

THE GILL ST. BERNARD'S SCHOOL
INFORMATION HANDBOOK

A Letter from the Headmaster

Dear Parents and Students:

The Gill St. Bernard's Information Handbook includes a great deal of relevant information about GSB. I hope it will answer many of the questions you might have about our program, requirements, rules and general expectations. If you have any additional questions however, I have found that it is always better to ask first, and act second. Therefore, please do not hesitate to call the appropriate administrator at the school if you have a question or a concern.

At Gill St. Bernard's, we strive to provide our students with an environment conducive to learning, as well as one which fosters good citizenship. GSB is committed to working with intelligent and capable young people who:

- want to achieve success in higher education;*
 - can think critically and analytically;*
 - will act with integrity and compassion;*
 - will participate in extracurricular activities;*
 - want to become responsible and productive citizens in the communities of*
- are members throughout their lives.*

which they

We expect our students to respect each other, their teachers and the campus. We ask for, and depend on, the support of everyone in our community to help us to both create and sustain this special environment.

In the academic year of 2004-2005 our school, in order to provide a better framework for us to live within, is implementing an honor system. This more clearly defines our core values as a school community and will provide greater opportunities for our students to learn and grow on a daily basis.

I look forward to your participation in the various activities at Gill St. Bernard's School. With the cooperation and enthusiasm of all the members of our school community, we are sure to have a great year.

S. A. Rowell
Headmaster
August, 2004

GENERAL INFORMATION

ADMINISTRATION OF THE SCHOOL

Gill St. Bernard's is a non-profit, educational corporation, governed by an elected board of trustees. The board is comprised of from 16 to 25 members, no more than two-thirds of whom may be current parents. Board members are elected to a three-year term and may serve a maximum of two terms. There are up to seven "Stronghold Trustees" who may serve more than two terms.

The administration of the school is the responsibility of a board-elected headmaster. This chief school official is assisted by an administrative team that consists of the directors of the Upper (Grades 9 - 12), Middle (Grades 5 - 8) and Lower (Grades Pre-Kindergarten - 4) Schools, business manager, athletic director, director of college guidance, director of admission, director of external affairs, dean of students and the faculty.

PARENTS AND INDEPENDENT SCHOOLS

To be successful, every independent school needs and expects the cooperation of its parents who must understand and embrace the school's mission, share its core values and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect.

In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents, who, in turn, share the important responsibility to become informed members of the school community;

PARENTS AND THE BOARD OF TRUSTEES

In most independent schools, decision-making authority at the highest level resides in a volunteer board of trustees whose membership often includes current parents. The board of trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating, or firing of faculty and staff. Instead, the board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the headmaster, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the board acts only as a whole; individual trustees have no authority to act unless specifically authorized to do so by the board acting as a whole.

GSB encourages parents who are interested in high-level decision making to stay informed about the work of the board of trustees by reading school publications, talking to the headmaster and attending appropriate parent meetings.

- Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the board of trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the headmaster.

PARENTS AND THE FACULTY AND ADMINISTRATION

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

GSB encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions are welcomed. It is incumbent upon the school to provide parents with timely and pertinent information.

- Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.
- While parents may not agree with every decision by the school, in most cases the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school must consider whether another school would be a better match for the family.

ADMISSION

On occasion, your neighbors and friends may inquire about Gill St. Bernard's. Current family enthusiasm about our program is most helpful to our recruitment efforts. The composition of our student body directly influences the quality of the educational experience. If you know of a student who is interested in our school, or who would benefit from a GSB education and would contribute to our community, please contact the director of admission directly or encourage that family to do so.

ATTENDANCE AND TARDINESS

Attendance

In order to derive full benefit from the educational opportunities offered by Gill St. Bernard's, students must attend school. All students should strive to be present for every class day that is scheduled and families should maximize the school experience by planning vacations in accordance with the school calendar. Our calendar is announced well in advance for such planning. **STUDENTS WILL NOT BE EXCUSED FOR ANY ABSENCE FOR VACATION PURPOSES.**

Real illness is a legitimate reason to stay home, and we encourage parents to keep youngsters home who are ill or contagious. However, students should not miss school as a matter of convenience and we expect all families to cooperate in this area.

If a student is unable to attend school on a particular day, a parent or guardian should call the school with that information between 8:00 and 9:00 A.M. With the full cooperation of all families, the school will be

able to establish an accurate attendance for all students who do not appear for Period I classes. We feel this is an important safety measure which families should support.

If a student needs to miss school for a doctor's appointment, he/she must bring a note from home into the school office prior to leaving for the appointment. Please indicate the time of departure in that note. Absences that are not cleared by either the divisional director or the dean of students will be considered unexcused. Students with a pattern of unexcused absences face more serious disciplinary action. After three unexcused absences, grades will be lowered for those classes affected.

Teachers will assist with make-up work for all excused absences (illness, injury, etc.), but will not be allowed to make up work for unexcused absences.

Tardiness

As in the case of attendance, in order for students to receive the full benefit of Gill St. Bernard's, they must report to each class on time. Repeated lateness to school or class is regarded as a serious problem and will be addressed by each divisional director. The response is somewhat dependent on the grade level and circumstance. No student will be marked tardy as a result of a bus arriving late to GSB. The student should be sure to check in at the appropriate office.

We also take quite seriously our responsibility for everyone's whereabouts during the course of each school day. Students are not permitted to leave campus during school hours without the permission of the appropriate divisional director. Violations of this school policy will result in serious disciplinary action, up to and including dismissal for a first offense.

Attendance Hotline Number : 1-800-803-8254

Definitions:

Excused absence - An absence from school that is accompanied by a note from a doctor, or permission from the division director or dean, is excused. If the absence is unreported from home, a follow-up phone call will be made by the school. Missed work may be made up.

Unexcused absence - An absence from school not accompanied by a doctor's note, or permission from the division director or dean, is an unexcused absence. Missed work may not be made up.

Class Cut - Any class period missed without the knowledge and permission of a member of the faculty, staff or administration is considered to be a class cut. Missed work may not be made up.

Attendance/Tardiness Policy:

School policy allows for three (3) unexcused absences for each semester. If a student misses more than 3 days, he or she will lose a portion of the grade as follows:

- 4th unexcused absence will result in one full letter grade being dropped from the grade average for the semester.
- 5-7 unexcused absences will result in a two-grade penalty.
- 8-10 unexcused absences will result in a three-grade penalty.
- 11 or more unexcused absences will cause the student to automatically fail that semester for that class.

1. Absences accompanied by a doctor's note will not be penalized. Other absences (e.g. wedding, death in the family) may be excused at the discretion of the division director or the dean of students.

2. Class cuts are never excused. A student's first class cut will result in a Saturday detention; additional cuts will result in further disciplinary action which may include suspension from school. In addition, a student will lose academic credit for all work missed during his or her suspension.

3. After three (3) latenesses to school, the division director/ dean of students may require that a detention be served and will contact the student's parents. After three (3) latenesses to individual classes, the student's grade will be lowered by one (1) grade point for that class.

4. Students who drive to school are expected to arrive on time for their first obligation or class. Three (3) latenesses during the semester will result in disciplinary action that will be determined through a conference between the student, his/her parents and the division director. Driving privileges will be revoked if lateness persists following the parent conference.

5. Gill St. Bernard's takes seriously its responsibility for everyone's whereabouts during the school day. Students are not permitted to be in the school parking lot for any reason during school hours nor are students permitted to leave campus during the school day without permission from an administrator, however, a senior privilege may be granted in this regard. Students with permission to leave campus must always sign out in the school office. Violation of this rule will result in serious disciplinary action.

6. Any student who misses 30 days or more of class during the school year or five (5) days during the Unit will not receive credit for the course. Exceptions to this rule may be made by the division director in the event of serious illness, accident or unusual circumstance with proper supporting documentation.

7. Students who participate in athletics may have to miss class time in the last period when traveling to an away contest. When this occurs, it is always the responsibility of the student to know what he/she has missed and to make up any missed work, including the next day's assignment. When a student fails to meet his/her responsibilities, an academic deficiency notice will be circulated by the teacher to the student, his/her advisor, the campus director and the student-athlete's coach. A student may not attend practice until the missed work is turned in.

For Grade 9-12 students, attendance and lateness records are a part of the official school transcript which goes to colleges. A poor attendance record will certainly detract from a student's record in the eyes of college admission officials.

A final note on excused absences: Grade 9-12 students should not phone the school to get missed assignments, but should find out their assignments through phone calls to fellow classmates. We appreciate your cooperation with this policy. (Students in grades K – 8 may call the appropriate office for homework.)

BUSINESS OFFICE PROCEDURES

Tuition Payment - Tuition and fees, which cover most field trips, orientation and accident insurance (see below), are payable in full before school opens each fall. The only alternative is participation in the Key Financial Services tuition payment plan. Parents should contact the business office for further information.

For Grades Pre-K - 4, most books and most supplies are included in tuition costs; they are billed separately in Grades 7 - 12, as are laboratory and art fees, and other student charges.

There is a 1-1/2% monthly finance charge on all unpaid balances past due thirty days. Grades and transcripts will be withheld in cases of non-payment.

Participation in the Tuition Refund Plan (TRP) is optional for those families who pay in one payment at the beginning of the year, and required for all others. This provides for partial, pro-rated refunds to parents of these expenses if a child should leave school during the year. However, the reservation deposit is a non-refundable payment.

Student Accident Insurance - Students are insured against medical expenses not covered by other insurance for accidents during school or school-related activities. Please refer to the policy for details of coverage, etc.

CODE OF CONDUCT AND HONOR SYSTEM

One of the hallmarks of Gill St. Bernard's is that all of the members of our community feel a responsibility to contribute in positive ways to the friendly, caring atmosphere we value here. Consideration and respect for all members of our school community are essential expectations.

The honor system at Gill St. Bernard's was established in 2004 to affirm that integrity, compassion and consideration are essential elements in a caring community. The honor system assumes that all members of the school community believe in and practice these values in their pursuit of learning. We see these as simple obligations for each of us in our daily lives as members of the school community.

To support the honor system and the values inherent to it, the school has established an honor board in the Upper School. This will serve both to educate the community about the importance of our core values and to hear disciplinary cases which involve allegations about some disciplinary issues, including all of the following:

1) **Rude, disrespectful, inconsiderate or deceitful behavior**

Gill St. Bernard's cannot function smoothly unless all of its members respect each other. Rudeness and/or disrespectful behavior are not acceptable. Honesty is a core value of our school community and lying will not be tolerated.

2) **Stealing and vandalism**

No one should take or use anything - either school property or personal property - which is not his/her own without specific permission from the owner. Likewise, deliberately damaging, defacing or otherwise abusing property is not tolerated.

3) **Hazing and Fighting**

Fighting, intimidation of, or otherwise causing harm to any member of the school community (student, faculty or staff) will not be tolerated. All members of the GSB community are entitled to feel safe. It is never appropriate to physically or verbally harass another student. Any physical contact with another student without the willing participation of both parties is not permitted. Students will be subject to suspension if they participate in hazing activity of any kind.

4) **Sexual Harassment**

Sexual harassment of any member of the school community (student, faculty, staff) will not be tolerated. Sexual harassment is defined as any conduct of a sexual nature which is unwelcome and causes harm to the victim. Examples of sexually harassing behavior include lewd comments of a sexual nature, including forcing others to listen to discussions of a sexual nature, the display of sexually offensive materials, unwelcome touching and direct requests for sexual favors.

