculty, and students to support our community and to share in the responsibility for advancing the school's mission through active involvement.

HISTORY OF ST. BERNARD ACADEMY

Mother Catherine McAuley founded the Institute of the Sisters of Mercy in Dublin, Ireland, on November 12, 1831. In 1866, six Sisters of Mercy came to Nashville and the following September opened their school to 400 children. The Hillsboro Road convent and school was named Saint Bernard Academy and opened in 1905.



Fifty-five years later, a new building was built at the rear of the property to house the Sisters' all-female high school, with the elementary school remaining in the convent building. In 1970, the Sisters of Mercy adopted an innovative, non-graded program for grades one through six and in 1987, expanded this program to include a seventh and eighth grade junior high.

In the fall of 1988, the Sisters of Mercy decided to close the high school and move the elementary school to its current location; it was at this time that a kindergarten was added.

Saint Bernard Academy has continued to grow and excel. A maintained enrollment reflects the success and merit of SBA's educational program. SBA received accreditation from the Southern Association of Colleges and Schools (SACS) in 1990 and the Southern Association of Independent School (SAIS) in 2005, becoming the first elementary school in Nashville to be dually accredited.



1831 Sisters of Mercy Established
1866 Sisters of Mercy came to Nashville
1905 Sisters of Mercy Convent and High School Built on Bernard Avenue
1960 New High School Built
1989 High School Closed; St. Bernard Academy Continues as a K-8
2007 St. Bernard Academy Establishes Pre-K Program and adds bus service
2016 SBA Celebrates 150 Years and New Addition Classroom

SBA'S VISION

Saint Bernard Academy will continue to be a model Catholic independent school. Students will benefit from an excellent academic program, while learning the virtues of compassion, responsibility and service to others. Saint Bernard Academy graduates will go forward ready to share their gifts and to contribute to society through their positive example and leadership.

To achieve our vision, we will:

1. Provide a rigorous curriculum which prepares students to solve problems and think critically;
2. Teach the tenets of the Catholic faith and promote the traditions of the Sisters of Mercy;
3. Maintain a low student/teacher ratio;
4. Recruit and retain a motivated, talented, and caring faculty;
5. Promote a variety of extra-curricular and athletic activities to complement classroom learning;
6. Ensure a financially secure school and a well-maintained facility with adequate resources for students, faculty, and staff;
7. Be accessible to students from all walks of life, and embrace children from diverse religious, economic, and ethnic backgrounds.

SBA SCHOOL COLORS AND SCHOOL MASCOT

The St. Bernard Academy mascot is a **BEAR.**
The school colors are **Red** and **White**.
School pride and spirit are encouraged with these symbols.





ANOTHER GREAT DAY AT SBA

Wake up early every mornin'
Brush my teeth and comb my hair
Just can't wait to get goin'
Cause all my friends are there

We learn our ABC's, Count one, two, three
And we get to go out and play
Just another great day, here at SBA
Just another great day, here at SBA

Now as a rule, when you're stuck in school
You can't wait for the day to be done
But it's not that way here at SBA
'Cause we're having' so much fun

So if you're down in Nashville - Come to Twenty-Fourth Avenue
'Cause we really got it goin' on
Here at our school, If you stay awhile

You'll see lots of smiles 'Cause we love everything that we do
Just another great day, here at SBA Just another great day, here at SBA
(Yeah) Go Bears!

ACADEMIC PROGRAM DESCRIPTION

Introduction

Saint Bernard Academy is a Catholic, independent school serving students from age 3 to grade 8 at a wide range of academic levels. Our philosophy expresses the belief that each child is created by God and uniquely endowed with his or her own talents in a variety of academic, personal, artistic, and physical areas. Saint Bernard Academy's program provides superior educational opportunities to students of varied ability levels and enables faculty and students to become a community of learners in search of truth.

Accelerated Program Description

The following are the criteria which will be used to determine a student's eligibility for Accelerated Program classes:

1. A 95% higher each grading period in a grade level course
2. Standardized test score in the 90th %-ile/8th stanine or higher
3. Placement assessment results
4. Teacher recommendation

Accelerated Program Expectations

The following expectations must be met by students enrolled in accelerated classes. If these expectations are not met, a support plan, detailed below, will be put into place to assist the student in achieving the expectations. Should the student not meet the expectations with supports in place, the student may be removed from the accelerated program.

Students in the Accelerated Program are expected to:

1. Demonstrate content mastery of the accelerated class by maintaining an 86% average or consistent MS (Meets Standards) scores.
2. Make every effort to do their best work on a consistent basis.
3. Exhibit their aptitude for the content area through strong communication skills, insight, problem-solving abilities, and reasoning.

Additionally, diagnostic and standardized testing results will be reviewed annually. Failure to adhere to the above requirements will result in the student being placed on an Accelerated Program Support Plan.

Accelerated Program Support Plan

When a student does not meet the expectations of the accelerated program, the teacher will schedule a conference with the parent(s) and, when appropriate, the student. During the conference, the following will be outlined.

1. A plan will be determined to help the student achieve success in meeting the program expectations.
2. The student will be required to attend weekly Wednesday afternoon help sessions.
3. The student will be required to print out weekly progress reports for parents to sign and return to teacher.

Throughout the following term, the teacher, parent(s), and student will remain in contact regarding the student's progress toward meeting the expectations. If the expectations are not met by the end of the following term, the student may be removed from the Accelerated Program. The student's progress will continue to be monitored throughout the remainder of the year. Should the student continue to struggle to meet the expectations of the program, the student may also be removed from the accelerated program at a later date or at the beginning of the next school year.

Curriculum

In addition to the core subjects, all students attend religion classes. Students in levels 5 and 6 attend Spanish class. Students in levels 7 and 8 elect to take French I or Spanish I. All students are instructed in art, physical education, and music on a weekly basis. Students in JK through 4th Levels receive weekly computer instruction, while technology standards are embedded within the Level 5-8 classes. Students in JK-4 also visit the library weekly.

All classes at Saint Bernard Academy are designed to promote the highest standards of educational excellence targeting standard benchmarks, skills, and processes. All class sections are designed to provide challenging courses that require each student to strive to perform academically at his/her highest potential. All classes present concepts and skills at grade level and above.

Daily Performance

All students are expected to work to the best of their ability at all times. All students are responsible for their daily class materials and should be prepared for each class. Students are expected to use class time wisely, record assignments, and complete both short and long term assignments in a neat, thorough, thoughtful, and timely manner. Students are encouraged to participate fully and attentively in class discussions and activities. All students are expected to produce consistent high-quality work.

Homework

Homework is an extension of the school experience designed to enrich and reinforce learning as well as contribute to the development of responsibility. Homework provides the individual student with the opportunity to practice skills learned during the school day. Parents can help their children by arranging a quiet, comfortable place free of undue distractions. The online grading system should be checked by parents and students frequently for assignments and grades.

Instructional Organization

Students meet with a homeroom teacher each morning and afternoon. During the school day, students will move to different classrooms and have different teachers. The homeroom teachers are expected to intervene and provide support on a variety of issues.

Learning-Style Differences

Saint Bernard Academy recognizes and honors a variety of student learning styles and interests. These differences in individual styles and interests impact the teacher's methods of instruction and assessment. Teachers use a variety of methods and assessments that are appropriate for their respective disciplines and grade levels. In order to prepare each student to progress to the next unit as an independent learner, the teachers strive to teach ALL students to produce consistent, high quality work.

National Junior Honor Society (NJHS)

The National Junior Honor Society is open to rising 7th and 8th Level students who meet the minimum requirements for academics, character, leadership, and service. To meet the academic requirement, at the end of their 7th level year students must have a minimum cumulative grade average of 93%, with no semester average less than an 86% in each class. In order to meet the character requirement, students must consistently follow and model SBA's Four Foundations, "Be Respectful, Be Responsible, Be Safe, and Be Your Best" and have no substantial conduct issues in the seventh level year. Students must belong to at least two clubs or sports, which do not have to be SBA affiliated, to meet the criterion for leadership. They must have documentation of at least twenty hours of service to meet the final requirement of service. Applications to apply for membership are mailed in June following the seventh level year to those students who have met the first two requirements as listed above. Included in the invitation to apply is the due date for application submission (including service hours). Shortly after all applications have been received, the Faculty Council meets and selects the inductees, and invitations for the Induction Ceremony are sent. NJHS Induction is typically held in early November of the 8th level year. For more information, please contact the advisor.

Online Grades and Assignments

All SBA parents have immediate, real-time access to their children's grades and assignments via a secured password link to the teachers' grade book through the school website. Parents are strongly urged to make use of this communication tool for information about their child's academic status.

Parent/Teacher Conferences

Parents receive a notification by e-mail to attend a formal parent/teacher conference twice each year. However, communication between student and teacher as well as parent and teacher is ongoing to ensure success. A parent or teacher may schedule additional conferences at any time.

Promotion and Retention

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for retention are:

1. Failure in two or more of the five core subjects of Language Arts, Reading/Literature, Math, Social Studies, and Science
2. Indifference or lack of effort to meet minimum school expectations on the part of a capable student
3. Physical or social immaturity
4. Excessive absence

Retention is usually considered a formative alternative in Junior Kindergarten and Kindergarten and serves to avoid inappropriate placement thereby enhancing a student's future academic success. Parents of students who are in danger of failing a grade level will be alerted during the school year in order to discuss positive courses of action before the final grade report is issued.

Report Cards

The school year is divided into four nine-week grading periods. Report cards are published on the school website on the Friday following the end of a grading period. Report card grades reflect daily academic performance and achievement as well as attendance. While it is important to remember that learning and growing academically, spiritually, emotionally, and physically are the most significant goals at Saint Bernard Academy, grades are important assessment tools and should be taken seriously by students as representative of their achievement and effort at school. Students are expected to achieve benchmarks consistent with their potential. Teachers will notify parents if a student's grade average falls in the area of "D" or "F" in order that positive action may be taken by the student before the end of the grading period.

