Bernard Middle School

Proud Member of the Mehlville School District

Student and Family Handbook
2023-2024

Table of Contents

I. District Calendar……3

II. Bernard A-Day/B-Day Calendar……4

III. Bernard Bell Schedules……5-7

IV. Bernard Contact Information……8

V. District Notifications……9-11

VI. Building Policies and Procedures……12-24

A. Attendance……12
B. Parent/Guardian Responsibilities……13
C. Tardies……13-14
D. A+ Tutoring……14
E. Bullying……14
F. Bus Information……14-15
G. Cafeteria Information……15
H. Cell Phones and Electronic Devices……16
I. Searches by School Administrators……16-17
J. Chromebooks ……17-18
K. Communication……18-19
L. Clubs and Organizations……19
M. Detention and Discipline……19-20
N. Dress Code……20
O. Drop Off/Pickup Procedures……21-22
P. Drugs and Alcohol……22
Q. Entering Our Building……22
R. Hallway Expectations……22
S. Lockers……22-23
T. Lost and Found……23
U. Money……23
V. Nurse Information……23
W. Threats……24
X. Tobacco, Juuls, Vaping Devices……24
Y. Title I Funds……24

Table of Contents

District Calendar

2023-2024 ACADEMIC CALENDAR

Mehlville School District

- First and Last Day of School
- Early Release Day/PD
- Professional Development
- No School - District Closed
- No School - Teacher Workday
- Inclement Weather Make Up Day

July '23

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 District Closed - Independence Day

August '23

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TBD New Teacher Orientation
17 District Professional Development
18 PD - 1/2 Day District; 1/2 Day Building
21 Teacher Workday
22 First Day of School

September '23

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 No School - Labor Day
13 Early Release, Early Childhood AM Attend

October '23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11 Early Release, Early Childhood AM Attend
16 ES Parent/Teacher Conferences 4 hrs
17 MS Parent/Teacher Conferences 4 hrs
18 HS Parent/Teacher Conferences 4 hrs
19 Early Release, Early Childhood AM Attend
Parent Teacher Conferences
3 hrs 20 mins, End of First Quarter
20 No School - District Closed

November '23

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 No School - Election Day - 1/2 Day PD, 1/2 Day Teacher Workday
22-24 No School - Thanksgiving Break

December '23

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13 Early Release, Early Childhood AM Attend
21-29 No School - Winter Break

January '24

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 No School - Winter Break
3 No School - 1/2 Day PD, 1/2 Day Teacher Workday
11-12 Final Exams
12 End of Second Quarter/First Semester
15 No School - Martin Luther King Jr. Day
16 No School - Teacher Workday
24 Early Release, Early Childhood PM Attend

February '24

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 No School - Presidents Day
28 Early Release, Early Childhood PM Attend

March '24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11-15 Spring Parent/Teacher Conferences
15 End of Third Quarter
18-22 No School - Spring Break
27 Early Release, Early Childhood PM Attend

April '24

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 No School - District Closed
2 No School - 1/2 Day PD, 1/2 Day Teacher Workday
10 No School - District Closed
24 Early Release, Early Childhood PM Attend

May '24

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 No School - Memorial Day
28-29 Final Exams
29 Last Day of School
End of Fourth Quarter/Second Semester
30-31 Inclement weather make up days

June '24

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-6 Inclement weather makeup days
19 No School - Juneteenth

The district may use up to five virtual learning days for inclement weather or other emergency. Should we use all five days, additional inclement weather days will be made up beginning May 30.

Mehlville School District • 3120 Lemay Ferry Road • St. Louis, MO 63125 • 314-467-5000 • mehlvilleschooldistrict.com

Board approved 12/15/22

Table of Contents

Bernard Middle School Calendar

2023-2024 CALENDAR

Bernard Middle School

Proud Member of the Mehlville School District

AUGUST 2023

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	**22**	23	**24**	25	26
27	**28**	29	**30**	31		

SEPTEMBER 2023

S	M	T	W	R	F	S
					1	2
3	4	5	**6**	7	**8**	9
10	11	**12**	13	**14**	15	16
17	**18**	19	**20**	21	**22**	23
24	25	**26**	27	**28**	29	30

OCTOBER 2023

S	M	T	W	R	F	S
1	**2**	3	**4**	5	**6**	7
8	9	**10**	11	**12**	13	14
15	**16**	17	**18**	19	20	21
22	**23**	24	**25**	26	**27**	28
29	30	**31**				