5) **Threats**

Threats of any kind, including but not limited to, verbal and written threats made in person or over computer, voice mail or regular mail, are not permitted at any time. All threats towards anyone or anything will be taken seriously and will usually result in immediate suspension until a final disciplinary decision is reached.

The honor board will be composed of the following people: one (1) representative of the dean of students office; the head of the Upper School; a faculty member selected by the Upper School faculty to sit for the year on the board; the president and vice-president of the student body, elected each September; and one senior student, elected by the student body in September. The honor board will meet each month whether or not it is convened to discuss an allegation regarding violation of the honor system.

Parents must keep in mind that the school reserves the right to dismiss or suspend any student if and when, in the sole discretion of the school, any of the following circumstances are present:

- . Any payment obligation is not met when due;
- . The student's presence is adjudged to be detrimental to the welfare of the school, its faculty/staff/administration or other students;
- . Parent(s)/guardian(s) have not worked with school personnel in a cooperative spirit to support the needs of the student as required by the Student Handbook;
- . The student has been unable to meet the academic, social or behavioral standards of the school based upon the administration's exclusive interpretation of such standards as expressed in this handbook and elsewhere.

Enrollment in the school is reviewed annually by school officials. The school does not commit to ensuring that every student will obtain the diploma.

Teachers and staff are to be addressed with appropriate titles (Mr., Ms., Miss, Mrs.). Courtesy and consideration for all members of the community are considered every bit as important as passing an exam or winning a game. The words of the old Gill School motto - "Faith, Honor and Consideration" - underscore the feelings that we hold about social responsibility.

GILL ST. BERNARD'S RESERVES THE RIGHT TO DISMISS, AT ANY TIME, A CHILD WHO, AT THE DISCRETION OF THE HEADMASTER, IS DETRIMENTAL OR DANGEROUS TO OTHER CHILDREN, AND/OR THE REPUTATION AND INTEGRITY OF THE SCHOOL. PARENTAL SUPPORT OF THE SCHOOL IS AN EXPECTATION. IN CASES WHERE PARENTS ARE INAPPROPRIATE IN THEIR COMMENTS OR ACTIONS, THE CHILD WILL FACE DISMISSAL.

COMMUNICATION

The strongest element of Gill St. Bernard's School is found in the quality and commitment of the faculty. Administrators and parents share with teachers the responsibility for developing effective home-school relationships. Frequent, planned and unplanned communication between teachers, administrators and parents are important and all parties need to be active in this effort.

Parents are encouraged to contact teachers and administrators when necessary. A call to the school office requesting a meeting will receive a prompt response. Additionally, conference days are specifically scheduled for parent-teacher meetings during the year. All teachers and administrators have voice mail, which is checked daily.

The time of day for parent-teacher conferences is most important. Please remember that class time is very valuable and should not be interrupted. GSB strives to promote a rigorous academic program and any disruption hinders this effort. In general teachers prefer to be contacted while at school, before or after class sessions. However, if you need to contact a teacher at home, please do so at a reasonable hour.

DISCIPLINE

The following guidelines set forth the general rules and procedures which govern life at Gill St. Bernard's. They are not intended to be an all-inclusive code of conduct and are provided for information only.

No list of rules can be complete, nor can any enforcement procedure be perfect. Therefore the school must depend, in large measure, on the cooperation and common sense of each student. It is the responsibility of the students to follow both the written or announced rules, as well as to be thoughtful and mature in all their behavior. We expect and depend on the positive support of each member of the community. While the rules of Gill St. Bernard's School primarily refer to on-campus and school sponsored off-campus occasions, GSB students are expected to appropriately represent the school at all times. If a GSB student were to bring public discredit upon the school because of behavior off-campus, that student would face disciplinary action at the school. Obviously, there are differences in the response based on the "age and stage" of the student. We do not expect four (4) year olds to have the same level of understanding as older students.

DISCIPLINARY ACTIONS

A. MINOR OFFENSES

- 1) In the case of a detention assigned by a teacher for an academic or behavioral infraction that occurs during or is related to a class, the faculty member who assigns the detention will oversee the student who serves that detention. Examples of minor offenses include inappropriate dress after receiving a warning; disruptive behavior.
- 2) Smoking is an offense for which there is a separate policy. If a student is caught smoking on campus, his/her parents will be called immediately and a Saturday detention will be given. A second offense will result in a day's suspension during which the family must make arrangements for the student to enter a smoke-enders program. (All tobacco products come under the "smoking" policy.) A third offense is a significant cause for concern given our policy.
- 3) The first response to a disciplinary problem in class usually will come from the classroom teacher and involves a discussion of the incident with the child after class or after school if the teacher feels the matter is serious. The student's advisor, if applicable, will usually be contacted at this point in order for him/her to follow up. If a problem persists, the student, teacher and division director will then sit down together to discuss the student's behavior and reasons for the persistence of the problem. If there is still no progress, the student's parents will be brought into the process. They will also be informed that in the event of continued difficulties, the student will likely face further consequences. NOTE: These in-class matters should stay reasonably free of involving the detention system, except in situations where the classroom teacher himself/herself wishes to oversee the detention. There is no detention in the Lower School.
- 4) The first response to an infraction is up to the teacher who witnesses it. Possible responses range from a talk with the student to a detention. The division director and/or the dean of students will oversee record keeping and will schedule a parent conference with any student who receives five (5) detentions in any semester. Suspension may follow any detentions that occur after the parent conference.
- 5) The dean's office will oversee out-of-class detentions after school. Detentions can also be assigned during a free period in the school day, with a student being assigned to a particular work assignment during that time. Other detention times, including early morning hours before school and Saturday work detentions, can be assigned to students with excessive minor infractions. These detentions will be assigned only with parent notification. After-school detentions do not require parental notification by the school though the student may need to phone home to rearrange transportation home.

B. MAJOR OFFENSES

GILL ST. BERNARD'S RESERVES THE RIGHT TO DISMISS, AT ANY TIME, A STUDENT WHOSE CONDUCT, AT THE DISCRETION OF THE HEADMASTER, IS DETRIMENTAL OR DANGEROUS TO HIMSELF/HERSELF, HIS/HER FELLOW STUDENTS AND/OR THE REPUTATION AND INTEGRITY OF THE SCHOOL, WITHOUT A DISCIPLINARY HEARING .

The importance of honesty and straightforwardness if a student is in trouble must be emphasized. While honesty should not be equated with leniency, it will assist the process of the school in determining the appropriate disciplinary actions. Some examples of major offenses include (but are not limited to):

1) **Weapons**

Weapons of any kind, including those sold in toy or department stores, are not permitted in school. This includes bringing a weapon to school on the bus and leaving it in one's locker until after school. (Weapons are defined as any and all instruments of offensive or defensive combat, or anything used, or designed to be used, in destroying, defeating or injuring any person or any property, including but not limited to the following: bats, bottles, clubs, corkscrews, guns, knives and lighters.)

2) **Substance abuse**

Members of the school community should be aware that they may not possess, distribute, use or be under the influence of any illegal drug, including alcohol, during their stay in school or during an activity away from campus.

ANY STUDENT WHO IS CAUGHT IN POSSESSION OF OR UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE, INCLUDING ALCOHOL, WILL BE CONSIDERED TO HAVE VIOLATED A MAJOR DISCIPLINARY GUIDELINE AND MAY BE REPORTED TO THE POLICE IN ACCORDANCE WITH THE DRUG FREE SCHOOL ZONE REGULATIONS. WHILE EACH CASE IS JUDGED ON THE EVIDENCE OF ITS PARTICULAR CIRCUMSTANCES, POSSESSION OF AN ILLEGAL SUBSTANCE ON CAMPUS OR AT A SCHOOL-SPONSORED EVENT IS CONSIDERED GROUNDS FOR DISMISSAL.

Students who are experiencing problems related to drugs or alcohol are encouraged to seek help either through the school or their home. If help is asked for by a student prior to any disciplinary incident, the school will work with the student and his/her family to seek proper assistance without disciplinary consequences as long as there are no subsequent incidents at school or any school-sponsored events.

THE SCHOOL RESERVES THE RIGHT TO REQUIRE A SUBSTANCE ABUSE SCREENING, DONE BY AN OUTSIDE AGENCY APPROVED BY THE SCHOOL AT ANY TIME. IF A STUDENT OR HIS/HER PARENTS REFUSE SUCH A SCREENING THAT STUDENT WILL FACE DISMISSAL.

Students who distribute drugs on campus or at a school activity will be summarily dismissed from school. GSB believes that those who attempt to promote drug usage among students and to profit from this usage are guilty of both a school and a criminal offense. Consequently, these are considered among the most serious major offenses at Gill St. Bernard's.

All school rules will apply at all times on campus, as well as on all school trips, school buses and all school-related activities (dances, sporting events, field trips, etc.) In addition, Gill St. Bernard's expects its students to comport themselves in a mature, responsible, law abiding manner, both before and after school hours, whether on campus or off. This is particularly true at sporting events, whether the student is on the team participating in the contest or watching as a spectator.

Disciplinary Actions

Disciplinary Warning - This constitutes a formal reprimand for a violation. A letter will be sent to the parents reviewing the incident and emphasizing its seriousness. A further violation of school rules may result in probation, suspension or dismissal.

Disciplinary Probation - This constitutes formal written notice that the student has either violated a specific school rule, or has in some manner shown willful disregard of the community. Probation indicates that a student's conduct is being closely observed, and any further major violations would result in suspension or dismissal. Students on probation will have their reenrollment contracts withheld until the term of probation expires without any additional incident.

Suspension - Because of a major violation of school rules or repeated incidents requiring on-campus discipline, it may be beneficial for a student and the school community for that student to be separated from the school, preferably under the guidance of his/her parents, to reflect on the attitudes and/or actions which led to the suspension. Suspension is not a way to reject the student; rather it is an opportunity for the student to change in positive ways. Students who are suspended return to school on probation for a prescribed period of time. During the time of probation, a student can actively demonstrate his/her desire to be a constructive member of the GSB community and insure his/her continued presence here.

Dismissal - At times, the action(s) of a student convince(s) the school that he/she either does not want to be a member of our community or that he/she must be permanently separated from it. Moreover, sometimes it is not constructive for the school or for the individual to be retained within the community. Such a decision might come after a single act, a series of acts or as a result of a year-end review of the student's behavior. While dismissal constitutes the most significant response the school can take, it is our only course of action when serious violations occur. Summary dismissal is the dismissal of a student without a meeting of the disciplinary committee.

C. ACADEMIC OFFENSES

No student should seek credit for work which is not his/her own. Consequently, the giving or receiving of unauthorized help in quizzes, tests or examinations is considered a serious breach of trust within the school community. Similarly, all home assignments must represent the student's own work unless specific permission for outside help is given by the teacher.

Any student who is caught cheating or is involved in any academic offense will be ineligible for any graduation or awards assembly recognition at the conclusion of the year in which the academic offense took place.

Plagiarism/Cheating

The Modern Language Association defines plagiarism as "the act of using another person's ideas or expressions in your writing without acknowledging the source. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else." This includes any form of electronic plagiarism.

Any academic offenses will be reviewed and judged by the faculty committee on academic standards. The academic standards committee is composed of two (2) senior faculty members (chosen in rotation and/or by departmental subject involved) and the Upper School director.

a) Tests and Quizzes

1. The faculty member will call home as well as report the infraction to the director, who will make a note for the student's record. A zero will be given for the test or quiz.