Study Skills

A parent can help his/her child to be aware of skills and techniques which can make learning easier and more enjoyable. The following study habits are expectations for the successful SBA student:

1. Come to class prepared with necessary materials and texts.
2. Be an active participant in class. Listen well and take part in class activities and discussions.
3. Ask questions to avoid misunderstandings and to clarify instructions on assignments.
4. Write assignments in the assignment book supplied by the school.
5. Check online grading system on a regular basis for grades and assignments. This is particularly important when a student is absent from school.
6. Prepare thoroughly for tests and exams.
7. Start long-term assignments, including book reports, as early as possible.
8. Use what is learned and apply it to new situations.
9. Take advantage of opportunities to correct or redo work.
10. Strive to do the very best work possible. Just "getting by" is not a worthy goal at SBA.

If a formal study period is included in a student's weekly schedule, it is expected that these periods be used wisely. Work is accomplished on an individual basis and self-discipline is the key to the successful use of study periods.

All teachers are available for help sessions on Wednesday afternoons until 4:00 PM.

AFTERCARE PROGRAM

St. Bernard Academy provides families a superior State of Tennessee licensed childcare program. The program is open from 3:15 until 6:00 PM when school is in session, and from 8:00 AM - 6:00 PM on days when Aftercare is opened during school closures. Aftercare is not open during every school holiday. Nor is Aftercare guaranteed to be open during severe inclement weather. We advise you to find alternate care in advance should this circumstance occur. The program offers many opportunities for student learning and enrichment. Contact the SBA Aftercare director for enrichment activities.

Parents must complete a registration form for each child attending. It is advised that all SBA parents register with the Aftercare program in case the services are unexpectedly needed.

For monthly fee information, please see the SBA website.

ATTENDANCE

In accordance with the Compulsory School Attendance Laws of the State of Tennessee, every student enrolled at St. Bernard Academy is mandated to attend school, and it is the duty of the parent or guardian to monitor the student's attendance and require the student to attend school. It is the duty of the school to report to the Director of Metro Nashville Public Schools any student who has accumulated an aggregate of 5 unexcused absences. It is within the right of the school administration to not excuse absences even with parent notification. In cases of excessive absence, the administration will devise and recommend progressive truancy interventions to minimize the need for referrals to juvenile court. Should attendance not improve based on the interventions, the school administration may refer the student to juvenile court and/or not renew the student's enrollment contract for the following school year.

Absences

It is assumed that the student's experience at Saint Bernard Academy is more than intellectual. The program impacts the child's social, emotional, spiritual, and physical dimensions. A student who is an excessive absentee has not experienced the total breadth of the school program. In certain cases of excessive absenteeism, whether excused or unexcused, parents will receive written notification and be asked to take corrective action. If the situation is not resolved, the parents will be required to meet with the administration. Serious consideration may be given to whether the family will be offered a contract for the following school year.

COVID-19 Consideration for the 2020-2021 School Year

All students working from home during the school year are expected to attend classes remotely. Attendance will be recorded in this manner as the student checks in for class. Students too sick to attend class remotely must have a parent call the school with the notification.

Absence from school will be excused for illness, emergencies, and other reasons deemed appropriate by the school administration. When a student is unable to attend school, parents should notify the office by 8:30 AM, giving the name, homeroom teacher's name, and reason for absence. In cases when illness

extends three or more days, a parent/guardian must provide a doctor's note documenting the illness. Any absences longer than three days without a doctor's note will be considered unexcused. Homework is available online. On the third day of absence, parents may request the teachers to gather needed materials.

A student absent from school will not be allowed to participate in any school-sponsored athletic practices or games, or other performance activities for the remainder of the same calendar day.

Arrival *(Adapted for the 2020-2021 School Year)*

Students may enter the school building beginning at 7:15 AM. Students will enter the building at their respective class entrances:

Levels 7 and 8: Students will enter the building at Door #1 (Bernard Ave. Entrance) reporting directly to their first period class.

Levels 5, 6, and 3K: Students will enter the building near the Circle Drive by the James Carrell Dining Hall at Door #8.

Levels 3 and 4: Students will enter the building at Door #6 (traditional drop-off entrance)

Levels 1 and 2: Students will enter the building at Door #2 (Bernard Avenue, past the main entrance.)

Kindergarten: Students will enter at Door #5 (Kindergarten side door)

JK: JK is the only class to be dropped on 24th Avenue, entering through Door #4

Students Arriving By Car

All family members in the car will have their temperatures taken and a series of questions will be asked regarding exposure to COVID-19. ANYONE in the car with a temperature that registers at 100.4 degrees or higher will have their temperature taken a second time. If the temperature remains, then the entire car will be asked to learn remotely for that day and will be welcome to try again the following day.

Daily Schedule

- Doors open for arriving students at 7:15 AM
- Students will report directly to their first period class upon arrival
- The First Bell rings at 8:00 AM signaling the start of first period. Any student not in class at that time will be marked tardy.
- Dismissal on Monday - Thursday is 2:40 PM
- Dismissal on Friday is 1:50 PM
- The school's responsibility to supervise students concludes at 3:15 PM Monday - Thursday and at 1:55 PM Friday unless a genuine emergency arises and the school has been notified. Students will be sent to the Aftercare Program if parents are not able to pick them up before these times.

Tardiness

SBA's educational philosophy maintains that tardiness is a disruptive factor for the student and disruptive to his/her classmates and teachers. Chronic tardiness could negatively impact the student's academic achievement and is disruptive to others in the classroom. For junior high students, it is also important to note that high school admissions counselors do consider tardies and absences when making admissions decisions. When a student exceeds 3 tardies during a single grading period, parents will receive written notification and be asked to take corrective action. In cases of excessive tardiness, the parents will be required to meet with the administration.

Dismissal Procedures *(Adapted for the 2020-2021 School Year)*
In order to maintain orderly and safe dismissal procedures **during the COVID-19 pandemic**, all students will be picked up in the carline and will be dismissed from their classrooms. **Parents with students in levels 6-8 may also grant permission for their child(ren) to leave campus by walking to another location. The office must have a note on file for any child to walk home.** Only bus riders may exit the school through the Bernard Avenue lobby. Any student not picked up by 3:30 PM will be sent directly to Aftercare.

Early Check Out
Parents wishing to check out a JK or K student during the school day must first go to the main office on Bernard Avenue to check out the student. The office will then notify the JK or K teachers that the student is being picked up. **All students may only be picked up in the main lobby after signing the child out.**

Travel Absences
SBA understands that on occasion travel absences are in the best interest of the student and family. If a student must miss school for a trip, parents should notify the teachers at least 5 days prior to the student being absent. This allow teachers time to prepare work for the student, as well as plans to be made for making up work once the child has returned. No vacation should be scheduled during any of the standardized testing weeks. Please check the school calendar for these dates.

ATHLETIC OPPORTUNITIES

As a result of the COVID-19 pandemic, all fall sport practices and competitions have been suspended until further notice. During a regular school year, all SBA students have the opportunity to play in interscholastic athletics. Sports physicals are required for all students who play a sport and must be received before a student can attend the first practice. Additionally, all student athletes are required to complete the Parent/Athlete Concussion Statement prior to participation in any sport.

Athletic teams are established to demonstrate fair and equal play with supervision, encouragement, and higher skill level learning from a coach. Students who wish to participate must exhibit appropriate behavior in class and at practice and must maintain an acceptable level of academic achievement while meeting behavioral expectations. Student athletes benefit from developing and maintaining physical conditioning at regularly scheduled practices, as well as team building, development of character, leadership and good sportsmanship.

Basketball
SBA sponsors teams in the following leagues:
- Instructional League - Boys and girls in levels 3 and 4.
- Developmental League - Boys and girls in levels 5 and 6.
- Junior High Parochial League - Boys and girls in levels 7 and 8.

Cheerleading
Students in 7th and 8th levels may be members of a cheerleading squad for St. Bernard Academy.

Cross Country
Students in levels K - 8 are eligible to join the SBA cross-country team. The team enters its members in age-appropriate competition on Sunday afternoons through the fall season on the Overbrook Campus.

Football
Boys in levels 4 - 8 play football on the diocesan teams. Please contact that Athletic Director for more details.

Golf
Participation in this sport is open to students in levels 6-8 in the spring.

Lacrosse
Boys may participate in the sport through the sponsorship of Father Ryan High School.

Soccer
Participation in this sport is open to students in levels 5-8 in the spring.

Swimming
Students in levels 5-8 are eligible to participate. This is a winter sport.

Volleyball
Girls in levels 7 and 8 are eligible to participate on an SBA team in the Junior High Parochial League. Girls in levels 5-6 are eligible to play in an instructional league.

THE SPORTSMANSHIP CREED OF THE INDEPENDENT SCHOOLS OF NASHVILLE

The Independent Schools of the Nashville Area in their athletics programs promote the following ideals:

The Independent Schools of Nashville are proud of the behavior and sportsmanship displayed by their players, coaches, and fans. They value spirited and fair play as well as spirited and positive support among their players, teams, and opponents. They expect all members within the Independent Schools of Nashville to have a strong sense of spirit, fair play, and sportsmanship.

The Players
Players shall at all times represent themselves and their school with honor, excellent conduct, and good sportsmanship. They should understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. Players should confine their competitiveness to the field and, in particular, behave properly on the sidelines and in the locker rooms both before and after games.

Each athlete is expected to comply fully with the rulings of the officials and not to demonstrate dissatisfaction with decisions either by voice, action, or gesture.
Players must not forget that they represent themselves, their families, and their school.