NOVEMBER 2023

S	M	T	W	R	F	S
			1	**2**	3	4
5	**6**	7	8	**9**	10	11
12	**13**	14	**15**	16	**17**	18
19	20	**21**	22	23	24	25
26	27	**28**	29	**30**		

DECEMBER 2023

S	M	T	W	R	F	S
					1	2
3	**4**	5	**6**	7	**8**	9
10	11	**12**	13	**14**	15	16
17	**18**	19	**20**	21	22	23
24	25	26	27	28	29	30
31						

1st Semester Important Dates

Aug 22 - First Day of School
Sept 4 - No School - Labor Day
Sept 11 - PTO Meeting @ 6:30 pm
Sept 13 - Half Day (Dismiss 12:10)
Oct 5 - Picture Day
Oct 9 - PTO Meeting @ 6:30 pm
Oct 11 - Half Day (Dismiss 12:10)
Oct 17 - Middle School Conferences 4-7:00 pm
Oct 19 - Half Day - Conferences 12:40-4:00 pm
Oct 20 - No School (Conference Comp Day)
Nov 7 - No School (Election Day)
Nov 13 - PTO Meeting @ 6:30 pm
Nov 14 - Picture Retakes
Nov 22-24 -No School (Thanksgiving Holiday)
Dec 11 - PTO Meeting @ 6:30 pm
Dec 13 - Half Day (Dismiss 12:10)
Dec 21 - Jan 2 - Winter Break
Jan 3 - No School (Teacher PD/Workday)
Jan 4 - Semester 1 Resumes
Jan 12 - End of 2nd Quarter and First Semester

2nd Semester Important Dates

Jan 8 - PTO Meeting @ 6:30 pm
Jan 15 - No School (MLK Day)
Jan 16 - Teacher Workday
Jan 17 - 2nd Semester Begins
Jan 24 - Half Day (Dismiss 12:10)
Feb 12 - PTO Meeting @ 6:30 pm
Feb 19 - No School (President's Day)
Feb 28 - Half Day (Dismiss 12:10)
Mar 11 - PTO Meeting @ 6:30 pm
Mar 11-15 - Conference Week
Mar 15 - End of 3rd Quarter
Mar 18-22 - Spring Break
Mar 27 - Half Day (Dismiss 12:10)
Apr 1 - No School
Apr 2 - No School (Election Day)
Apr 8 - PTO Meeting @ 6:30 pm
Apr 10 - No School (Eid al Fitr)
Apr 24 - Half Day (Dismiss 12:10)
May 13 - PTO Meeting @ 6:30 pm
May 27 - No School (Memorial Day)
May 29 - Last day of school - dismissal @ 2:50 pm

JANUARY 2024

S	M	T	W	R	F	S
	1	2	3	4	**5**	6
7	8	**9**	10	**11**	12	13
14	15	16	**17**	18	**19**	20
21	22	**23**	24	**25**	26	27
28	**29**	30	**31**			

FEBRUARY 2024

S	M	T	W	R	F	S
				1	**2**	3
4	5	**6**	7	**8**	9	10
11	**12**	13	**14**	15	**16**	17
18	19	20	**21**	22	**23**	24
25	26	**27**	28	**29**		

MARCH 2024

S	M	T	W	R	F	S
					1	2
3	**4**	5	**6**	7	**8**	9
10	11	**12**	13	**14**	15	16
17	18	19	20	21	22	23
24	**25**	26	**27**	28	**29**	30
31						

APRIL 2024

S	M	T	W	R	F	S
	1	2	3	**4**	5	6
7	**8**	9	10	**11**	12	13
14	**15**	16	**17**	18	**19**	20
21	22	**23**	24	**25**	26	27
28	**29**	30				

MAY 2024

S	M	T	W	R	F	S
			1	2	**3**	4
5	6	**7**	8	**9**	10	11
12	**13**	14	**15**	16	**17**	18
19	20	**21**	22	**23**	24	25
26	27	**28**	29	30	31	