2. If a second infraction occurs, the matter will be referred to the faculty committee on academic standards.
- b) Papers and Projects - Every term paper in grades 9-12 will follow these procedures:
1. The paper's topic must be chosen and given in writing to the classroom teacher.
 2. A written outline must be turned in to the classroom teacher.
 3. The classroom teacher will review note cards and a brief summary of research to date during the course of the research project.
 4. A rough draft will be turned in to the classroom teacher before submitting the final paper.
 5. No grade for the final paper will be given unless steps 1 - 4 have all been followed and submitted as required.
 6. A letter will be sent home by the teacher to all families when a term paper is assigned bringing attention to the above five requirements. The letter must be signed and returned to the teacher.
 7. All papers of 500 words in length and longer must be word processed.
 8. In extreme cases, even on a first offense, the student may be dismissed from school.
 9. Although we adhere to a procedure in academic cases, there may be times when the academic standards committee is not able to meet. In those cases, a decision will be made by the headmaster.

DRESS CODE

I. Introduction

At Gill St. Bernard's School, much as in the professional world, clothing should match the circumstance or activity in which one is involved. We believe that what a person wears influences behavior and indicates a purpose. Our dress code is designed to help encourage our students to start making appropriate dress decisions on a daily basis. All GSB students are expected to dress in a neat, clean manner that reflects a responsible attitude toward the school community as a whole. Making sure that students are dressed appropriately for school is the responsibility of the parent, not the school. However, if a student arrives at school inappropriately dressed, the school reserves the right to direct the student to change immediately. In cases where this is not possible, the student may be sent home to change.

While we pride ourselves on being one school community, there are obvious differences in the needs and requirements of the different aged students. Therefore, slight differences occur in the regulations governing the dress in the Lower, Middle and Upper Schools. The dress code is in effect throughout the year, including exam periods.

II. Daily Dress Code

A list of items not permitted can never be complete as long as fashions continue to change as quickly as they do. The school reserves the right to make changes to the dress code at any time, including during the school year.

1. As stated above, GSB students are expected to dress in a neat, clean manner. "*Neat and clean*" assumes that there will be no holes, rips or tears in school clothing. In addition, clothing should fit well and not be oversized, too tight, or revealing. Pants should fit neatly around the waist and belts should be worn.
2. Hats and dark glasses of any kind should be removed when entering any building on the Gill St. Bernard's campus and should remain off for the duration of the student's stay in that building. Hats and dark glasses may be worn again only after exiting the building. The only building exempt from this rule (for hats) is the gymnasium. Students who violate this rule may have the items confiscated for a period of time.

3. Clothing may not have lettering of any kind on it. The only exception to this is Gill St. Bernard's or college sweatshirts. Small insignias or logos are permitted.
4. Conventional dress slacks that are neat, tidy, appropriate length, not frayed and have no holes, fit well, and are not oversized are acceptable. Athletic and sweat pants, camouflage, painter pants, blue jeans or denim pants of any kind or color are not acceptable for school wear. Shorts and culottes are appropriate in the month of September and after May 1, depending on the weather. Students are not permitted to wear gym shorts, short shorts or cut-offs.
5. Boys must wear either a polo, turtleneck or collared shirt which must be tucked in at all times. T-shirts or shirts that are cut to be worn outside of slacks are not acceptable dress for school.
6. Girls may wear tailored shirts and blouses. All tops must be either tucked in or, in the case of tailored shirts, cover below the waist. In addition, blouses and shirts must cover the shoulder. T-shirts are not acceptable dress for school.
7. The only sweatshirts allowed are GSB or college sweatshirts. A collared shirt or turtleneck must be worn and visible underneath.
8. Bizarre hair colors or styles, on either boys or girls, are inappropriate for school. Facial hair, such as a beard or mustache, is acceptable for school if it is kept neat, trimmed and well-groomed. Other bodily adornments such as visible, permanent tattoos or body piercing, other than ear piercing, are not allowed.
9. Because of the terrain of our campus and the college-style layout of our grounds, appropriate footwear is a must. No "flip-flop," shower or beach type sandals are permitted. However, nice leather or canvas thong sandals are permitted. Athletic shoes, if worn, must be in good repair, with no holes or tears in the material. Shoes must be worn at all times.
10. No revealing clothes (such as those that show any midriff), tank tops, tube tops, halter tops, muscle shirts or shirts with spaghetti straps are to be worn at school.
11. No blue or other colored denim skirts, jackets, shirts, shorts or clothing of any type will be permitted. In addition, any pants that are "cut" like jeans or look like jeans (such as pants with patch pockets or rivets) are not to be worn at school.
12. Skirts, dresses and shorts must be no more than five (5) inches above the top of the knee.

III. Special Events Attire

When students in Grades 5-12 are off campus on field trips, away at athletic events, or representing the school on campus at occasions such as concerts and special evening assemblies, students are expected to dress appropriately. The faculty reserves the right to ask the students to wear a skirt and blouse or dress for girls, or a jacket and tie for boys, if they feel it is appropriate for the situation.

IV. Disciplinary Actions for Dress Code Infractions

- First offense – Disciplinary warning given with particular violation noted.
- Second offense - Detention given and an appropriate "school-issued" change of clothes will be issued and must be worn. Record noted.
- Third offense - Saturday detention given. Record noted.
- Fourth offense – A parent conference will result, a formal letter of reprimand will be sent home and a copy put in the student's file. Any offense after the fourth will result in possible suspension and probation for the remainder of the year.

FUND-RAISING GUIDELINES

The following guidelines and policies apply to fundraising on the part of teachers, coaches and student groups.

The director of external affairs must approve all fund-raising activities and/or appeals to support school-related projects or other outside non-profit agencies. A **Request to Raise Support** form, describing the fund raising or collection of goods and services activity and its timing, must be submitted to the director of external affairs. Any letter or flyer that will be used to promote the activity must also be submitted with the form. The director will respond to the request within five (5) days of the form's submission.

Event-based versus direct fund raising:

In fund raising for the needs of student groups, teams, relief efforts, etc., we make a distinction between event-based fund-raising activities such as bake sales, car washes, candy sales, etc. and direct solicitation such as fund-raising letters, telephone appeals and face-to-face requests.

Event-based fund raising supports student unity and encourages student activities that achieve a given goal. It is passive by nature, and allows an individual to participate or not without much pressure.

Direct fund raising, on the other hand, conflicts with general school appeals that serve the entire school community, and can annoy alumni and parents who feel they receive enough direct solicitations from the school. It is also important not to present our school as soliciting parents and alumni every time they come to the campus.

For these reasons, school groups and teams are welcome to undertake event-based fund-raising activities – provided they first receive approval from the director of external affairs following the procedures as outlined above.

Direct fund raising by school groups, teams or individuals (telephone or mail appeals to alumni or parents) is not permitted. No one is allowed to use the student directory for any non-school-related and approved purpose.

HEALTH

State law mandates that immunizations be current and on file in school before a child may attend classes. Therefore, Gill St. Bernard's health forms must be returned to the nurse's office by the first day of school or, in the case of those participating in fall sports, before the first day of practice.

It is necessary to include on the health form any of your child's allergies and any other special conditions that relate to your son or daughter. Any prescribed medications should also be listed and any medications to be administered during school hours should be accompanied by an explanatory note. Containers must be properly labeled by a pharmacy with both your child's and your doctor's names included. All medications sent to school must be kept in the nurse's office. All prescription drugs are controlled substances and, as such their unauthorized use, distribution, or possession will be considered a major violation of school rules.

Yearly physicals by family physicians are required for Gill St. Bernard's students. Physical examinations must take place between March 1 and August 15, prior to school starting in September. State law mandates that documented proof of complete and current immunizations must be maintained in the school health office. Students participating in competitive sports will not be permitted to practice or compete until these requirements have been met. Students may also be sent home from school and not allowed to return until this is taken care of.

In school, hearing and vision screening tests are periodically and selectively administered to students. If, after two testing sessions, your child performs outside the normal range for general screening, you will be referred to your physician for further assessment. It is the parents' responsibility, through yearly physical examinations by family physicians, to ensure that students' hearing and vision are appropriately monitored.

Periodic school screenings are done as a secondary measure and should not be considered as a replacement to a physician's regular screenings.

Healthcare at Gill St. Bernard's School represents a dedicated concern for the emotional as well as physical growth and development of your son or daughter. The school nurse, therefore, is available during school hours to parents and students who have any school-related concerns or problems. A consulting psychologist is also available once a week to help assess and refer anyone dealing with more serious issues. There is an athletic trainer for after school sports-related issues.

Health Guidelines

Good health is basic to the success of all students. Generally, if a student does not feel well, his/her performance is compromised. Below are some guidelines to help you decide if your child should be in school or at home.

- 1) Fever –If a child has a temperature of 100.0 degrees or higher, he/she should stay home, rest and force fluids. He/she may return to school when fever-free for 24 hours. If your child has a fever of 101 degrees or higher, call your doctor.
- 2) Vomiting or diarrhea – The child should remain at home and force fluids (*Gatorade* is a good choice). He or she may return to school 24 hours after symptoms subside.
- 3) Rash – If you suspect an allergic reaction or illness – do not send your child to school; consult with your doctor.
- 4) Conjunctivitis (pink eye) – If the child awakes with eyes crusted over with drainage, keep the child home. Consult with your doctor. Antibiotic eye drops may be prescribed. The child may return in 24 hours from the first dose or after four (4) doses have been given and eyes are clear.
- 5) Colds and Coughs – The first 24-72 hours are the most uncomfortable and contagious. Please keep your children at home providing them with extra fluids and rest. Children may return when they are able to participate in a full day of school and coughing and nasal drainage are to a minimum.
- 6) Medications – Children who need to be on medication may feel and behave differently. The nurse and teachers should be made aware of this. Medications can be given through the health office with proper authorization.

Prevention is the key to a healthy community. Allowing children to stay home when they are not well, washing hands, plenty of sleep and a good diet will avoid the complications of an illness and keep the illness from spreading to others.

Lower School Physical Education Policy:

1. All students participating in physical education classes must have a current physical form on file prior to participating.
2. Any student who is under a physician's care must have a note from a physician clearing the student for full participation in physical education class.
3. A parent who deems that a student should not participate in physical education class must send a note to the physical education teacher.
4. Any student who desires to be exempt from physical education class must provide either a physician's note, parent note or nurse's note prior to physical education class.

Middle School Athletics Policy

1. All students participating in Middle School athletics must have a current physical form on file prior to participating. Any student who fails to have appropriate forms on file will not be able to participate in any athletic practices or games.
2. Any student who is under a physician's care must have a note from a physician clearing the student for full participation in athletic practices or games.
3. Any student who desires to be exempt from physical education must provide either a physician's note, parent note or nurse's note prior to physical education class.

Upper School Athletics Policy

1. All students participating in athletics must have a current physical form on file prior to participating. Any student who fails to have the appropriate forms on file will not be able to participate in any athletic practices or games.
2. Any student who is under a physician's care must have a note from a physician clearing the student for full participation in athletic practices or games.