The Spectators
The league expects all spectators, both students and adults, to be respectful towards players, coaches, officials, and other spectators. The Independent Schools of Nashville will not permit any type of behavior by spectators that detracts from the proper conduct of the game or places a team or player at a disadvantage.

BUS SERVICE AND POLICY

Bus service is provided for school field trips and offered for daily service to and from Williamson County and East Nashville

Every student is expected to conform to a standard of conduct that will not jeopardize fellow students, the driver, or the equipment. Should a student misbehave or jeopardize the general welfare of those on the bus, exclusion from riding may be an alternative. Additionally, students represent SBA and should reflect the expected behavior to the outside community while riding the bus.

Student behavior that endangers the health and safety of other passengers or the driver will be deemed a "serious offense" and will result in an immediate suspension of bus riding privileges. The Assistant Head of School will notify the student's parents when a suspension is necessary.

The following rules will be applied:

- The bus driver shall be in charge of all passengers at all times and shall have authority to assign seats.
- When it is necessary for students to board or disembark the bus, they must cross a minimum of ten feet in front of the bus on the signal of the driver, NEVER behind the bus.
- Students shall remain seated, facing the front of the bus. No portion of their body should be extended in the aisle or out of the bus window.
- Students must wear their seat belts at all times
- Students must remain seated until the bus comes to a complete stop.
- Students shall not throw items inside the bus or out of the bus windows.
- The aisles and exits shall be clear at all times. Students may not open or close any door except in an emergency.
- Vandalizing the bus or any of its equipment is prohibited.
- Students may not eat or drink on the bus.
- Students must maintain a volume that is appropriate for speaking with other students close in range. No student shall yell or scream unless there is an emergency.
- Parents are asked to call the bus driver if they are running late.

Families can expect:

- The bus driver will drive in a safe manner at all times.
- The bus driver will not leave a drop-off location until all children are picked up by a parent or other individual as authorized by the parent.

Bus/Transportation Guidelines during the COVID-19 Pandemic

The risks associated with student transportation in buses have not been studied to date. As a result, these recommendations are derived from school operating procedures and the best "reasonable standard" given feasibility constraints. St. Bernard Academy expects the following:

- Face masks or face shields should be worn by all staff and students at all times.
- Windows should be open when possible and conditions allow.
- Unloading of buses at school should be staggered to minimize mixing of students as they enter school and to allow six feet of distance while entering through designated entry points.
- Seats and handrails will be wiped down with either an EPA-approved disinfectant or dilute bleach solution or use of the UV wand before and after every ride.

The driver is responsible for taking the temperature of each student as well as anyone else in the vehicle. Any person with a temp of 100.4 or greater will be cause for the student not to attend school for the day.

COMMUNICATION

Respectful Communication Between School and Parents

SBA endeavors to communicate with students and families in a respectful way, always attempting to achieve the best interests of the students and St. Bernard Academy as a whole. When students and families reciprocate this goodwill, with positive attributions and discussions both in school and in the community, which includes social media, we maximize our potential for a successful working partnership and we help St. Bernard Academy continue to strive for excellence.

SBA values feedback and input from all members of our community and strives to meet every stakeholder's needs. If parents would like to discuss any aspect of our learning community, they should communicate directly with the school. Please begin with your child's teacher first.

St. Bernard's website, www.stbernardacademy.org, should be the first place to look for the most current school information. Updates will be posted to the News page.

The Annual Report features articles about major facets of the school's programs and recognition of donors from the previous year, as well as a statement regarding the school's financial position.

The *Bear Facts* Newsletter is emailed to parents electronically each week containing items of interest to students and parents. The newsletter will publish calendar items, news, and feature articles from the Head of School and teachers.

The Home and School Newsletter is emailed to parents electronically regularly containing items of interest to parents with upcoming events, etc. from the Home and School Association.

Parent-Teacher Communication

Teachers and parents provide a supportive link to an effective instructional program and social well-being. Educating young people is a team effort with parents and educators working together. The following are a few suggestions for procedures that have been found helpful when a problem arises at school.

1. If you have a classroom concern, please call or email your child's teacher first and discuss the problem with him/her. If he/she is not available at the time of your call, leave a message for the teacher to return the call. If your concerns cannot be addressed via the phone or e-mail, please schedule a conference with the teacher.
2. During the conference, it is important for you and your child's teacher to allow time for both of you to discuss your individual points of view regarding the problem while remaining friendly and keeping an open mind.
3. Should you and the teacher be unable to find a workable solution regarding your child's problem, contact the Assistant Head of School so that a conference time may be set up with you, your child's teacher, and the Assistant Head of School to discuss a resolution to the problem.

Parent Visitors

The faculty and staff are committed to open, consistent communication between home and school. All visitors must always enter through the main doors on Bernard Avenue and sign in at the office. All visitors are required to check-in at the office. No visitor passes will be issued this year.

Lunchtime Visitors will not be allowed this year due to COVID-19 restrictions. This is normally a delightful way to get to know your child's classmates and the school culture. We apologize for the inconvenience this year.

In order to maintain a safe school environment all visitors must report to the office with all messages, school lunches, etc. and an SBA staff member will distribute them. As a courtesy to the teacher and students, parents are not to interrupt the classroom unexpectedly.

SBA Notification System
SBA operates a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. SBA will continue to report school closings due to snow or weather on radio, TV stations, email, and social media outlets, and will use this system as an overlay to the public announcements. Please make sure your phone numbers are current.

TADS Educate
TADS Educate is the portal for student and parent information. Login to this portal in order to access student grades, course information, and contact information for other SBA families. You can access TADS Educate via the SBA website.

SBA Website
The SBA Website is the communication hub of the St. Bernard Academy community. Information including calendars, resources, and general school information will be available at www.stbernardacademy.org. The SBA Parent Portal is also available through the website. There you can find parent news and information as well as links to TADS.

Yearbooks are issued to each student at fall registration.

COMPREHENSIVE SCHOOL COUNSELING PROGRAM

At St. Bernard Academy, the School Counselor is available to provide services for social, emotional, and behavioral development of all students, Jr. K-8th, through global classroom psychoeducational programs, group counseling or sessions, and individual support.

- The School Counselor also provides classroom support at all levels, facilitating conversations ranging from regulating emotions to safety with technology and responsible decision-making.

- Group counseling will be initiated based on the shared issues and needs of individuals within a grade or developmental level. Parental consent is required for participation in counseling groups. Common group topics may include:

  - gender related interests
  - divorce/diverse families
  - stress/anxiety
  - grief
  - self-esteem
  - social skills
  - friendships/relationships
  - communication

- The School Counselor facilitates groups specifically for upper school students in levels 5-8 as needed. The groups focus on providing a safe and encouraging environment for discussion of timely and important issues such as: empowerment, self-esteem and awareness, problem-solving skills, communication and social-emotional health.

- Individual counseling is available to students. It may be crisis oriented and short-term, or it may be ongoing. The need for in-school counseling support is determined by whether a particular issue is interfering with a student's school functioning. Outside referrals will be provided for students requiring support beyond that available through school counseling, i.e. therapy, long-

term counseling, or psychosocial concerns. The following issues may be appropriate for individual school counseling:

- emotion regulation
- anxiety
- depression
- stress
- study skills/academic support
- friendships/relationships
- grief/loss
- social skills
- unexplained change in behavior
- ADHD skills training
- family concerns or changes

- While it is the intention of the School Counselor to regularly meet with those students who have qualified plans or needs, due to the nature of this position regular meeting times and frequency cannot be guaranteed.

- Students who require support beyond what can be provided in the school setting will be referred to outside resources (psychological testing, therapy, family support services, or medication management).

- Typically, referrals to the school counselor are made by teachers, school faculty, or parents; however, self-referral is also acceptable and common, especially among older students.

EXTRACURRICULAR ACTIVITIES

Extracurricular Program Eligibility

The administration's Eligibility Committee will review the eligibility of any student receiving a cumulative term grade of "F" at any point during a grading period and any student struggling with behavior to determine eligibility status for extracurricular activities. This committee is comprised of the Upper and Lower School Heads, School Counselor, Athletic Director, and other teachers whose input is necessary and helpful for the student in question. The Eligibility Committee will review each student on an individual basis to consider all aspects of the student's academic performance and/or behavior. The Committee will make a recommendation, which may include tutoring, counseling, and removal from participation in any or all extracurricular activities for an appropriate period of time. When appropriate, in cases of academic eligibility of a student working at an accelerated level, the Committee may also review the student's placement and may require the student to be placed on an Accelerated Program Support Plan.

Any suspension or removal from an activity will be done in a manner so as to give adequate time for a team or group to prepare for the loss of that student. A student will be reinstated when sufficient improvement is evident as determine by the Eligibility Committee.

A student must be in attendance prior to the end of the second period in order to participate in any school-sponsored athletic practices or games or other performance activities for the remainder of the same calendar day. A student who is absent due to illness or unexcused absence on a Friday will not be permitted to participate in Saturday games or activities.

Some activities offered at SBA are:

Aftercare Clubs

Several other clubs and activities are offered through the Aftercare program. Please reach out to Rebecca Nichols (rnichols@stbernard.org) for more information.

Band

Any student in levels 5-8 may join the SBA Band. Previous musical instruction is not required. The band fee is paid by the student's parents. ***Special requirements may apply for music instruction during the COVID-19 pandemic. Please check with Mr. Schletzer for details.***

Forensics Club
Membership in this organization is open to all students in levels 5-8. Members participate in forensic tournaments with other private schools in the Nashville area.

Golf Instruction
Sponsored through the Aftercare Program, Jim Kite, from Better Golf for Kids offers 6 week golf lessons in the spring.