A Day- dates are bold and underlined B Day- Dates are in regular print

Table of Contents

Bernard **DAILY** Bell Schedules 2023-2024

Monday, Wednesday, Friday

1st Lunch		2nd Lunch		3rd Lunch		4th Lunch	
1st	8:00-8:45	1st	8:00-8:45	1st	8:00-8:45	1st	8:00-8:45
2nd	8:48-9:32	2nd	8:48-9:32	2nd	8:48-9:32	2nd	8:48-9:32
3rd	9:35-10:19	3rd	9:35-10:19	3rd	9:35-10:19	3rd	9:35-10:19
Lunch	**10:21-10:46**	4th	10:22-10:47	4th	10:22-11:14	4th	10:22-11:14
4th	10:48-11:41	**Lunch**	**10:49-11:14**	**Lunch**	**11:16-11:41**	5th	11:17 -12:02
5th	11:44-12:29	4th	11:16-11:41	5th	11:44-12:29	**Lunch**	**12:04-12:29**
6th	12:32-1:16	5th	11:44-12:29	6th	12:32-1:16	6th	12:32-1:16
7th	1:19-2:03	6th	12:32-1:16	7th	1:19-2:03	7th	1:19-2:03
8th	2:06-2:50	7th	1:19-2:03	8th	2:06-2:50	8th	2:06-2:50
		8th	2:06-2:50				

Tuesday, Thursday (ADVISORY Days)

1st Lunch		2nd Lunch		3rd Lunch		4th Lunch	
1st	8:00-8:40	1st	8:00-8:40	1st	8:00-8:40	1st	8:00-8:40
2nd	8:43-9:23	2nd	8:43-9:23	2nd	8:43-9:23	2nd	8:43-9:23
ADV	***9:26-9:58***	***ADV***	***9:26-9:58***	***ADV***	***9:26-9:58***	***ADV***	***9:26-9:58***
3rd	10:01-10:41	3rd	10:01-10:41	3rd	10:01-10:41	3rd	10:01-10:41
Lunch	**10:43-11:08**	4th	10:44-11:10	4th	10:44-11:37	4th	10:44-11:30
4th	11:10-12:02	**Lunch**	**11:12-11:37**	**Lunch**	**11:39-12:04**	5th	11:33-12:18
5th	12:05-12:45	4th	11:39-12:02	5th	12:05-12:45	**Lunch**	**12:20-12:45**
6th	12:48- 1:26	5th	12:05-12:45	6th	12:48- 1:26	6th	12:48- 1:26
7th	1:29-2:08	6th	12:48- 1:26	7th	1:29-2:08	7th	1:29-2:08
8th	2:11-2:50	7th	1:29-2:08	8th	2:11-2:50	8th	2:11-2:50
		8th	2:11-2:50				

Table of Contents

Bernard **Early Dismissal** Bell Schedule 2023-2024

EARLY DISMISSAL (12:10 PM)			
Class Period	**Class Time**	**Minutes**	**Lunches**
1st Hour	**8:00am-8:25am**	25	
2nd Hour	**8:26am-8:50am**	24	
3rd Hour	**8:51am-9:16am**	25	
6th Hour	**9:17am-9:42am**	25	
7th Hour	**9:43am-10:08am**	**25**	
4th/5th (Lunches)	**10:09am-11:44am**	****Students will follow their normal lunch schedule**	**1st. Lunch: 10:09-10:32** 4th: 10:33-11:20 5th: 11:21-11:44
			4th: 10:09-10:32 **2nd. Lunch: 10:33-10:56** 4th: 10:57-11:20 5th: 11:21-11:44
			4th: 10:09-10:56 **3rd Lunch: 10:57-11:20** 5th:11:21-11:44
			4th: 10:09-10:56 5th: 10:57-11:20 **4th Lunch: 11:21-11:44**
8th Hour	**11:45am-12:10pm**	25	
Dismissal	**12:10**		

Table of Contents

Bernard **2-Hour Delayed Start** Bell Schedule 2023-2024

2 Hour LATE START (10:00 am)			
Class Period	**Class Time**	**Minutes**	**Lunches**
3rd Hour	**10:00 - 10:29**	**29**	
4th/5th/Lunches	**10:30 – 12:13**		**1st Lunch: 10:30-10:55** 4th: 10:56-11:47 5th: 11:48-12:13
			4th: 10:30-10:55 **2nd Lunch: 10:56-11:21** 4th: 11:22-11:47 5th: 11:48-12:13
			4th: 10:30-11:21 **3rd Lunch: 11:22-11:47** 5th: 11:48-12:13
			4th: 10:30-11:21 5th: 11:22-11:47 **4th Lunch 11:48-12:13**
6th Hour	**12:14 - 12:44**	**30**	
7th Hour	**12:45 - 1:15**	**30**	
8th Hour	**1:16- 1:47**	**30**	
1st Hour	**1:48 - 2:18**	**30**	
2nd Hour	**2:19 - 2:50**	**31**	
Dismissal	**2:50 pm**		