Students with Communicable Diseases

It is recognized that communicable, infectious or contagious diseases, such as SARS, pose significant medical and social problems. In response to concerns about any and/or all infectious/contagious diseases, the Board has adopted the following policy:

1. Any student (and/or his/her parents) of Gill St. Bernard's School must report immediately to the headmaster and school nurse any potentially communicable disease.
2. The determination of whether a student diagnosed as having a communicable disease poses a risk of harm to others such that participation in school should be limited, and the extent of the limitation, shall be made on a case-by-case basis by a committee composed of the headmaster, divisional director, school nurse and any other person deemed necessary by the headmaster. The committee may consult any outside person(s) or agency(ies) deemed necessary to help make an appropriate decision.
3. In making such a determination, the committee shall consider:
 - a. How the disease is transmitted;
 - b. How long the carrier is infectious;
 - c. The severity of potential harm to third parties;
 - d. The probability that the disease will be transmitted and cause harm.
4. If in the opinion of the committee, the nature of the disease poses an immediate threat or danger to others, the affected student may be temporarily placed on a leave of absence pending a final determination by the headmaster on the student's continued enrollment.

LUNCH PROGRAM

The school offers a cafeteria style lunch program included as part of tuition. The daily menu includes milk, salad, sandwiches, soup, hot entrees, fresh fruit and yogurt. The menu is reviewed monthly. We welcome your comments on this program and are committed to its success. A food service committee, chaired by the business manager, meets on a regular basis.

Use of the dining room by students is limited to the assigned lunch period, unless special arrangements are made through the division director and business office. Food, trays and other items should not be taken out of the dining room and students should not take excessive amounts of food or items to be used as "snacks" later in the day. The beverage dispensers are not in use other than during the lunch periods and will be shut off at all other times.

PARENTS ASSOCIATION

The Parents Association is made up of the parents of students at GSB; membership is automatic upon enrollment of a child in the school. While participation is voluntary, it is strongly encouraged.

The main goal of the Parents Association is to enhance the educational experience for our students and to help generate a feeling of community among the parents, students and faculty of Gill St. Bernard's. It is not intended to be a vehicle for individual agendas or a vehicle for complaints.

The purpose of the Parents Association is to assist and be a part of the continued growth of Gill St. Bernard's, both socially and academically, through activities such as:

- Interacting with the school administration;
- Sponsoring special programs;
- Supporting a scholarship fund;
- Supporting special faculty initiatives in the area of curriculum development;
- Organizing social events;
- Fund raising.

The degree to which parents support and participate in the Parents Association dictates the success of this organization. Participation can take the form of becoming a member of the steering committee, attending steering committee meetings as a non-committee member, or assisting at a fund-raiser or social event. Another valuable way parents assist this organization is by encouraging other parents to get involved at GSB.

POLICY ON REPORTING DISCIPLINARY INFORMATION TO SCHOOLS, COLLEGES AND UNIVERSITIES

Gill St. Bernard's tries to maintain confidentiality in matters of student discipline. Our primary interests are in helping students learn from inappropriate behavior and in refocusing their actions towards more positive outcomes. It is generally the policy of Gill St. Bernard's not to respond to specific inquiries regarding a student's disciplinary history.

Exceptions will be made when a student has been dismissed from Gill St. Bernard's or where, in the judgment of the school, the safety of the student or others could be affected. In addition, Gill St. Bernard's recognizes its responsibility to report to any other institution, any violations of the criminal code or grave disciplinary offenses. Finally, Gill St. Bernard's will report to the appropriate colleges and universities any significant changes in a candidate's status or qualifications that take place after school recommendations have been written.

PUBLICATIONS

A newsletter is sent home monthly to keep parents informed of upcoming school activities. This publication also recognizes achievements in academics, athletics and extracurricular activities.

The GSB Magazine is a semiannual magazine containing more formal articles by members of the school community and providing coverage of past events.

Student publications include a Lower, Middle and Upper School yearbook, literary magazine and newspaper.

SCHOOL ACTIVITIES

Parents Night - As part of our effort to strengthen home-school relationships, several evening programs for parents are annually presented. Early in the school year, "Back to School" programs in each division offer parents an opportunity to learn about the curriculum from the classroom teachers. Subsequent programs, such as parent coffees, often focus on topics of general interest. Parents are encouraged to visit the campus on these occasions and at other times to meet with teachers and other parents.

Fund-raisers - As with any independent school, Gill St. Bernard's annual expenses exceed income from tuition. To address this difference in the operating budget and to help hold down tuition charges, the school conducts several fund-raising activities each year. Trustee, parent and alumni volunteers are instrumental to the success of these programs and their service to the school is most valuable.

The Annual Fund - Operated on a July 1 - June 30 fiscal year, the annual fund is a major source of support for the operating budget and is particularly important to the financial aid program, faculty salaries and academic department budgets. Parents, alumni, alumni parents and friends of the school are contacted by letters and through the annual fund phonathons and asked to make contributions. A high percentage of participation is important to the school in procuring further support from corporations and foundations.

Annual Fund gift categories include:

Pinnacle Society	\$ 10,000 and above
Trustee's Circle	\$ 5,000 up to \$9,999
Stronghold Council	\$ 3,000 up to \$4,999
Founder's Club	\$ 1,500 up to \$2,999
Scholar's Club	\$ 500 up to \$1,499
Blue & White Club	\$ 250 up to \$499
Friends of GSB	up to \$249

All gifts are tax-deductible as allowable by law.

SCHOOL CLOSINGS

Inclement Weather - GSB has established a computer generated service in order to notify all parents about school closings, early dismissals and delayed openings. Please make sure the school has your up-to-date home and business phone numbers. If your phone has a feature that screens or prevents automated calls, this service will not function. In this case, parents are responsible for checking to see if school is in session. In addition, announcements of school closings will be made on the school's main phone number and local radio stations:

WERA/1590 AM	WMTR/1250 AM	WBVD/1260 AM	
WDHA/105.5 FM	WOR/710 AM	WKXW/101.5 FM	(TV)
Chan. 12			

If school is in session and a parent deems it unsafe to transport his/her student to school, the student will have an excused absence for that day.

Vacations - The school calendar lists all dates of school holidays and vacations. Family vacation plans should be made with attention to the school's published scheduled vacations. A family vacation is not considered to be an "excused" absence.

Conferences - Faculty In-Service Training - There are a few dates where no classes are scheduled in order to facilitate parent/teacher conferences. Please consult your school calendar for these dates. In addition, on some other dates during the year, the school is closed for faculty in-service training programs. These dates are also included in the school-year calendar.

SCHOOL EQUIPMENT AND SCHOOL PROPERTY

School equipment and property should be treated with proper care at all times. Students who fail to exercise responsibility with school equipment will be assessed damages or replacement costs. If the damage was intentional, disciplinary action will also result.

Lockers and Storage Spaces

All lockers and storage spaces are the property of the school. They are loaned to students for the storage of school related equipment and clothing only. Such areas may be periodically inspected by school officials to make sure that the usage is proper and that everything is kept in good order. Anything discovered in such inspections that violates school rules will result in disciplinary action. In the case of drugs, alcohol, or a weapon of any kind, the student will face dismissal from school.

Locks should be used by students in grades 5-12 on gym lockers and on book lockers. Only locks owned and registered by the school may be used. Students are responsible for returning the locks to the designated authority at the close of school in June. Any non-school lock may be removed from a locker at any time by school officials.

Items Not Allowed

Gill St. Bernard's has an active, challenging program that requires everyone's attention and energy during each school day. Therefore, students should not bring to school:

- Pets or other animals;
- Excessive amounts of money (more than \$20);
- Radios, CD players;
- Skate boards;
- Roller blades;
- Tape recorders - without permission of a teacher;
- Items of considerable material or sentimental value without parental consent for a particular use;
- Walkman/Discman players - except for the bus ride to and from school;
- Chewing gum;
- Cell phones and beepers.

If a student repeatedly uses the above electronic items during school hours, he/she will be subject to forfeiture of said item for a length of time. In particular, cell phones have become a nuisance and students should not possess them during school hours.

No list can be all inclusive. Therefore other items may be added if they/it become(s) a problem.

TECHNOLOGY AND COMPUTERS

The school recognizes that academic technologies are dynamic interactive multimedia that are a necessary part of a modern curriculum. The world in which our students live requires that they be comfortable with and skilled in the use of technology. We want this technology to help us improve and supplement our current teaching strategies and to expand and enrich the academic experience of our students.

The computers and other technological resources made available to students, faculty, staff and administration should be viewed as an extension of Gill St. Bernard's physical environment, and their use entails the same privileges, obligations, and responsibilities that come with using any school facilities. Students who fail to exercise responsibility when using the school's computer equipment and resources may be assessed damages or replacement costs, or may lose the privilege of computer use on campus.

Deliberate and/or intentional vandalism or theft of any computer hardware or software on the campus is considered a major infraction of the school's rules.

The following rules applying specifically to computers and technology should be observed whenever using the school's resources:

1) Take proper care of all computer equipment.

- No food (including candy or gum) or drink is allowed in the vicinity of any school computer nor in any computer lab.

- If a computer is not working properly, *do not try to fix the problem yourself*. Leave the computer on and do not exit any programs that are running. Ask your teacher to report the problem to the technology staff and use another machine.
- No fooling around or horseplay of any kind is allowed around computers.
- Online use in the Conover and Chapin labs, the Multimedia Center in Chapin and the libraries must be supervised by a teacher or other adult.
- Upper School students may use the Chapin lab unsupervised but only with the permission of an Upper School teacher.

2) **Respect the needs of those engaged in academic or school-related work.**

- Gill St. Bernard's computer resources exist to assist students and faculty in attaining their educational goals. Academic work takes precedence over recreational use of the computers and those individuals with academic or school-related work have priority at all times.
- When using programs with sound please use headphones.

3) **Computer workstations are a shared resource.**

- Changing the configuration of any hardware or software is prohibited.
- Do not change desktop icons, wallpaper, backgrounds, etc.
- Do not alter or modify the system configuration. This includes, but is not limited to, autoexec.bat, config.sys, and win.ini files.
- Restore environmental settings such as sound volume or desktop patterns and colors after use.
- Do not store your personal work on the hard drive of any school computer, unless authorized by your teacher. Save work to a floppy disk or other portable media.
- *Creating a computer virus and/or intentionally infecting school computers will be considered vandalism.*

4) **Adhere to all laws concerning the use and distribution of copyrighted software.**

- Students are not allowed to upload application software (programs or files) to any hard drive or network file server.
- Students are not allowed to download or copy any programs or files installed on a school computer or file server for use at home without written permission from the technology department.
- Applications on floppy disks, CDs or other portable media may not be run on school machines without prior approval from the technology staff.
- Students, faculty and staff must abide by all patent, copyright or license restrictions relating to all computer software and documentation on campus. No personal or unauthorized software should be copied to any school computer. This includes, but is not limited to, software that permits access and downloading from MP3 websites.
- **Illegal copying of software is a serious federal offense that carries severe criminal and civil penalties under federal law.**

5) **Use appropriate and respectful language at all times.**

- Communication over the network or using the school's computers must involve appropriate language and content. The use of profanity, gender or racial slurs, inflammatory language, sexual harassment or sexually suggestive communication, or any form of malicious language is prohibited on the network, in e-mail, on bulletin boards, during conferencing sessions or during any school-sponsored activity.