Private Music Instruction
Private lessons are available to students after school.

Scout Programs
Scout groups are affiliated with the Academy. Cub Scouts, Girl Scouts, Daisies and Brownies meet monthly in the evening at SBA. Interested parents may contact the Academy for information.

Science Olympiad
Science Olympiad is a team competition in which students compete in events pertaining to various scientific disciplines, including earth science, biology, chemistry, physics, and engineering. There are three levels of competition: regional, state, and national. Teams which excel at the regional competitions advance to the state, and then national, level. Science Olympiad is open to students in levels 6-8.

Student Council
The purpose of the Student Council is to provide first-hand experience for 5-8 level students in the methods and procedures of a democratic government and to provide opportunities for leadership experience. In addition, the Student Council sponsors special activities in the areas of academics, sports, and fundraising.

Levels 5-8 take part in an election for president, vice president, and other officers in the fall. Each homeroom elects a representative to serve on the General Council. All members are encouraged to participate in the activities of the student government

COVID-19 GUIDELINES

The COVID-19 Advisory Committee has been tasked with determining outcomes for various scenarios concerning students, teachers, staff, parents and family members who may exhibit symptoms, test positive for COVID-19, or have been exposed to individuals with symptoms or who have tested positive for COVID-19. The committee continues to monitor emerging CDC and other agency guidelines for assistance in developing the outcomes for these scenarios concerning individuals who may need to isolate/quarantine and for what length of time.

The School will communicate any known cases to the school community without identifying the student's name and will follow guidance from the CDC, local public health authorities and our COVID-19 Advisory Committee. Procedures may change based on community conditions and public health best practices.

Deciding When To Stay Home

Parents agreeing and knowing when to keep children home from school is a very important part of keeping our campus healthy. To help, we have outlined key protocols to help families determine when a child should stay home.

Has the student been in close contact with an individual who has tested positive for COVID-19, is awaiting test results, or is experiencing COVID- like symptoms?

IF YES:

1. Stay Home!
2. Call your Doctor
3. Inform SBA
4. Call the school nurse before returning to school

Is the student unwell with COVID-like symptoms?

IF YES:

1. Stay Home!
2. Call your Doctor 3. Inform SBA
4. Call the school nurse before returning to school

Has the student been fever free for 72 hours without medication?

IF YES:

1. Call the school nurse before returning to school.

HEALTH RELATED POLICIES

Vaccination Policy

In compliance with Tennessee Code Annotated §49-6-5001, St. Bernard Academy must obtain proof of adequate immunizations prior to admitting a child. It is the duty of the school to enforce this regulation. Families must provide updated immunization records once they are accepted. Any family not in compliance will be contacted.

School Nurse

All medications will be administered by the school nurse. All health communications will come from this office as well.

Medications: Prescription and Over-the-Counter

For the student who requires medication at school, the State of Tennessee mandates the following procedures:

- Prescription drugs given in school shall be prescribed by a licensed physician and brought to school in the **original pharmacy container by the parent**. A permission form to administer this medicine is required. A form is available in the school office.

- The school is not permitted to administer **non-prescription** medicines (aspirin, Tylenol, etc.) without parental authorization. A form is available in the school office. These medicines (including cough

drops) must be brought in by the parent with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

- The parental request must include the child's name, parent's signature, name of medication, its dosage, the frequency and time of administration, the reason the medication is needed, and the parent's phone number in case of emergency.

- Asthmatic, diabetic, and food allergic students who require medication are allowed to keep prescription, metered-dose inhalers, insulin injections, and Epinephrine injectors on their person with written parental authorization.

Head Lice (Pediculosis)
Based on the recommendations of the Centers for Disease Control and the American Association of Pediatrics, when a student is diagnosed at school with head lice, the parents will be contacted. The student may remain at school until the end of the day and is expected to receive treatment that afternoon. The student may return to school with proof that treatment has begun.

Food Allergies
St. Bernard Academy cannot guarantee to provide an allergen-free environment and is not a food-allergen-free school. Our goal is to take reasonable and appropriate measures, minimizing the risk of exposure to allergens that pose a threat to allergic students and to educate the community about their needs. The administrative team will work with individual families to address the needs of students on a case by case basis.

Mental Health and Self-Harm
When the school receives notification that a student has thoughts to hurt himself or herself or another individual, the family is contacted to ensure that they have a safety plan in place. We also require that the family works with an outside mental health provider to ensure that their child is not a threat to his or herself or to others. A list of suggested mental health resources and contact information for mobile crisis is made available to families who need further assistance. Additionally, the student is not permitted to return to school until the school receives documentation from an outside provider that the student does not pose a threat to himself, herself, or another individual. Every incident is treated seriously and approached from the perspective of the safety of the student, their peers, and the school. Often in these situations there is a degree of confidentiality surrounding which steps are taken with the student and their family, but the administrative team will follow-up with teachers, students, and parents to provide as much information as possible while maintaining the privacy of the student.

HOME AND SCHOOL ASSOCIATION (HSA)

The St. Bernard Academy Home and School Association (HSA) is instrumental in the continuing growth and physical plant improvement of SBA. All parents are members and are urged to be active participants. General informational meetings are scheduled monthly.

Each year, the HSA sponsors fundraising projects. With the help of all parents, these projects can be very successful. They allow the HSA to fund many important activities at the school, and they also provide opportunities for community involvement. Additionally, the HSA sponsors numerous social events each year.

The objectives of HSA are:

1. To pool the resources of HSA members, for the betterment of the school, to sponsor various activities to promote fellowship.

2. To promote understanding and cooperation among members by working and serving together for the good of the students and the school.

3. To support the school by raising funds for the school in general, as well as for special projects and HSA operations.

LEARNING SERVICES PROGRAM

At St. Bernard Academy, the Learning Specialist is available to provide support to those students that have been identified as having a learning difference, as well as to those students who have not yet been identified but are struggling academically. Specific services are as follows:

- Students that already have a diagnosed learning difference are provided the opportunity to have a Student Support/Accommodation Plan. This plan delineates the specific accommodations that are appropriate for a student's diagnosis, as well as what is reasonable to provide within the SBA environment. The Learning Specialist also works closely with the classroom teacher to determine which accommodations are able to be managed within the classroom. Accommodations that are not able to be met by the classroom teacher are provided by the Learning Specialist.

- Students that require extra help beyond accommodations are provided the opportunity to meet with the Learning Specialist one time per week to work on specific skills, class work, and/or advocacy skills. If students require more intensive intervention, the Learning Specialist will provide guidance for seeking outside resources.

- The Learning Specialist also provides support for those students that are struggling academically but have not yet been identified as having a learning difference. Once a student has been referred to the Learning Specialist, the initial contact may include standardized and/or informal assessments to determine if the need can be met in-house or if the student will need to be referred for a more thorough evaluation.

- For students that continue to struggle but have not been referred for outside testing, the Learning Specialist will provide one-on-one or small group intervention to address the specific need for a period of 1-2 terms. The Learning Specialist will meet regularly with the classroom teachers to determine if the student is making gains. If a student continues to demonstrate difficulty in the subject area, the Learning Specialist will provide a referral to parents regarding outside assessment services.

- A dyslexia support group for students with dyslexia and/or dysgraphia and their families has been formed to provide further support in navigating the school years. The Learning Specialist plans three to four events per year ranging from all group activities (students and families together) to individual activities for students. Parents are offered further education regarding dyslexia through speakers and videos.

- The Learning Specialist provides educational support in the area of study skill development for all students. This program is implemented during the summer and reinforced during the school year.

- The Learning Specialist also directs the SBA Summer Camp program to provide educational development and enrichment activities for all students.

SCHOOL FACILITIES

Computer Equipment
St. Bernard Academy has adopted a "Responsible Use Policy for SBA Computers and Internet Access" for students as well as faculty and staff. The policy defines expectations, procedures, and regulations concerning students' use of computer services available at the Academy. The student and his/her parents sign the document indicating that he/she will abide by this policy. The signed document is maintained in the school office.

Food and Drink
Each day, lunch, which includes several optional menu choices, is available for purchase at a reasonable price. All student lunch accounts will be managed by CHEFS Food Service (Daniel Rodriguez, CEC). A monthly menu is sent home for students to choose which lunches they will purchase. A menu is also posted each month on the school website. Lunch menus will not be physically collected from the student this year. Due to the timeliness in preparing the to-go style lunches, **students will be asked to choose their lunch preference 24-hours in advance during a lunch roll call each morning.** This will ensure for accurate lunch counts and timeliness of lunch delivery each day.

As a result of the COVID-19 pandemic lunch will not be eaten in the Dining Hall. Students will be assigned a location that will comply with safety regulations. This academic year, parents will not be allowed to eat lunch with their children.

Students may bring an additional snack to be eaten during the daily break period. Students must not leave food in their lockers overnight.

Students are asked to keep a plastic bottle of water throughout the day. Bottles will be filled periodically throughout the day. Teachers may use their discretion to restrict bottled water in cases of technology use, distraction, or other worthy cause.

Media Center
The Media Center is staffed and supervised by the librarian and at times by volunteers. Classes are held for lower school students, both for the purpose of library instruction, research, and the enjoyment of the materials and books. All students are allowed to use the library during library hours with the permission of the classroom teacher to read, check out and return books, perform reference work, utilize computer lab, or work on special projects. The library collection is consistently updated and expanded. Books are selected for either their educational or recreational value. There are no late fees, but all missing or lost books will be invoiced at the end of the year. ***Access to the media center will be limited this year due to concerns regarding the COVID-19 virus.***

SPECIAL EVENTS

Assemblies
Assemblies are planned periodically and are so noted as special events on the school calendar. Some typical themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. The SBA Conduct Code calls for special attention to etiquette, respectful behavior, and good citizenship during these events. ***During the COVID-19 Pandemic, assemblies of 25 or less people are discouraged and 25 or more will not be allowed this school year. Every effort will be made this year to create opportunities for small gatherings or electronic gatherings.***

Birthdays
The staff recognizes that a student's birthday is a very special day. Out of an abundance of caution to contain the spread of COVID-19, this year birthday treats will not be permitted on campus. We will update this policy when it is safe to make changes.