6) **Use e-mail and the internet wisely.**

- All students, faculty and staff are welcome to use e-mail to communicate with others. However, the school does not guarantee privacy when using school resources. The network is used by many and is monitored by the school and outside technology-based companies.
- Do not send e-mail needlessly. Limit the size of mail attachments to under 200K. When possible, use the network to transfer files rather than the mail system.
- The internet is a vast educational resource, but it also has areas of inappropriate content that should be kept out of the school setting. ***Students are strictly prohibited from entering the following sites: (a) chat groups of any kind and (b) pornographic or other adult-oriented (18+ years) web sites, news groups or bulletin board systems.***
- Use of programs such as *AOL Instant Messenger* (which interrupt online use of the internet) is prohibited. Please cancel such applications if they appear on the screen.
- When accessing the internet or using e-mail, the following activities are **NOT** allowed:
 - use of vulgar or sexually-oriented language or graphics;
 - sending chain letters or engaging in 'pyramid' schemes;
 - discussion of illegal activities;
 - conducting commercial business;
 - harassment of others;
 - threats of any kind or suggestion of violence.
- The following uses are also strictly prohibited:
 - any use of the network, internet or e-mail for commercial or for-profit purposes;
 - any use of the network, internet or e-mail for product advertisement or political lobbying.
- Students, faculty and staff may not post private information about themselves or others. This includes, but is not limited to, names, phone numbers and addresses. In addition, reposting of messages sent to you may not be done without the express permission of the person who sent the original message.
- **Any abuse of e-mail and other types of communication on computers will result in appropriate disciplinary action, up to and including dismissal from school - even for a first offense.**

7) **Cite source(s) when using the internet.**

- The school's rule on plagiarism prohibits "using another person's ideas or expressions in your writing without acknowledging the source." This includes any form of electronic plagiarism.
- Any information taken from the internet is considered "intellectual property" and if included in written work should be cited using the proper form from the Modern Language Association handbook or other teacher-approved style manuals. Check with your teacher if you are unsure of the form.

8) **Stay out of unauthorized areas.**

- Storage areas on the network file server that contain school records and other official correspondence are off-limits to all students.
- Students should **NOT** attempt to gain access through hacking or any other means. **The unauthorized use of passwords may result in dismissal, even for a first offense.**
- Office computers are off-limits to all students.

9) **Follow all rules during off-site access to the school's website and/or e-mail service.**

- All the rules set forth in the above Acceptable Use Policy apply during off-campus use of the school's computer resources and must be adhered to.
- Students who use home computers for the harassment of other students, of faculty or to threaten a student or faculty member in any way will be in violation of the school's acceptable use policy. In this event, the school will consider the situation as a major disciplinary violation and the students could face suspension or expulsion as a result.
- All communication between students and faculty from home computers should be limited to school assignments and other school-related matters.

TRANSPORTATION

Town-Sponsored Transportation

Gill St. Bernard's draws its students from many different school districts in a large area. The school relies on two different means of transportation for its students. The first is the free town-sponsored transportation. Parents must complete a B6T application for private school transportation each year and submit it to the school by March 1. The application is then submitted to the various local school districts. The local school districts have the option of providing the student with free transportation to Gill St. Bernard's School or providing a reimbursement at a cost mandated by the NJ Dept of Education to the parents for not providing transportation. The parents are usually notified by August of the current school year as to whether they will be receiving free transportation or a reimbursement.

If a local school district chooses to provide transportation, the student will receive information in the mail that contains a bus pass for the first day, location of the student bus stop, pick-up time for the student in the a.m., and phone numbers of the school bus contractor and local transportation office. Since this transportation is not arranged or contracted by Gill St. Bernard's School, any questions or complaints regarding the free transportation should be directed to either the local school district or the school bus contractor. The transportation department at Gill St. Bernard's School will try to assist you with any problems that occur but ultimately it is the responsibility of the parent to work with the local school district directly.

Centralized Bus Service

Gill St. Bernard's will assist in arranging for round trip centralized bus service for a group of 15 or more students in any one area. The location of the bus stop will be mutually agreed upon with the interested families. The bus service will have no more than two separate bus stops in order to limit the length of time the students spend on the bus and to make the trip both economical and efficient. The school will negotiate the contract for the bus on behalf of the interested families. However, there must be at least 15 students enrolled for the centralized bus service before the school will execute a contract with the bus service provider.

Once the bus is contracted, the bus service provider will inform the parents of the a.m. pick-up times at the central location(s). Additional students are welcome to enroll for the central bus service at anytime. Current families will be charged a late fee for contracts received after the enrollment deadline. The late fee will be waived for families new to the school for the upcoming year. The cost of this bus service will be divided evenly among the students using the service as of September 30. The school will send out a transportation agreement to the participating families outlining the details of the service. The students will be billed in the October billing statement with payment due by November 1.

Late Bus

Gill St. Bernard's School offers a free late bus service to all students in grades 5 through 12. The late buses will depart from the gymnasium at 5:30 p.m. every night that school is in session and afternoon activities have not been cancelled due to inclement weather. Due to the fact that the late buses drop students off at locations that are open to the public, the School will not allow students or siblings under Grade 5 to use this service. Our insurance liability has recommended this policy.

There are four (4) late bus routes that provide transportation for students to predetermined centralized locations. Information regarding the locations of these bus stops will be sent to the students in Grades 5 through 12 in the summer mailings. The locations of the bus stops were determined based on the criteria that they would provide heat and shelter to the students, be in a public place easily accessed by major roads and have public telephones. Parents are responsible for meeting their children at the predetermined locations in order to get them home.

Bus Conduct and Safety

Part of safe bus transportation involves appropriate behavior on the bus. Loud, rude or boisterous behavior is not permitted. There is absolutely no smoking allowed on any bus at any time. It is also expected that parents will conduct themselves appropriately when dealing with drivers and bus companies. All other school rules are also in effect. A student who behaves inappropriately on any of the busses will face disciplinary action, including not being allowed to ride the bus.

- Students are expected to behave in a safe and proper manner. Unacceptable behavior, as defined in the Student Handbook, will not be tolerated. Students exhibiting unacceptable behavior will be (1) warned, (2) a letter will be sent home to the parents, (3) phone contact home and possible revocation of transportation privileges without a refund.
- Students are required to wear safety belts at all times while riding on the bus unless told otherwise by the driver.
- Students are required to remain in their seats at all times while riding on the bus.
- Students are required to obey all rules/safety regulations set forth by the driver of the bus. The bus driver has the right to report any misconduct to the school for disciplinary action.

VISITORS

We are proud of our program at GSB and welcome opportunities to share it with appropriate visitors. All such visits should be arranged through the admission office. Primarily these visits are limited to admission applicants. Parents are not allowed to visit classes and students should never bring friends/relatives to school who have not been given permission to visit by both the admission office and the divisional director, and who are not applicants for admission.

Visitor Policy

- **All visitors must sign in at the main office of either the Upper School, Middle School or Lower School.**
- **All contractors or vendors must sign in at the business office or at the respective office of the department they are here to meet.**

- **All visitors or contractors will be required to wear ID badges to identify themselves as visitors. The ID badges must be returned to the office where the visitor was originally registered.**
- **Any visitor found on the campus or in the buildings who is not wearing an ID badge must be escorted by a GSB employee to the nearest office and be registered.**

A visitor is defined as any person who is not an employee of Gill St. Bernard’s School. This includes but is not limited to parents or relatives of students, former students and employees, volunteers, spouses of employees, vendors, contractors or any person who does not have an appointment to meet with an administrator or is not being escorted by a GSB employee. This policy does not apply to individuals attending an event on campus such as a play or sporting event. The following are the main office locations and the designated employees who will issue the visitor badges:

<u>Office</u>	<u>Location</u>	<u>Designated Employee</u>
Upper School office	Hillard Building	Doreen Bracht
Middle School office	Conover Building	Barbara Bator
Lower School office	Somerset Building	Nancy Stober
Development office	The Cottage	Julie Ruby
Business office	Henshaw House	Josie Muench
Headmasters office	Nardelli Building	Kate Schwab

There will be signs on the campus directing all visitors and vendors to report in at the main offices. A designated employee will meet the visitors, have them sign in at the visitor register and issue them an ID badge. The designated employee will instruct all visitors to return the ID badge to the office and sign out when they have completed their visit to the school.

Any employee who encounters a visitor on the campus should make it a point to look for the visitor ID badge. He/she should always ask the visitor if he/she needs assistance in locating a destination. Persons wishing to do harm are less likely to do it if they are noticed by a lot of people.

Any employee encountering a visitor on the campus who does not have an ID badge visible should ask if the visitor has registered at one of the offices. If the visitor has not registered or does not have an ID badge, the GSB employee should escort the person to one of the main offices so he/she can sign in and obtain the proper identification. If the visitor has an ID badge that is not visible, the GSB employee should remind them of the policy to wear the ID badge and then offer to give them directions to their destination.

If a GSB employee encounters a visitor without an ID badge and unwilling to be escorted to a main office, the employee should monitor where the visitor is going and inform an administrator immediately.

All visitors should be reminded that this policy is for the safety of the GSB students and employees as well as their own safety. Any questions regarding this policy should be directed to the headmaster. Gill St. Bernard’s School reserves the right to change this policy without notice at any time.

UPPER SCHOOL (Grades 9 - 12)

ADVISOR/ADVISEE SYSTEM

The heart of the Gill St. Bernard’s approach to helping students grow and develop into responsible, caring adults is in our emphasis on the advisor/advisee relationship. This is our way of giving each student the personal attention he or she deserves as a member of our community.

The advisor is at the center of our communication system. We encourage parents to make use of the system by contacting the advisor with any questions about the student’s school life. If the advisor cannot answer by way of direct knowledge, he/she can certainly direct the question to the proper person. The

advisor receives all comments with regard to academics for his/her advisees, and keeps track of the academic progress of his advisees.

It is our goal that the advisor be familiar with his/her advisee's life at school and in the community. The role sometimes becomes that of confidant and the confidentiality shared with the advisor may be maintained up to the point that it becomes obvious that there is potential for harm to either the advisee or another member of the student body or school community. The advisor may choose to bring in help from another member of the faculty or administration, or to make use of the school nurse or psychologist.

To be most effective, the advisor system tries to place a greater burden of responsibility and initiative on the advisor than on the student. Just as parents take the initiative in rearing their children, the advisor tries to anticipate the needs and problems of his advisees. Parents strive to identify and help their children avoid potential trouble spots. Advisors try to act in the same manner.

Some of the specific responsibilities of an advisor include:

1. Making frequent contact with advisees in informal and formal contexts - classes, during breaks and meals, while observing sports events - to build a personal knowledge of each advisee and establish a friendly, yet professional relationship.
2. Reinforcing and supporting positive acts and accomplishments of advisees of which the advisor has become aware through personal observation or feedback from others.
3. Serving as a good listener and an aid to problem solving for the advisee in academic, personal and social areas of his/her school life.
4. Maintaining close contact with advisee's parents as the school's most personal link between them and their son or daughter.
5. Monitoring and participating in the advisee's academic progress.

In addition to advisor meetings, there will also be grade level meetings to insure full participation at every class level.

ASSEMBLIES

Assemblies provide a time for students and faculty in Grades 9-12 to meet and exchange information. They are held on Monday morning from 10:30 - 11:00 a.m. and at other times as required during the school year. Attendance of all students is required. Students will be assigned a row in which to sit during all assemblies, with a faculty member taking attendance for each row for which he/she is responsible. Students who cut assembly or are late will be assigned detentions. Seniors will lose off-campus lunch and/or driving privileges if they are excessively late to assembly. No food of any kind is permitted in the Chapel during any assembly.

One important purpose of this assembly time is to provide an opportunity for members to speak out: to make an announcement, to comment on some aspect of school life, to acknowledge achievements by any member or group of the school community. While a certain openness is traditional, it is expected that comments are appropriate in nature and tone. Approximately once a month, a special assembly is scheduled where a speaker or artist makes a presentation to the group. The school administration and student government welcome ideas for these special assemblies.

BOOKSTORE

In the Upper School, students purchase textbooks from the school bookstore. Textbooks should be treated with proper respect. Parents are billed for textbooks and school supplies by the business office. The Bookstore is located on the ground floor of Founders' Hall.

Text and reference books, school supplies, school sweatshirts and pants can be purchased with cash or charged on charge slips at the Bookstore. One copy of the charge slip is sent to the student's home address four times a year with regular billing.

COLLEGE GUIDANCE

Overview: Counseling concerning the scheduling of academic courses for college preparation and SAT II: Subject Tests begins in the freshman year. During the sophomore year students are introduced to the PSAT. In the junior year there are small group and individual meetings for juniors and one or more evening seminars for parents to discuss selection of a college, requirements, PSAT/SAT preparation and registration. The process culminates in the senior year when the college counselor helps students file applications, complete their testing schedule and make final decisions.

Letters of recommendation: High school seniors require letters of recommendation for college. Gill St. Bernard's School policy guides the writing and dissemination of these letters. The college counselor will write the official school letter for each senior. In order to insure accuracy, this letter may be shared with the student. Teachers are frequently asked to write additional letters for students. If a student requests to read the letter, such an arrangement is made only at the discretion of the teacher. In order to maintain the integrity of letters, under no circumstances will letters be released to students or parents. Gill St. Bernard's will send all letters of recommendation directly to other institutions.

DAILY PROCEDURES

The school day is from 8:15 - 3:00, Monday through Friday. Extracurricular activities and team sports meet from 3:30 - 5:15 p.m. Each student will be issued a copy of the class schedule in September.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral and enriching part of a student's education. In providing opportunities for group interaction, the school helps students develop skills that may not be addressed in the classroom. All students are encouraged to participate in one or more of the following:

Academic League	French Honor Society
Mock Trial	Varsity Girls Soccer
Student Government	Varsity Boys Cross Country
Yearbook	Varsity Girls Cross Country
Newspaper	Varsity Girls Basketball
Literary Magazine	Varsity, JV Baseball
Social Committee	Varsity Softball
Environmental Club	Varsity Boys Tennis
Community Service	Varsity Girls Tennis
Chamber Singers	Varsity Girls Track
Women's Ensemble	Varsity Boys Track
Model U.N.	Varsity Golf
French Club	Spanish Club
Ski Club	Spanish Honor Society
Tech Team	Chess Club
American Cancer Society	Fencing
Ice Hockey Club	

Interscholastic Sports: All GSB students must understand that they are representatives of the school in all activities. Sportsmanship is important and both athletes and spectators are expected to conduct themselves on and off the field in a manner consistent with our rules and the Code of Ethics adopted by the New Jersey Independent Schools Athletic Association (NJISAA) which is posted in the gymnasium. No student is guaranteed a place on any team. In addition to NJISAA and the Patriot League, GSB is also a member of the New Jersey State Interscholastic Athletic Association (NJSIAA).

Class Trips are occasionally planned by the classroom teacher either to enrich a topic of study or to expose the student to something of educational value. Parents will be asked to sign a permission slip for such trips at least two school days prior to the excursion. Students without an appropriate permission slip will not be

allowed to participate. The cost for many trips, including the orientation at the beginning of the school year, is covered by tuition. Additional fees for the Unit and some special trips may be required depending on the nature and cost of the trip. School rules are in effect for all trips.

GRADES AND COMMENTS

Grades with comments are sent to students and their parents four times during the year. Grades and comments will be sent home in late November in the middle of the first semester, late January at the end of the first semester, early April in the middle of the second semester and in June at the end of the second semester.

In addition, advisors are responsible for communication between the school and the family regarding academic and social progress during the academic year. If you have any questions regarding your child's academic standing, please contact your child's advisor.

Letter grades are based upon the following equivalent numerical scale:

Letter Grades	Equivalent Numerical Range
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

“I” means “Incomplete” (temporary grade only); “W” means “Withdrawn;” “P” means “Pass”

The “A+” grade indicates absolutely superior work.

The “A” grade indicates excellence.

The “B” grade indicates commendable performance.

The “C” grade indicates satisfactory work.

The “D” grade indicates below standard work. It is acceptable as credit only in non-sequential courses. For example, a student with a grade below C- in any foreign language course will not be passed to the next level of that course.

The “F” grade indicates unacceptable work and carries no credit.

The “I” (Incomplete) grade is given because of absences resulting from illness or other unavoidable problem and indicates an obligation to complete course work within a brief, specified time period. The “P” grade is normally given only in non-academic courses such as Physical Education, work-study, and some independent studies.

The “W/P” or “W/F” indicate withdrawal from a course with a passing or failing grade at the time of withdrawal.

Any student who begins to show a pattern of grades below “C” will be subject to academic review. The student and his family will be asked to meet with the appropriate faculty and the Upper School director at the earliest possible date for this reason. Continuation of such a pattern will raise serious doubts about the student's re-enrolling for another year at Gill St. Bernard's.

GRADUATION REQUIREMENTS

To receive a diploma from Gill St. Bernard's each student must meet the following requirements:

- a) Pass all distribution requirements as specified below.
- b) Pass a minimum total of 23 academic credits.
- c) Successfully complete a spring Unit course or its equivalent for each year the student is enrolled.
- d) All ninth through twelfth grade students must participate in one sport, drama or other extracurricular activity during each of these years. One season's sport is considered one activity, as is one drama production, or one year-long activity such as the host/hostess program, yearbook, newspaper, etc.

The following stipulations may also apply in some cases:

- a) Students entering Gill St. Bernard's in 11th or 12th grade must pass a minimum of five (5) credits per year in order to receive a Gill St. Bernard's diploma.
- b) While some eighth grade courses (French I, Algebra I, etc.) may satisfy department distribution requirements, they do not count toward the total number of high school units required for graduation.
- c) Students who do not meet the minimum credit requirements for graduation may, in certain circumstances, be allowed to participate in the ceremony.

Distribution Requirements of Departments

The following requirements are minimum standards for graduation and should not represent anything other than our minimum expectations for our students.

<u>Department</u>	<u>Total Units Required</u>	<u>Description</u>
English	4	One credit per year
Fine Arts	1	
Foreign Language	3	Sequential courses in one foreign language
Mathematics	3	Sequential courses including completion of Algebra II/Trig
Science	3	
History	3	Including World Cultures and U.S. History

HOMEWORK

Homework will be assigned on a regular basis by the classroom teacher. Homework assignments will vary in length with a typical assignment designed to provide enrichment to the student's daily classwork. Up to forty-five (45) minutes per academic subject is a reasonable expectation for student homework assignments.

We ask that parents not help their child with daily homework or long-term assignments. We prefer assignments with errors that the student makes to errorless papers completed by a parent. In this way a teacher can identify a student's weakness and more effectively work with the student to correct it.

We also ask that parents provide their child/children with a suitable environment for completing homework. Televisions, radios, stereos and telephones do not assist students with homework. Parents can also play a significant role in assisting students with problems of a conceptual nature or in reviewing material for a quiz or exam.

Parents should always encourage a child to assume responsibility for seeking extra help. The Gill St. Bernard's faculty is available for academic assistance during free periods and by appointment after school.

Any academic deficiencies will be noted by the classroom teacher. Students will have 24 hours to correct any deficiencies before being required to make up the work after school. All academic deficiency slips will be recorded in the office and a copy will be sent home to parents at regular intervals.

Please remember that:

- All papers of 500 words in length or longer must be word processed.
- All students in math courses from Algebra I through Calculus must have a TI-83 graphing calculator.

HONOR ROLL

The honor roll is published after each grading period. The qualifications are as follows:

Headmaster's List: A- or better in every course

Honors List: B- or better in every course

A student who does not complete course work because of illness or other excused absence may receive a grade of "WP" (Withdrawn Passing) or an "I" (Incomplete). An "I" is a temporary grade and will be replaced by a letter grade (A-F) at the end of a prescribed period for completion of the work. A student who withdraws from a course with a grade of D or lower will receive a "WF" grade. No credit will be given for this course.

HONORS COURSES

Honors courses are labeled as such on the transcript because they include more complex and advanced work than regular courses at the same grade level. Marks in honors courses carry more weight in computing class rank than regular courses. This does not apply to someone who has failed an honors course. ("B-" in an honors course is sufficient for honor roll status.)

Entrance Requirements for Honors and AP Courses

English Department

For all Honors courses, a student must have a B+ or better in the previous English course and/or the recommendation of the most recent English teacher.

For AP Senior English, a student must have either a B+ in junior English and a minimum SAT Verbal score of 650 or an A- in junior English and a minimum SAT Verbal score of 600.

Foreign Language

To progress to the next level of French or Spanish, a student must have the recommendation of the most recent language teacher.

Math

For Pre-Calculus, a student must have a B average in Algebra II and/or the recommendation of the teacher.

For Honors Calculus, a student must have a B in Pre-Calculus and/or the recommendation of the teacher.

For AP Calculus, a student must have a B+ in Pre-Calculus and a minimum of 650 in the Math SAT, or an A- in Pre-Calculus and a minimum of 600 in the Math SAT.

Science

For a student to take Biology in Ninth Grade, he/she must have a B average in all Eighth Grade courses, and must have completed Algebra I in Eighth Grade. Exceptions will only be made if a student makes a prior arrangement with the Upper School director.

For AP Biology, a student must have an A- in Biology, a B+ in Chemistry and a minimum Verbal SAT score of 550.

For Environmental Science, a student must have the recommendation of the science department.

History

For AP US History, a student must have a B+ in US Survey and a minimum PSAT Verbal or SAT Verbal score of 600.

Any appeal of these requirements should be made in writing to the appropriate department head and the director of the Upper School.

AP Testing Policy: We consider AP exams to be a part of the AP course. All students who complete AP courses are expected to take AP exams, but a student who opts not to take an AP exam will not have an AP designation for the completed course on the transcript. In addition, this change will be communicated to any college where that student has applied.

All decisions about sitting for AP exams will be made by late September by students in consultation with AP teachers. At that time, students taking AP exams will complete a charge slip for each exam to confirm their status as an AP student in that class. Students who opt not to take the AP test will have “honors” status assigned to that class.

Students who do not take the national AP exam in May will be required to take the final exam for that course unless exempted by their grade average for the course.

National AP exams will take precedence over all athletic events and tournaments, as well as all other personal commitments. In keeping with published AP policies, alternative testing arrangements will not be made unless permitted by these published policies.

Effective with courses during the academic school year, the GPA will be weighted as follows:

AP Courses	+ .67
Honors Courses	+ .33

Students enrolled in AP courses who opt not to take the exam will only receive Honors course credit and GPA weighting.

Mid-Term and Final Exams: All year-long courses in every department, except Art, have mid-term and final examinations. Taken together, these two exams can count for up to 30% of a student’s final grade. In all cases, this is at the discretion of the classroom teacher and respective department head.

Unit and Off-Campus Travel: A student must achieve a C or better in the current year’s Unit course to be considered for travel in the following year. In addition, a student’s behavioral and academic performance throughout the year influences whether he or she will be able to participate in any overnight travel opportunities. Selection for off-campus travel is a privilege and students are required to submit personal statements explaining why they wish to participate in a course involving extensive travel.