Classroom Parties
Classroom parties are limited to the Christmas parties for all levels and select events that vary by grade level. Planning and organization of the Christmas parties is the duty of the room parents with the approval of the teachers.

Confirmation
The eighth-level Catholic students receive instruction for the Sacrament of Confirmation. Non-Catholic children are encouraged to take part in this class ceremony. ***Confirmation this year will be assigned and determined by the Diocese of Nashville per instructions from the Bishop's office.***

Girls wear white dresses and boys wear tan slacks, white shirt, tie, and a dark blue blazer. Students wear the same dress attire as graduation and May Crowning.

They receive the Sacrament at a time and place established by the Bishop or Administrator of the Diocese of Nashville.

First Communion
Second level Catholic students receive the Sacrament of First Holy Communion in April. Parents are invited to be involved in this sacred celebration of their children. Non-Catholic children are encouraged to take part in this class ceremony. Girls wear white dresses, and boys wear khaki slacks, blue oxford shirts, red tie, and a dark blue blazer. ***The timing of this sacrament will be determined at a later date. Students will continue to make preparations for Sacraments of First Reconciliation and First Communion.***

First Reconciliation
Second level Catholic students make their First Reconciliation at the Academy. Parents are notified of the date and invited to participate in this special event with their children.

Graduation
Eighth level students celebrate their graduation at an evening ceremony at the school, followed by a reception sponsored by the Home and School Association. A baccalaureate breakfast is held in early May following the May Procession. Students wear the same dress attire as Confirmation and the May Procession. Kindergarten students celebrate their graduation at an early morning ceremony at the school in May followed by a reception sponsored by the Home and School Association. Students wear a red cap and gown provided by the school. ***This year, graduations will be subject to modification as the pandemic allows.***

Liturgical Events
Liturgical celebrations are presented throughout the year, centered around the church calendar. These events speak to the Academy philosophy which states, accepting the directive from the Gospel that "mankind live in charity, unity, and peace with one another," St. Bernard Academy endeavors to create a loving Christian environment where all children can feel comfortable, strengthen their spiritual foundation, and achieve their full potential. ***In a typical year, the liturgical celebrations are held in the gymnasium. This year, special considerations will be planned to work around the pandemic restrictions in order for us to celebrate our faith.***

May Procession
During the month of May, the second and eighth level students participate in a procession honoring Mary, the Mother of God with all other students present. The second level students wear their First Communion clothing, while the eighth level students wear the same dress attire as Confirmation and graduation.

Parties
Invitations to private parties (birthday or other) shall not be distributed at school by a child, parent, or through the office. Private parties are those events not sponsored by the school.

The staff prefers that students not bring birthday presents, sleeping bags, or other party paraphernalia to school. However, if circumstances dictate that these must accompany students to school, it is requested that the situation be handled with utmost discretion and consideration of those students whose names are not on the guest list.

Photographs
Photography is an important component in the life and history of St. Bernard Academy. Individual student pictures are taken in the fall by Uchida Photography. Within a few weeks of the photography session, the pictures will be available for purchase online. Athletic team pictures are taken during the year and will be available for purchase as well. Throughout the year, pictures will be taken documenting daily life and special events on campus. Many of the pictures are published annually in the yearbook. These pictures may also be used in promotional materials. Parents are asked at the beginning of each year to provide or decline consent for the use of their child(ren)'s images in these promotional materials. Parents may also change their decision at any time.

Reconciliation Services
Catholic students are invited to participate in the Sacrament of Reconciliation on at least two occasions during the school year. Non-Catholic children are welcome to speak with the local priests during the services if they choose. Typically, four or five diocesan priests come to St. Bernard for these occasions.

STUDENT CONDUCT AND SCHOOL POLICIES

The essence of Christian discipline is self-discipline. A climate of mutual understanding, respect, and trust based on faith and the worth and dignity of each individual effectively promotes self-discipline. Realizing that there is a choice involved helps the student to develop self-control and a sense of responsibility for making decisions about behavior. The faculty and staff of St. Bernard Academy also recognize that the students are growing and developing and learning to navigate in the world around them. Students learn that choosing certain behaviors means accepting responsibility for their actions and their consequences. SBA has set the following foundations for all student behavior:

- Be Respectful
- Be Responsible

- Be Safe
- Be Your Best

These four foundations are consistent across all grade levels and classrooms. Within the levels, teachers and students work together to identify the qualities, skills, and attributes that fall under the foundations.

Most student discipline issues are handled in the classroom by the teacher who will provide the student with opportunities to take responsibility for correcting the behavior. For example, rather than giving a student a time-bound consequence (walking for 5 minutes at recess), the student will be responsible for coming up with a plan or strategy to change the behavior.

Disciplinary cases that are referred to the Each Division Head of School will be addressed on an individual basis to determine the fair and appropriate consequence. Consequences are not designed to impact the student's rights such as the right to learn in a safe and nurturing environment. These consequences may include:

- Meetings with the parents
- Exclusion from privileges
- Ineligibility for sports and club activities
- Ineligibility for bus service
- Ineligibility for aftercare
- Ineligibility for end of the six-weeks activities at school (Junior High only)
- Ineligibility for class trips
- Suspension
- Expulsion

Student conduct records will be kept by the each Division Head of School. It is a priority of St. Bernard Academy to work with the parents and the students to gain the skills necessary to meet the four foundations.

It shall be understood that students may be subject to serious discipline, suspension, or expulsion for matters which the administration feels is a safety risk to faculty, staff, other students or themselves.

The Head of School is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

FURTHER INFORMATION REGARDING STUDENT CONDUCT

Behavioral Conduct

24 Hour Dimension of Conduct

It is understood that SBA students are responsible for their behavior on and off campus and may be held responsible for their actions off campus when those actions:

- Violate school policies
- Impact school climate
- Impact the emotional and physical safety of other students
- Reflect poorly on the school

This includes and is not limited to, after school events, SBA school sponsored activities, electronic communications (including, but not limited to email and social networking sites).

While we are not in the business of actively monitoring students during off-hours, we are committed to the loving protection of the children who are enrolled in our program and to providing them with the best environment possible while they are members of the SBA family.

Behavioral Expectations

Children who attend St. Bernard Academy are typically enrolled by parents whose expectations include:
(1) an environment which supports moral behavior,
(2) a code of conduct mutually endorsed by school and home, and
(3) social associations with other children that are wholesome and philosophically congruent with the mission of the Academy and the principles of the home.

To respect these expectations of parents, to promote a healthy Christian environment for our students, and to protect them from the unpleasant influences to which social morals may subject them today, St. Bernard Academy holds its students accountable to the "Twenty-Four-Hour Dimension" of conduct as described above.

More specifically, actions involving alcohol/drug use, intentional and serious internet abuse, or other misconduct brings disgrace to the Academy. If the administration judges the behavior to be harmful to others students or their families, the students shall be held responsible for their actions. Offending students are subject to disciplinary action, whether the behavior has occurred on or off campus, whether or not it is school related, and whether or not it occurs during school hours. Disciplinary action will be determined by the administration, and may include suspension and/or expulsion.

Parent Contact

Parents will be notified if their student:

- Creates a distraction in class and interferes with other students' learning;
- Fails to complete and turn in assignments on time;
- Displays a lack of respect for teachers or fellow students;
- Behaves improperly in the dining hall, at assemblies, or on field trips;
- Displays a lack of sportsmanship during recreational or PE periods.

Repeated infractions are indicative of an uncooperative attitude and will warrant more serious consequences.

Alcohol and Drug Use

The Academy does not tolerate the use or possession of illegal drugs or alcohol, possession of drug paraphernalia or the misuse, abuse, or illegal use of prescribed drugs. Offending students can be subject to expulsion.

Assembly Etiquette

Students shall enter the assembly area in a polite manner, observing "appropriate concert manners" throughout the event. They are expected to cease speaking and direct their attention to the speaker or performer, promptly.

Bullying and Harassment at School

The SBA school environment seeks to promote the emotional and physical safety of its students. Each student should expect to experience school days free from emotional and physical harm, threats, and intimidation. It should be noted that not all instances of student conflict qualify as bullying and/or harassment.

Sexual, racial, or ethnic comments, gestures, or actions that are hostile and intimidating and directed towards any individual will be considered harassment. Harassment of any student by any other student, lay employee, religious employee, or priest is prohibited, a violation of school policy, and will not be tolerated at St. Bernard Academy.

The school will treat allegations of bullying and/or harassment seriously and will review and investigate allegations in a prompt, confidential, and thorough manner. Substantiated acts of bullying and/or harassment will result in disciplinary action up to, and including, dismissal. Students filing false or frivolous charges will also be subject to disciplinary action.

It is the school's responsibility:

- To implement the policy through regular meetings with all school personnel.
- To inform faculty and staff, students and parents of this policy through the handbook and other communications at school.
- To include harassment education in the counseling curriculum.
- To require teachers, administrators, and all school personnel to remain watchful for conditions that may lead to or contribute to a hostile or offensive school environment.
- To establish practices that serve to maintain a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility:

- To conduct him/herself in a manner that contributes to a positive school environment.
- To avoid any conduct that may be considered discriminatory, intimidating, or harassing.
- To report all incidents immediately to a supervising adult.
- To immediately discontinue any behaviors that are perceived as intimidating harassing, or unwelcome.
- To abide by the policies and standards of St. Bernard Academy during all school related events and in accordance with the stated 24 hour standard of conduct previously described in this handbook. This also includes electronic communications via email and social networking sites, including Facebook.