All school rules are in effect during the Unit.

A separate booklet on Unit programs and course descriptions is distributed to students and parents in October of each year.

Summer school and courses taken outside GSB: GSB encourages students to take additional course work in summer school and in other approved educational institutions. GSB will include non-GSB courses on the GSB transcript but those course grades will not be included in the computation of the student’s Grade Point Average (GPA).

LIBRARY

The library serves as a resource center and gathering place for the academic needs and recreational reading of the student community. Students are encouraged to use the library to supplement classroom studies and enhance their computer skills and literacy. Games may not be played on the library computers at any time.

Among its many resources the library has over 20,000 volumes, dozens of periodicals, daily newspapers, audio visual materials and access to interlibrary loan resources throughout the state. Computer facilities and a growing library of CD-ROM materials are enhanced by access to the internet.

The library is open from 8:00 a.m. - 5:30 p.m., Monday through Friday. Students may take advantage of their free time before and after school to use the facility for homework, recreational reading or computer activities.

ABSOLUTELY NO FOOD OR BEVERAGES ARE ALLOWED IN THE LIBRARY.

PRIZES AND AWARDS

Any student who is caught cheating or is involved in any academic offense will be ineligible for any graduation or awards assembly recognition at the conclusion of the year in which the academic offense took place.

1. For Freshmen and Sophomores:

- a) Margaret D. Jefferson Cup - Honors a young woman of strong will and determination, fierce pride and sense of right who is committed to serving others.
- b) Thomas A. Conover Cup - Honors a young man who exhibits qualities of leadership and determination.

2. For Juniors:

- a) Rensselaer Award in Mathematics and Science;
- b) Pierrepont Memorial History Scholarship;
- c) Harvard Book Prize awarded to the student who by virtue of character, scholastic excellence and achievement outside the classroom best exemplifies the traditional ideal of American citizenship;
- d) Meredith H. Pyne Achievement Award - Scholarship awarded for "Excellence in Citizenship and Academic Achievement";
- e) C. Elliott Knoke Award - Scholarship awarded to a girl who demonstrates the qualities of citizenship and scholarship in fine measure;
- f) The John Atthowe Memorial Scholarship awarded to a boy who is a scholar and an athlete;
- g) The Walter P. Henshaw Memorial Scholarship awarded to a student with demonstrated academic achievement in literature and writing;
- h) The Smith Book Prize;
- i) Bausch and Lomb Award in Science;
- j) University of Pennsylvania Book Prize;
- k) Mt. Holyoke Book Prize.

3. For Seniors:

- a) Senior Prize in History;
- b) Peapack-Gladstone Bank Award in English;
- c) Frances Rohn Memorial in Mathematics;
- d) Carol J. Heaney Memorial in Science;
- e) Harold D. Nicholls Award for Men's Athletics;
- f) Joyce Creasey Award for Women's Athletics;
- g) Bennett Service Recognition - Awarded to the student who best demonstrates through active community service, the school's concern and consideration for others;
- h) Lisa Schmidt Music Prize;
- i) Julian T. Brown Cup - Highest honor available to a young man at Gill St. Bernard's;
- j) Elizabeth Gill Award - Highest honor available to a young woman at Gill St. Bernard's;
- k) George Washington School of Engineering & Applied Science Award;
- l) Senior Prize in Foreign Languages;
- m) Ferber Visual Arts Award;
- n) Susan H. Stover Award – for loyalty and service to the school.

SERVICE ACTIVITIES

Admission Ambassador is an important leadership role for school students. Admission guides are chosen by the admission director and Upper School director at the beginning of the school year and provide campus tours to prospective admission candidates and families.

Community Service is an important activity that is undertaken both by individual students and by the school community as a whole. During the school year, students have numerous opportunities to participate in community service projects such as food and clothing collections for FISH, fund-raising for the needy and volunteer work with local institutions and community organizations.

Outreach to local communities is a related aspect of community service. It presents an opportunity for the school to enhance the relationship between itself and nearby communities as well as to provide students and faculty with a chance to plan and carry out with one another a program of common interest.

STUDENT DRIVERS

Driving speed limit on campus is 10 m.p.h. Automobiles are for transportation to and from campus at the beginning and end of school. All students must receive permission from the Upper School director, the academic office or the dean's office in order to go to their cars or leave campus during the school day.

Please note: If a student wishes to be a passenger in a vehicle driven by another Gill St. Bernard's student, he/she must complete and return to the office an official driver/passenger permission form. The forms are available in the main office.

All student vehicles must be registered in the school office and bear current Gill St. Bernard's parking stickers.

Students must park in their assigned spaces at all times.

Students who drive to school are expected to arrive in time for homeroom/advisory period and for assemblies. Three driving latenesses per semester will be cause for disciplinary action on the advisement of the dean of students.

STUDENT GOVERNMENT: GRADES 9 - 12

Student government is an important component of the success of each school year. Working with the dean's office, an active, responsible student government provides the opportunity for leadership for its members and ensures the rest of the student community a forum in which to address issues of concern to them.

1. Membership in the student government includes the following:
 - a) A president from the senior class and a vice-president from the junior class elected by the entire student body in the spring.
 - b) Two members from each grade level, elected by the respective grades, in the fall.
2. Meetings are held twice a month.

MIDDLE SCHOOL (Grades 5 - 8)

ADVISOR/ADVISEE SYSTEM

The heart of the Gill St. Bernard's approach to helping students grow and develop into responsible, caring adults is in our emphasis on the advisor/advisee relationship. This is our way of giving each student the personal, individual attention he or she deserves as a member of our community. At the Middle School level, the homeroom teacher acts as the advisor.

The homeroom teacher is at the center of our communication system. We encourage parents to make use of the system by contacting the homeroom teacher with any questions about the student's school life. If the homeroom teacher cannot answer by way of direct knowledge, he can certainly direct the question to the proper person. The homeroom teacher receives all comments with regard to academics for his/her advisees, and keeps track of the academic progress of his/her advisees.

It is our goal that the homeroom teacher be familiar with his/her advisee's life at school and in the community. The role sometimes becomes that of confidant and the confidentiality shared with the advisor

may be maintained up to the point that it becomes obvious that there is potential for harm to either the student or another member of the student body. The homeroom teacher may choose to bring in help from another member of the faculty or administration, or make use of the school nurse or counselor, if the situation warrants it.

To be most effective, the advisor system tries to place a greater burden of responsibility and initiative on the advisor than on the student. Just as parents take the initiative in rearing their children, the advisor tries to anticipate the needs and problems of his advisees. Parents strive to identify and help their children avoid potential trouble spots. Advisors try to act in the same manner.

Some of the specific responsibilities of an advisor include:

1. Making frequent contact with advisees in informal and formal contexts - classes, during breaks and meals, while observing sports events - to build a personal knowledge of each advisee and establish a friendly, yet professional, relationship.
2. Reinforcing and supporting positive acts and accomplishments of advisees of which the advisor has become aware through personal observation or feedback from others.
3. Serving as a good listener and an aide to problem-solving for the advisee in academic, personal and social areas of his/her school life.
4. Maintaining close contact with advisees' parents as the school's direct link between school and home.
5. Monitoring and participating in the advisee's academic progress.

ASSEMBLIES

Assemblies provide a time for everyone in Grades 5-8 to meet and exchange information. They are held on a week day morning at 9:30 a.m. and at other times as required during the school year. Attendance of all students is required.

One important purpose of this assembly time is to provide an opportunity to speak out: to make an announcement, to comment on some aspect of school life, to acknowledge achievements by any member or group of the school community. Approximately once a month, a special assembly is scheduled where a speaker or artist makes a presentation to the group. The school administration and student government welcome ideas for these special assemblies.

DAILY PROCEDURES

The school day is from 8:15 - 3:05, Monday through Friday. Extracurricular activities and some team sports meet from 3:30 - 5:15 p.m. Each student will be issued a copy of the class schedule in September. Students may not be at school after 3:30 p.m. on a school day unless they are officially a part of an after school activity or sports event.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral and enriching part of a student's education. In providing opportunities for group interaction, the school helps students develop skills that may not be addressed in the classroom. All students are encouraged to participate in one or more of the following:

- | | |
|--------------------------------|----------------------|
| Choral and Music Program (5-8) | 7/8 Boys Soccer |
| Spring Musical (7-8) | 7/8 Girls Soccer |
| Forensics (5-8) | 7/8 Boys Basketball |
| Student Government (5-8) | 7/8 Girls Basketball |
| Newspaper (5-8) | 7/8 Boys Baseball |

Literary Magazine (5-8)
ROGATE 7/8
Book Club (5-8)
Johns Hopkins (5-8)

7/8 Girls Softball
Tennis (5-8)
Barber Shop and Gill Girls (5-/6)
Math Olympics (5-8)

Sportsmanship: Good behavior on the fields as an athlete or as a spectator is important. Students at GSB are expected to meet the highest standards of sportsmanship and will face disciplinary action for inappropriate behavior.

Class Trips are planned by the classroom teacher either to enrich a topic of study or to expose the student to something of educational value. Parents will be asked to sign a permission slip for such trips at least two school days prior to the excursion. The cost for some trips, including the orientation at the beginning of the school year, is covered by fees that parents are assessed as part of their billing prior to the school year. Additional fees for trips may be required depending on the nature and cost of the trip.

GRADES AND COMMENTS

Grades are sent to students and their parents four times during the year. Comments will be sent home at the conclusion of each semester. Conferences are scheduled at mid-semester in November and April.

In addition, homeroom teachers are responsible for communication between the school and the family regarding academic and social progress during the academic year. If you have any questions regarding your child's academic standing, please contact your child's advisor.

Letter grades are based upon the following equivalent numerical scale:

Letter Grades	Equivalent Numerical Range
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

“I” means “Incomplete” (temporary grade only); “P” means “Pass”

The “A+” grade indicates absolutely superior work.

The “A” grade indicates excellence.

The “B” grade indicates commendable performance.

The “C” grade indicates satisfactory work.

The “D” grade indicates below standard work. It is acceptable as credit only in non-sequential courses. For example, a student with a grade below C- in any foreign language course will not be passed to the next level of that course.

The “F” grade indicates unacceptable work and carries no credit.

The “I” (Incomplete) grade is given because of absence resulting from illness or other unavoidable problem and indicates an obligation to complete course work within a brief, specified time period.

The “P” grade is normally given only in non-academic courses such as Physical Education, work study, and some independent studies.

Effort grades will also be given in each course to reflect each student's diligence, cooperation and promptness.

Any student who begins to show a pattern of grades below "C" will be subject to academic review. The student and his family will be asked to meet with the appropriate faculty and the Middle School director, at the earliest possible date for this reason. Continuation of such a pattern will raise serious doubts about the student's re-enrolling for another year at Gill St. Bernard's.

Academic Warning: Any student receiving a grade in the D range in a core course will be placed on Academic Warning for the next marking period.

Academic Probation: Any student with two or more grades in the D range, one or more grades of F or any combination of these unsatisfactory grades will be placed on Academic Probation for the next marking period. A student on Academic Probation may not be invited to return for the next academic year.

HOMEWORK

Homework will be assigned on a regular basis by the classroom teacher. Homework assignments will vary in length with a typical assignment designed to provide enrichment to the student's daily classwork. Up to thirty (30) minutes per academic subject could be a reasonable expectation for student homework assignments depending on grade level.