Behavior on the Playground

Students must remain within eye contact of the supervisors and may not leave campus proper. They are expected to respect each student's personal space and refrain from pushing, hitting, and any other actions that threaten the personal safety of fellow students. Students are expected to demonstrate good citizenship and to include others in group games and activities. Evidence of bullying behaviors will be dealt with immediately by the teacher on duty and reported to the appropriate division Head of School.

Cheating and Plagiarism

Cheating and plagiarism are serious compromises of integrity and will not be tolerated. When discovered, the student's work will be taken, a behavioral consequence will be given, parents will be notified, and the student will be expected to complete the assignment in an honest manner. Further consequences may be taken by the administration.

Dining Hall Etiquette

Students are required to be seated while eating and to observe appropriate manners during meals while being served. The student shall dispose of garbage in proper receptacles and leave tables and floors in a clean and orderly condition.

Equipment/Material Use

Students may not use or handle school equipment unless they have been specifically authorized to do so. When equipment is damaged through negligence or unauthorized use, the student at fault is held financially responsible. Students are expected to use materials responsibly and leave them in readiness for those who follow them.

Fighting

Fighting is strictly forbidden in the school or on the campus. An immediate suspension for all parties and a conference with parents is required before reinstatement may occur. The Head of School may determine the final action up to and including dismissal from school.

Firearms and Other Weapons
Possession or use of firearms and other weapons constitutes cause for suspension or expulsion. Metro Nashville Police Department will be notified of any firearms or weapons found on campus. Threats or other types of planning or scheming concerning these items or other forms of violence will never be taken lightly and can constitute cause for suspension or expulsion, as well.

Forgery
Forging a parent's or teacher's name, or alterations of grades, assignments, and similar documents constitute cause for suspension.

Gum-Chewing
Gum chewing on the grounds or in the classrooms is prohibited. Certain exceptions may apply.

Leaving Campus Without Permission
Leaving campus without permission is a dangerous matter. Under NO circumstances are children allowed to leave the school without permission. Students who leave without permission are subject to disciplinary action.

Profanity and Vulgar Language
Written or spoken language including electronic messaging, or gestures that are vulgar, obscene, sexist, or in any other way abusive and/or offensive to other students or staff will not be tolerated. Students in violation of this provision may be suspended and/or expelled.

Tobacco Products
SBA's entire campus is designated as a tobacco-free zone. Student possession or use of any form of tobacco, vaping products, or e-cigarettes constitutes cause for suspension or expulsion.

Vandalism
Willful damage or destruction of school property is cause for immediate suspension and possible expulsion. The school requires that damages resulting from vandalism be paid for before a student is allowed to return to school. If a student accidentally causes damage, (s)he should report it to a teacher so that the damage will not be misconstrued as vandalism.

TECHNOLOGY RESPONSIBLE USE POLICY

This policy is distributed to each student at the beginning of the school year. Both parents and students are to read, sign, and return to school.

Purpose
St. Bernard Academy provides some technology resources and allows students to bring other approved technology resources with the belief that the educational advantages outweigh the potential for misuse. SBA expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide and facilitate access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe and appropriate uses of these tools.

Expectations and Rules
We expect students to avoid all activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible

permutation of student behavior with technology. It is our expectation that students use technology in a respectful, useful and acceptable way.

Violating any portion of this signed agreement may result in disciplinary review, including possible suspension or expulsion from SBA, and/or legal action. SBA will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for technology-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our community, or constitutes behavior embarrassing to the school.

Online Behavior

- I understand that I continuously represent SBA whenever and wherever I use online communications (both at school and at home.) This includes, but is not limited to email, chat, instant-messaging, texting, gaming, and social networking sites. In all of my online communication with classmates and teachers, I will be respectful and polite.
- I will not disparage SBA or members of its community in a libelous or harassing manner in any public or private forum (i.e. Facebook, Twitter, Google, Instagram, Snapchat, TikTok, etc.).
- If I am uncertain whether a specific activity is permitted or appropriate, I will ask a teacher or the technology department before engaging in that activity.

Privacy

- I will not share any of my usernames or passwords with anyone or use anyone else's. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- I will respect the privacy of others throughout the SBA network and on the Internet and will not share or access others' folders, files, or data without authorization.
- I understand that SBA has the right to inspect any data, email, logs, or files that exist on the network or on individual technology devices without the prior consent of system users. In addition, SBA reserves the right to view or remove any files on the network or on individual technology devices without prior notice to users.
- I will not share or post online personally identifying information about any members of the school community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make audio or video recordings of another student or teacher without his/her permission. Neither will I alter audio or video or still pictures in a way that is unflattering or derogatory towards anyone.

Use of Technology Resources

- I will not play games, instant-message, or access music or videos at school, unless it is part of the curriculum and is authorized by a teacher.
- I will not use SBA technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which will negatively impact the operation of anyone's technology device, printers or networks. I am aware that I am liable for any damages I may cause.
- I will make an effort to keep my devices free from viruses and other destructive materials. If my device is accidentally infected, I will seek help from the technology department immediately or my network connection will be disabled.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- I will not install or boot to non-approved operating systems on any technology device.
- I understand that if I repeatedly violate these terms, the technology department may restrict

my user privileges.

Obscene or Inappropriate Materials

- I will not search for or download any material that is offensive, lewd, pornographic or inappropriate based on the school's mission.
- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately so the material can be blocked and any other necessary steps can be taken.

Copyright and Plagiarism

- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, image, or idea and presenting it as your own.)
- I will properly cite any resources that I use in my schoolwork.
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

Personally Owned Equipment and Devices

- All personal equipment must be approved by the technology department. Only then will it be allowed to connect to the SBA network. If there is any doubt whether a device is approved, you should contact the Technology Department immediately.
- Connecting to other networks while on campus is prohibited. This includes using cell phones as wired or wireless tethering devices.

Even though SBA takes precautions to restrict access to objectionable material online, it is not possible to have full control over access to resources and materials on the internet. SBA reserves the right to block content that negatively impacts the academic performance of students. SBA cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. SBA is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

The administration reserves the right to determine if a student has violated the Responsible Use Policy.

Other Policies and Procedures

Cell Phones and Smartwatches

The cell phone policy requires students to check in their phones with their homeroom teacher each morning. Cell phones will be returned to the students during homeroom each afternoon. As stated in our policy, use of cell phones is not permitted during the school day upon the student's arrival or during Aftercare unless a student is given specific permission to do so. Therefore, once cell phones are returned to the students each afternoon, use of cell phones is still prohibited unless a student obtains express permission.

Students and their parents are asked to read, discuss, sign, and return to school the cell phone agreement in order for a student to have the privilege of bringing a cell phone or other personal technology device to school. Misuse of a cell phone on campus will result in the confiscation of the phone by a teacher or administrator. Escalating consequences will include student retrieval of the phone from the Assistant Head of School, parent retrieval of the phone from the Assistant Head of School, and loss of privilege to bring the phone to campus.

Smart watches may be worn by students but may not cause a distraction to the student or others. Consequences for inappropriate use of smart watches will follow the same escalating consequence structure as cell phones.

SBA is not responsible for phones that are brought on campus even if they are checked daily with the homeroom teachers. It is at your own risk that students choose to bring phones. SBA encourages students to leave cell phones at home.

Changes in Student Routines
When it is necessary for a student to deviate from his normal routine, a note or phone call from the parents should be presented to the school office. Such changes might include staying after school for an event not planned for, riding or walking to an address other than his/her own, or being picked up by someone other than the usual driver.

Doctor's Appointment
Parents are asked to make every effort to schedule doctor/dentist appointments for students outside of school hours. When this is not possible, students will be excused for the appointments. A written excuse from a doctor must be presented at the office and to the homeroom teacher.

Emergency Contact
In the event of a calamity due to weather or other unforeseen events, SBA is equipped with the School Reach Information System. This will allow us to send the broadcast message to telephones, PDA, etc.

Field Trips
Field trips within our city and to nearby points of interest are scheduled throughout the school year. These trips are designed to enrich different aspects of the curriculum and to introduce students to the resources of the community. Parents will receive written notification of the field trips in advance of the scheduled trip date and will be asked to sign a **FIELD TRIP PERMISSION FORM** for each excursion.

The school's buses will be used for field trips whenever possible. In the event that the school must hire a charter bus service for a field trip outside of the local Nashville area, a transportation fee may be charged to each family. Every effort will be made to keep this fee as reasonable as possible.

Library Policy
Students will be charged a replacement fee for each book that is lost or damaged. For books that are more than two weeks late, students may lose their library privileges. Students may use the library after school with adult supervision only.

Locker Use
Students are required to use their assigned locker. Since the lockers are school property the students should keep their lockers clean, orderly, and free of defacement. Food must not be kept in the lockers overnight. Spot checking of lockers will occur from time to time.

Loitering
Students are expected to leave the campus promptly after classes or activities. Unsupervised loitering before school, between classes, or after school is prohibited. Non-students are not permitted on campus at any time unless they have been registered in the main office as official guests.

Lost and Found
All clothing found on campus, regardless of its value, is placed in the Lost and Found. Money, jewelry, or other articles of value are turned in at the office. Students may claim an item after proper identification. **ALL CLOTHING AND OTHER PERSONAL EFFECTS SHOULD BE CLEARLY**

LABELED WITH THE STUDENT'S NAME. Unclaimed items will be donated to charity at the end of each semester.

Personal Property
Children are not allowed to bring their personal belongings (cameras, IPods, electronic devices, CD players, toys, sports equipment, etc.) to school without permission from the administration or their teachers. The school is not responsible for lost or broken personal items.

Playground Supervision
School staff will supervise the playground during scheduled recesses. The playground is not supervised after school, and students who are not registered in Extended Care are expected to leave for home following dismissal.

Recess
Weather permitting, students are given a recess period each day. Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. Children must be dressed properly for outside recreation. Students may have supervised free time in the classroom or the multi-purpose room on days when inclement weather or medical excuses prevent outside play. This determination will be made by the teacher.

Recycling
St. Bernard Academy participates in the Metro Nashville recycling program, following the Catholic Church's tradition of care and stewardship for God's creation. SBA will promote the option of recycling in any area that is economically feasible and appropriate for the school.

School Closures
School closures and delayed openings occur only during extraordinary circumstances such as extreme weather conditions, building or equipment failure, or public crisis. The school board and the administration are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means will be used to notify parents of an impending cancellation. SBA is equipped with the School Reach Information System which will notify parents by phone within minutes of an emergency or school cancellation. The Academy does not necessarily observe Metro Schools' closure decisions. Once school is in session, early closures will be declared only if the weather situations (or other emergency type events) become treacherous. In such cases, parents are free to come for their children before dismissal. Students will, of course, be well supervised by the staff until their parents or designees are able to come for them.

Telephone Use
The office telephones are business phones and are not to be used by students without permission from a teacher and/or the approval of the office personnel. One telephone in the office will be available in urgent situations. The use of cell phones is not permitted anytime during the school day or during After Care without permission of a faculty or staff member.

Traffic Regulations
Entrance to the campus is from Bernard Avenue **ONLY**. Please do not block Bernard Avenue at any time. During afternoon dismissal, there are to be no left turns into SBA from Bernard Avenue. Please turn right from the north side of Bernard Avenue instead.

During morning drop off, please **pay special note to the changes in the drop off procedure** in section marked as **Arrival**. Please be certain that the children have their belongings together and they are ready to get out of the car immediately upon arrival. If there is a possibility of delay, please feel free to use an open parking space.

During dismissal, please form two lines for turning left or right onto 24th Avenue and then turn off the car engine as exhaust fumes are a threat to the health and safety of the children and faculty. Faculty and administration will assist the students to their cars for dismissal. **Please do not exit your vehicle**. Once in park, please turn on your hazard lights. This will indicate that you are waiting for your children and once your vehicle is loaded, you may turn off your hazards. Traffic will move when the crossing guard gives the signal to go. Students may not be picked up by car on 24th Avenue during dismissal nor on Bernard Avenue. Bernard must be left accessible for emergency vehicles.

STUDENT INFORMATION

Accident Insurance
The Academy recommends some form of accident insurance to cover any student who attends Saint Bernard Academy.

Emergency Information
Each student is required to have on file the names and phone numbers of parents and other designees selected to make decisions for the child in the event of medical problems, emergency weather situations, or other events requiring parental contact. The student's physician and phone number, and an identification of medical problems of the student must also be provided. This information is collected annually through the online enrollment management system TADS and applies to both school and Aftercare.

Exclusion
A separate category of long-term or permanent removal, usually for non-disciplinary reasons, is termed exclusion. Examples of reasons for exclusion are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws (Tennessee Code Annotated §49-6-5001), failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, mental illness (i.e., for the protection of fellow students), non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons.

Student Records
Specific records are maintained for each student. Parents are permitted to review their child's permanent academic file, current progress reports, and attendance record. The school office will schedule an appointment for the parents upon request.

Transcripts
For students who graduate or leave the Academy for other reasons, academic records and transcripts, including letters of recommendation, will be sent to directly to the requesting school upon a receipt of a formal request. Transcripts are withheld when accounts are delinquent.

Withdrawals
Once the academic year has begun, the parents of any student who is withdrawing must inform the school in writing. Teachers will summarize the student's progress and prepare the student's file for forwarding to the next school of enrollment.

STUDENT REPORTS
Code of Reporting for All Subjects

Level Junior – K	Fine Arts
S = Secure	E = Exemplary
D = Developing	A = Accomplished
N = Not Yet	D = Developing
X = Not Assessed	N = Novice

Levels K – 2

ES = Exceeds Standard
MS = Meets Standard
AS = Approaching Standard
NS = Needs Support
X = Not Assessed

Levels 3 – 8

A+	99 – 100	B+	91-92	C+	84 – 85	D+	75 – 76
A	95 – 98	B	88-90	C	79 – 83	D	72 –4
A-	93 – 94	B-	86-87	C-	77 – 78	D-	70 – 71
						F	Below 70

Honor Roll (Levels 5 – 8)

The Honor Roll provides recognition for outstanding academic achievement. It is based on the GPA for the preceding period. Students must achieve a minimum grade of "B-" in each subject to qualify for the Honor Roll. "Highest Honors" requires a minimum "A-" in every subject.

Testing

Nationally standardized achievement tests are given each year. St. Bernard Academy administers the Educational Records Bureau (ERB) CTP Online standardized test for levels 3- 8. Children's Progress Jr. K – 2nd level is administered a minimum of six times a year. The Cognitive Abilities Test (CogAT) is administered in Kindergarten, 3rd, and 6th levels.

STUDENT SAFETY

Bomb Threats

A bomb threat is an extremely rare occurrence. Nevertheless, the school is prepared for this type of emergency. Immediate evacuation of the building and notification to appropriate authorities are the standard procedures. The school staff, teachers, and administrators are well prepared for these situations.

Building Security Policy

For security purposes, exterior doors are kept locked during school hours. To gain entrance visitors must use the doorbell on Bernard Avenue and be assisted by office personnel. **No student is ever allowed to open doors to visitors. All persons must enter the school through the main entrance which faces Bernard Avenue.**

Emergency Drills

Fire drills are conducted according to State of Tennessee Safety Regulations. Exit routes are clearly posted inside the door of each classroom. Each class has an escape route to an outside area which is a safe distance from the building. Students observe rules of appropriate behavior during these drills. Two drills are conducted within the first 30 days of school, with one drill each of the remaining months of the school year.

During a tornado drill each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. Children are moved to these designated areas quickly, in a safe, quiet, and orderly manner.

Students will engage in Earthquake Drills and are properly instructed in appropriate procedures. Students are engaged in Security Lockdowns drills as well.

Other Emergency Codes:

- **Stay Put:** No immediate threat to students or staff. It may consist of a medical emergency that we do not want children to observe
- **Shelter in Place:** May be an external event in the neighborhood. The students are free to move about the building but not outside.
- **Lockdown:** A threat inside the building. Students and teachers move to a safe area.

Faculty members train students to respond all of these drills without undue fear, fostering understanding that is appropriate to their respective ages.

Off-Limit Areas

Saint Bernard Academy is maintained and operated for the benefit of its students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These include storage areas, inner offices, teachers' lounge, and the trash collection area.

Students are not allowed to leave campus during the school day without authorization. Those registered in Aftercare may not go to nearby stores or leave the campus unauthorized under any circumstances. An infraction of these rules may result in disciplinary action. Students may not remain on campus while awaiting after-school events unless they are under supervision of the Aftercare Program.

Raptor Visitor Management System

St. Bernard utilizes the Raptor Visitor Management System to record visitors to the building and prevent any registered sex offenders from entering the building.

Safe Environment Program

The Diocese of Nashville requires all clergy and lay employees of Catholic schools to participate in annual Safe Environment Training. This training teaches all faculty and staff members to recognize the signs and symptoms of abuse and neglect and how to respond to reports of abuse and neglect. The Diocese of Nashville and, therefore, St. Bernard Academy support, promote, and require compliance with all federal, state, and local laws including those regarding the reporting of child abuse and child sexual abuse. All employees of St. Bernard Academy are mandated by Tennessee law to report all known or suspected abuse to the appropriate civil authorities.

TUITION, INSURANCE, FEES, AND REFUND POLICIES

Financial Aid
SBA makes financial aid available to qualified applicants. Financial aid is based on demonstrated need as determined by TADS, our online enrollment management system. For more information concerning financial aid, contact the Business Office.

Lost/Damaged Books
Students will be charged for the full cost of book replacement in the event of loss or damage.

Tuition Fees and Payment
Tuition is managed through the TADS Tuition Management System. Tuition is paid by the parent's choice of one of the following plans:

- Annual Payment Plan
- Semi-Annual (two Payment Plan)
- Quarterly Payment Plan
- Monthly Payment Plan available through automatic draft only (10 or 12 months).

The registration fee for new families is collected when the enrollment is submitted. The first tuition payment is due in July, and families may elect to have withdrawals on the 1st, 5th, 10th, 15th, 20th, or 25th of each month.

The person(s) responsible for paying a student's tuition is(are) required to sign a contract recognizing this responsibility for the full amount of tuition and fees for the coming year. The contract shall be executed through the TADS Enrollment and Tuition Management System.

According to the contractual agreement, parents are obligated to pay all charges for the full academic year. The contract stipulates that the obligation is unconditional, and that no part of the fees paid be refunded in the event that the students should fail to attend the school, withdraw, be dismissed, or be absent for any reason, except upon the specific direction of the Head of School and the Executive Committee of the School Board. The contract mandates that tuition must be paid on the date specified in the payment plan chosen at pre-registration.

Invoices are provided in advance of the due date. All returned checks incur a $35.00 fee.

Transcripts and report cards are withheld when accounts become delinquent.

Tuition Insurance
This optional plan offers protective features in the event of student withdrawal resulting from prolonged illness or family relocations. (Please refer to the insurance agreement for further details.) This does not apply to changes in a student's wait list status at other schools.