Parents are asked to provide the child with a suitable environment for working on home assignments. Televisions, radios, stereos and telephones do not assist students with homework. Parents can also play a significant role in assisting students with problems of a conceptual nature or reviewing material for a quiz or exam.

However, we ask that parents not help their child with daily homework or long-term assignments on a regular basis. We prefer assignments with errors that the student makes to errorless papers completed by a parent. In this way a teacher can identify a student's weakness and more effectively work with the student to correct it.

Parents should always encourage a child to assume responsibility for seeking help. The Gill St. Bernard's faculty is available for academic assistance during free periods and by appointment after school.

Any missing work will be noted by the classroom teacher. Students will have 24 hours to correct the situation before being required to make up the work after school. All academic deficiency slips will be recorded in the office and a copy will be sent home to parents in a timely fashion.

HONOR ROLL

The honor roll is published after each grading period. The qualifications are as follows:

Headmaster's List	A- or better in every course
Honors List	B- or better in every course

LIBRARY

The purpose of the library is curriculum support. Materials are provided primarily to supplement classroom studies. However, the library also contains many books, magazines and computer programs for personal enrichment and pleasure. The librarian will be happy to help find what is needed, either "in-house" or through the N.J. regional library network.

The Upper School library is open from 8:00 a.m. - 5:30 p.m., Monday through Friday, and is available for the use of students in grades 7 - 12. Students may take advantage of their free time before and after school to use the facility for homework, recreational reading or computer activities.

The Lower School library is available for the use of students in PK - Grade 6. Fifth and sixth grade students may use the Upper School library, but they may need the assistance of their homeroom teacher or a librarian.

ABSOLUTELY NO FOOD OR BEVERAGES ARE ALLOWED IN EITHER LIBRARY.

PRIZES AND AWARDS

1. For Grades 5-8:
Citizenship Awards
2. For Grades 7-8
Highest Scholastic Honors
3. For Grade 8:
 - a) Francis Winston Award
 - b) Frank Mazzocchi Award
 - c) Martha Gray Award
 - d) Marjorie Hibbler Award

SERVICE ACTIVITIES

Community service is an important activity that is undertaken both by individual students and by the school community as a whole. During the school year, students have numerous opportunities to participate in community service projects such as food and clothing collections for FISH, fund-raising for the needy and volunteer work with local institutions and community organizations. In addition, the school participates in projects each year at the Plainfield Senior Citizen Center.

STUDENT GOVERNMENT: GRADES 5 - 8

Student government is an important component of the success of each school year. An active, responsible student government provides the opportunity for leadership for its members and ensures the rest of the student community a forum in which to address issues of concern to them.

1. Membership in the student government includes the following:
 - a) A president and a vice-president from the Eighth Grade and Seventh Grade respectively are elected by the Middle School student body in September.
 - b) One member and one alternate for each homeroom are elected by their classmates.
2. Meetings are held at least twice a month.

TEXTBOOKS

Text and reference books, school supplies, school sweatshirts and pants can be purchased with cash or charged on charge slips at the Bookstore. One copy of the charge slip is sent to the student's home address four times a year with regular billing. The Bookstore is located on the ground floor of Founders' Hall.

WORD PROCESSING AND CALCULATORS

In Grades 5-8, both handwritten and word processed work will be acceptable. Word processing will be encouraged for formal papers.

The use of calculators will be taught in math classes.

**LOWER SCHOOL
(Grades Pre-kindergarten - Grade 4)**

ABSENCE FROM SCHOOL

If a child is going to be absent, it is important for parents to notify the Lower School office in the morning. Accounting for the attendance of our students is a high priority. Parents will be called by the office if notification is not received by 9:00 a.m.

ASSEMBLIES

Periodically on weekday mornings the Lower School students will have an assembly. At this time, general announcements are made and there may be a brief presentation from a teacher, student or class. The primary goal is to reinforce the idea that we are all part of a community.

In addition, Lower School students gather throughout the year for programs presented by classes which directly relate to their studies, or to see a presentation by a parent or professional ensemble. Please contact the Lower School director if you have suggestions for these assemblies or wish to volunteer your talents.

BIRTHDAY BOOKS

Through the Lower School library, parents may purchase a book to remember their child's birthday. The book, given to the library collection in honor of the student, will have a mounted bookplate inside the front cover bearing the child's name. The child is the first borrower of the book. We appreciate the parental support of this program which continues to provide the library with quality works of children's literature.

BIRTHDAYS

Setting time aside for each child's birthday is a usual classroom practice. This time can be spent sharing snacks which children have helped prepare at home or in school. Individual classroom teachers can discuss their preferences with you. It is our desire to make the child's day special, yet maintain a low-keyed atmosphere; therefore, any outside entertainment is not permitted.

Private parties for children outside of school can be problematic for parents and children; therefore we respectfully insist that all invitations be sent through the mail.

It is very important for all parents to remember how difficult it is for a young child to deal with being excluded from social activities such as birthday parties when all or most of the other children have been included. Since not all children are as sensitive as they should be to the feelings of others, it is important that the adults make sure that they are not creating situations where this can happen.

Therefore, if you are planning a social event which includes members of your child's class, please include every child in the class. Obviously sometimes the guest list includes only the boys or only the girls, but it should include all the boys and/or all the girls. If there is a need to limit the guest list, invite only two or three of the children and those who are not invited will find comfort in their numbers and not take the exclusion personally.

BUS AND CAR ARRANGEMENTS

Bus - Please notify the office in writing when your child is not riding the bus. Occasionally a child may wish to go home with a friend who rides the bus. The office can make the necessary arrangements as long as space permits and a written request is given at least 24 hours in advance.

Car - A child must bring written notification of any changes in normal car pool plans.

CLASS TRIPS

During the year, classroom work is occasionally supplemented with off-campus experiences. Parents will be asked to sign a permission slip for field trips at least several days prior to the excursion. Occasionally parents will be invited to chaperone, depending on the educational program. Buses or vans will be hired for the trips, unless the trip is within a short distance from the school.

DAILY PROCEDURES

Classes begin promptly at 8:15 a.m. Frequent tardiness is unfair to your child and disruptive to the rest of the class. Dismissal is at 2:45 p.m. for Early Childhood and at 3:00 p.m. for grades 1 - 4. Parents with children at both dismissal times should pick up at 3:00 p.m. No students in grades Pre-kindergarten - 4 may ride the late bus at 5:30 p.m.

DISCIPLINE

Lower School students are expected to conduct themselves with respect for other members of the community and at a level of maturity appropriate to their age. To fulfill these expectations, students must respect both the rights of others and school property. Regular and punctual attendance at classes, assemblies and activities is required.

Bringing certain items to school can be problematic for children. Please help us by insuring that your child does not bring the following to school: chewing gum, candy, soda, drinks in glass bottles, toys and money (except for school sponsored activities such as bake sales, or for supplies at the school store.)

Individual teachers handle most problems. Recurring difficulties may require the intervention of the Lower School director and/or parent consultation.

All discipline guidelines in the General Information section of this handbook also apply to Lower School students.

DRESS CODE

Please see the **General Information** section

EXTENDED-DAY PROGRAM

The school offers an extended day program which provides after-school care for our students on a daily basis. This is available for students in grades Pre-kindergarten through Fourth. It begins at the close of the school day and runs until 6:00 PM. Students may enroll on a daily basis or for the school term.

GRANDPARENTS DAY

Every other year the Lower School celebrates Grandparents Day in the spring. A musical assembly program, visits to the classrooms, and a picnic lunch make for a special day for students and grandparents alike. Invitations and reply forms are sent home with children well in advance of the occasion.

HOLIDAYS

Gill St. Bernard's is a nonsectarian school which does not officially recognize any one religion. Knowledge and understanding of a variety of religious beliefs and practices is part of the educational process. The school will provide assemblies and special programs to increase student understanding of the various cultural and religious beliefs represented in our student body. Parents are encouraged to participate in, and offer support for, such programs by contacting the Lower School director.

HOMEWORK

The Lower School faculty recognizes the following purposes of homework:

- to foster independence and responsibility;
- to provide additional practice of skills and opportunities for applications of concepts;

- to utilize resources not available in the classroom or school environment.

Homework assignments begin in grade 1. Homework assignments are given on a consistent basis, beginning in grade 2. Children are not expected to work longer than 30 minutes. Children in grades 3 and 4 are not expected to work longer than 45 minutes. It is important to remember that these are guidelines; individual differences in work habits and pace must be considered.

Due to the nature of the activities, it is often necessary to be at school to complete assignments. When appropriate, teachers will assist with make-up work for all excused absences (injury, illness etc.) Requests for assignments in advance will be honored when adequate notice is given.

The Lower School encourages all children to read daily for pleasure. Daily reading is not considered part of homework assignments. This can be accomplished at home by independent reading, reading aloud to someone and/or being read to by an adult.

LIBRARY

The Lower School library is open five (5) days a week from 8:00 a.m. to 3:30 p.m. Books may be checked out for two weeks, renewable as long as there is no other demand for the materials. Periodicals (not including the current issue) may be checked out for one week.

PARENT CONFERENCES AND PROGRESS REPORTS

Good parent-teacher communication is one of our school's major goals. We encourage both teachers and parents to initiate contact whenever concerns arise. At the beginning of school, brief "get acquainted" parent conferences will be held for new students and all students in the early childhood division. Parents of returning students in Grades 1 - 4 will receive a phone call from their child(ren)'s teacher(s). The purpose of these initial conferences is for teachers and parents to share information and insights about the child, discuss initial adjustment to school and mutually set goals for the year. No formal written report will be given at this time. Conferences will also be held in early November and February.

Students in Pre-kindergarten: Parents will receive regular communication throughout the year. A final report will be mailed to the parents in June.

Students in Grades K to 4: Parents will receive a report card comprised of ratings in November and February. The final report with ratings and comments will be mailed home in mid-June.

SUPPLIES

At the beginning of the school year, most basic school supplies are available in the classroom for student use. Depending on the age of the student, these include pencils, erasers, rulers, scissors, paper, theme tablets, assignment books, grid books and pocket folders. However, additional supplies may be requested by some grade level teachers. A list of these supplies is sent to each family at the beginning of summer.

Students will need to replenish these supplies at their own expense as the year progresses. These supplies are available through the Bookstore on a cash or charge basis.

SUPPORT SERVICE

A reading specialist is available on a full-time basis on campus. Teachers and the Lower School director will consult and refer children who may need additional Language Arts instruction. They will work on an individual basis or in small groups during the school day.

TELEPHONES

Please try to complete all after school arrangements prior to your child's arrival at school. When necessary, messages to teachers or children in the Lower School can be transmitted through the Lower School secretary. Unless it is an emergency, they will respond as soon as it is convenient.

Should a child feel an urgent need to contact home, he/she may seek permission from the Lower School secretary or the director to use the office phones. A student may not use the phones to call home to seek permission to bring a friend home. Please finalize such plans prior to the child's arrival at school. The pay phone is not for student use. Students should not have cell phones or beepers.

TESTING

Lower School students in Grades 1 - 4 participate in a standardized testing program administered in October. Kindergarten will be tested in the spring. This program includes achievement and aptitude tests. Results are shared with parents as soon as they are received and reviewed by the Lower School director. Any student whose progress needs further evaluation may be tested individually at the teacher's or family's discretion.