Refunds are based on the academic year of 40 weeks, including vacations, holidays, etc. To determine the pro-rated refund, the student's annual tuition is divided by 40. The school will provide 100% tuition relief if withdrawal results from a medical condition and 75% if the reason for withdrawal is family relocation, as stated in the tuition insurance contract. **Refunds are not granted to those who did not pay for tuition insurance.**

ST. BERNARD ACADEMY UNIFORM POLICY



One of the most effective ways that we can ensure your child's safety on campus is the School Uniform Policy. This allows the faculty to immediately identify strangers on campus. Please take the time to carefully read over the SBA Uniform Policy.

The St. Bernard Academy uniform is viewed as an important, complementary element of the philosophy, mission and beliefs of SBA. It is important that you discuss with your children the dress policy and regulations. The uniform policy establishes a strong visual image in support of the commitment to high behavioral and academic standards at St. Bernard Academy. Uniform dress also promotes school spirit and communicates St. Bernard Academy's identity in school and within the larger community.

Students not following the dress code will be given the opportunity to make the necessary corrections. Teachers will contact parents regarding repeated dress code infractions.

To order uniforms online go to: http://www.dennisuniform.com/

SBA UNIFORM DRESS CODE

STUDENT'S NAME MUST BE WRITTEN INSIDE **ALL** UNIFORM ITEMS

JUNIOR KINDERGARTEN / KINDERGARTEN		
	GIRLS	**BOYS**
Dresses/Skort	Red Jersey Polo Dress, Liberty Plaid Shift, Liberty Plaid Skort	
Shirts/Blouse	Short or Long Sleeve White Peter Pan Collar, White Butterfly Blouse w/Navy Piping, Red or White Short or Long Sleeve Jersey Polo, Taylor Short or Long Sleeve White Blouse, Tailored Long or Short Sleeve White Oxford Shirt	Short or Long Sleeve Red or White Jersey Polo, Short or Long Sleeve White Oxford Shirt
Shorts/Slacks	Navy Pull-On Pants or Shorts, Navy Flat Front Shorts or Pants	Navy Pull-On Shorts or Pants, Navy Flat Front Shorts or Pants
Outerwear	Navy Scalloped Cardigan Sweater, Navy Sweatshirt ¼ zip, Navy Microfleece Jacket, Spirit Wear	Red Sweater Vest, Navy Sweatshirt ¼ zip, Navy or Red Microfleece Jacket
Socks/Tights	Solid White, Black, or Navy Socks (must be visible), Solid White, Black, or Navy Knee-Hi, Solid White, Black, or Navy Tights, Spirit Wear	Solid White or Navy Socks (must be visible), Spirit Wear
Leggings/ Biker Shorts	Black or Navy Biker Short or Leggings – Mandatory under Dress/Shift	
Shoes	*see footnote	*see footnote
Accessories	Liberty Plaid or Solid Red, White or Navy Bows, Scrunchies, or Headbands, Navy Belts	Navy, Brown or Black Belts

LEVELS ONE THROUGH SIX		
	GIRLS	**BOYS**
Skirts/Dresses	Liberty Plaid Skort, Liberty Plaid Shift (Levels 1-4 Only), Liberty Plaid Skirt (Levels 5-6 Only)	
Shirts	Short or Long Sleeve White Peter Pan Collar, (Levels 1-4 Only), White Butterfly Blouse w/Navy Piping (Levels 1-4 Only), Red or White Short or Long Sleeve Jersey Polo, Taylor Short or Long Sleeve White Blouse, Tailored Long or Short Sleeve White Oxford Shirt	Short or Long Sleeve Red or White Jersey Polo, Short or Long Sleeve White Oxford Shirt
Shorts/Slacks	Navy Flat Front Shorts or Pants	Navy Flat Front Shorts and Pants
Outerwear	Navy Scalloped Cardigan Sweater, Navy Sweatshirt ¼ zip, Navy or Red Microfleece Jacket, Spirit Wear	Red Sweater Vest, Navy Sweatshirt ¼ zip, Navy or Red Microfleece Jacket
Socks/Tights	Solid White, Black, or Navy Socks (must be visible), Solid White, Black, or Navy Knee-Hi, Solid White, Black, or Navy Tights, SBA Socks Purchased from the Spirit Store	White or Navy Socks (must be visible), SBA Socks Purchased from the Spirit Store
Leggings/ Biker Shorts	Black or Navy Biker Short or Leggings – Mandatory under Dress/Shift/Skirt	
Shoes	*see footnote	*see footnote
Accessories	Liberty Plaid or Solid Red, White or Navy Bows or Headbands, Navy Belts	Solid Navy, Brown or Black Belts

JUNIOR HIGH		
	GIRLS	**BOYS**
Skirts/Dresses	Liberty Plaid Skirt, Liberty Plaid Skort	
Shirts	Taylor Short or Long Sleeve White Blouse, Tailored Short or Long Sleeve White Oxford, Short or Long Sleeve White or Navy Polo, Navy Performance Polo	Short or Long Sleeve White or Navy Polo, Short or Long Sleeve White Oxford, Navy Performance Polo
Shorts/Slacks	Flat Front Khaki Shorts or Pants, Flat Front Khaki Knee Length Stretch Shorts	Flat Front Khaki Shorts or Pants
Outerwear	Navy Scalloped Cardigan Sweater, Navy Sweatshirt ¼ zip, Navy or Red Microfleece Jacket, Spirit Wear	Navy Sweatshirt ¼ zip, Navy or Red Microfleece Jacket, Navy Sweater Vest
Socks/Tights	Solid White, Black, or Navy Socks (must be visible), Solid White, Black, or Navy Knee-Hi, Solid White, Black, or Navy Tights, SBA Socks Purchased from the Spirit Store	White or Navy Socks (must be visible), SBA Socks Purchased from the Spirit Store
Leggings/ Biker Shorts	Black or Navy Biker Short or Leggings – Mandatory under Skirt	
Shoes	*see footnote	*see footnote
Accessories: Bows, Belts and Ties	Liberty Plaid or Solid Red, White or Navy Bows or Headbands, Brown or Black Belts	Ties and oxfords are not required for Junior High students. To slow/stop the spread of the virus, no assemblies including mass are planned for the school year, as of the writing of this policy.

SBA UNIFORM FOOTNOTES

Soiled, ripped, stained or outgrown clothing will need to be repaired within a week or less to not be considered a uniform violation. Violation Notices will be sent home with a required parent signature.

Decisions on proper dress other than that which is mentioned in the dress code or other guidelines, will be the responsibility of the faculty and administration.

Hair Styles

- Hair accessories must follow guidelines set in the uniform policy.
- Mohawks are not allowed.
- No dye or streaks of any non-natural hair color are allowed in girls' or boys' hair.
- All students are expected to maintain hair styles that are neat, clean, and out of the eyes.

Jewelry

- Tasteful, short chains with religious medals are permitted.
- No bracelets or costume jewelry allowed.
- Girls may wear post earrings, one per ear. No hoop or dangling earrings are allowed.
- Watches may be worn. Inappropriate use of smart watches will follow the escalating consequence structure.

Makeup

- Light foundation, blush, soft-colored mascara and clear lip gloss are permitted at the junior high level.
- Nail polish is only permitted for 7th and 8th Level girls. Girls may wear pale, natural colors. Bright and/or dark colors are not permitted.

Out of Uniform Days

On some occasions, students are invited to dress out of uniform. Most of these occasions allow students to dress in Spirit Wear (SBA shirts with appropriate bottoms). On other occasions, students may dress according to specific guidelines such as a theme or color. The following guidelines will be enforced by the faculty:

- Tank tops, halter tops, and any clothing exposing undergarments may not be worn at any time.
- Skirts and shorts must be no shorter than mid-thigh and loose fitting.
- Leggings and tight knit pants may only be worn under a long shirt or sweater that comes to at least mid-thigh.
- Jeans are to be worn in good condition without excessive rips and/or holes.
- When in doubt, students should err on the side of conservative dress and bring a back-up in case they are asked to change.
- Jeans are not permitted on "Dress Up" days.

Outside Attire

- Attire from other area schools is not to be worn, except by eighth level students wearing attire from area high schools.
- Non-school jackets and sweatshirts are not allowed to be worn in the classroom and must be placed in lockers when in the building. They may be worn on the playground.

P.E. Uniform

- JK – 2nd Level students are not required to wear P.E. Uniforms.
- Students in grades 3-8 will not be required to change for PE class as locker rooms will be closed. Instead, students should wear appropriate athletic SBA spirit wear and athletic shoes on designated PE days. Students should adhere to out of uniform guidelines on these days.

Shirts

- Shirts must be tucked in so that the waistband of the skirt or the belt on the pants/shorts are visible.

Shoes

- Students in any grade may wear navy blue, brown, tan, white, gray, or black tennis, casual, or dress shoes on any day — not just PE days.

Shorts
- Shorts may be worn year round.

Skirts/Jumpers
- Skirt length must measure no shorter that **two inches** above the knee – front and back.

Socks
- All socks should be visible.

Ties
- Ties and oxfords are not required for Junior High students. To slow/stop the spread of the virus, no assemblies including mass are planned for the school year, as of the writing of this policy.

Face Coverings
- We view the use of face coverings, either masks or face shields, as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. Students will be required to bring a face covering to school every day. Use of face coverings will be required for students, faculty, and staff when physical distancing cannot be ensured. It is recommended that reusable face coverings be washed daily. Face coverings should not have any sort of lettering, images, or logos. Solid colored or simple patterns are recommended. To inquire about a specific type of face covering, please contact the Upper or Lower School Head.

Uniform Washing
- Please wash uniforms daily. Again, this is in an effort to slow/stop the spread of the virus.