Bernard Middle School Contact Information

Building Information

Address 1054 Forder Road, St. Louis, MO, 63129.
Phone 314-467-6600
Fax 314-467-6699
Attendance 314-467-6610

Principals 314-467-6600

Principal: Dr. Lauren Cumming- cummingl@msdr9.org
Assistant Principal: Dr. Michael Wheeler - wheelerm@msdr9.org

Counselors

Heather King - heatherk@msdr9.org
Students with Last Names A-L
314-467-6702
Amy Baraba - barabaa@msdr9.org
Students with Last Names M-Z
314-467-6701

Nurse 314-467-6630

Cara Hickey - hickeyc@msdr9.org

Resource Officer 314-467-6625

Officer Mike Schira - schiram@msdr9.org

Food Services 314-467-5250

School Food & Nutrition Secretary: Ana Ford - forda@msdr9.org

Transportation 314-467-5243

Transportation Manager: Pam Gigers - gigersp@msdr9.org

Follow us on Social Media!

Facebook Page - @BernardMiddle
Instagram - @BernardMiddle_MSD
Twitter - @Bernardmiddle

Regular school hours are 8:00 a.m. to 2:50 p.m.
On half-day/early dismissal days, students are dismissed at 12:10 p.m.

District Notifications

Notice of Non-discrimination
Notice that the district does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. Provide the procedures for reporting allegations of discrimination or harassment, including the definitions and examples of harassment and discrimination, and the contact information for the compliance coordinator.

Title IX
The district does not discriminate on the basis of sex in its education programs or activities, including admission and employment, and inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education; 2) the name or title, office address, electronic mail address and telephone number of the district's Title IX Coordinator. Policy ACA

Special Education Services
Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and are college-prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Mr. Adam Smith, Executive Director of Student Services.

Participation in Statewide Assessments
In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. (Currently, state law does not allow for students to opt-out of statewide assessments.) Policy IL

School Food and Nutrition
The District participates in the National School Lunch and School Breakfast Programs allowing families the opportunity to apply for free and reduced-price meal benefits. For more information please visit Free and Reduced Lunch Application. Families may only provide food for their students, food may not be shared with other students. Deliveries from food carriers for students will not be accepted.

Notice of Protection of Pupil Rights
Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA) including a) Privacy regarding surveys b) Privacy regarding non-emergency, invasive physical examinations c) Privacy regarding the collection of information for marketing purposes (20 U.S.C. §1232h, Policies JHC, JHDA, KI)

Sexual Health Instruction

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction. Policy IGAEB

Suicide Awareness and Prevention

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. Policy JHDF

Missouri Course Access and Virtual School Program (MOCAP) Course

A virtual course that is offered by a course provider listed by the Department of Elementary and Secondary Education (DESE) as part of the virtual course program under § 161.670, RSMo. Students must be enrolled in the district and meet eligibility requirements to take a MOCAP course. The district pays for MOCAP courses and is required to accept MOCAP course credit. Students in grades K–12 may enroll in and attend a MOCAP course in accordance with Policy IGCD and this policy.

Student Immunizations

Students will not be permitted to attend classes until they provide satisfactory evidence of immunization. Policy JHCB-AP1

Audio and Visual Recordings

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy. Any recording activity, even under circumstances permitted under this policy, will be prohibited if the activity creates a disruption. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Policy KKB

Electronic Communication Between Staff and Students

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students,

staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students. Policy GBH

All Mehlville School District Board Policies and Procedures can be accessed on our district website or by clicking here.

Building Policies and Procedures

ATTENDANCE

Regular attendance is required for students. In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation. You can read the complete details in District Policy JED and JED-R1.

In the morning students may come into the building at 7:45 am. If students are dropped off earlier they will need to wait outside the main entrance doors to the building. **Please note supervision is not available until 7:45 am**. At 7:45 am, students may enter the building and report directly to their 1st-hour class. A bell rings at 8:00 am which signals the start of instruction. The dismissal bell rings at 2:50 pm. At that time, students must leave the building and school grounds unless they are attending a school-sponsored activity at Bernard. All students being picked up by a guardian must be picked up by 3:00 pm.

If your student is out sick, you need to call the Attendance Hotline at 467-6610 to report their absence. Students need to remain home from school until they are fever free for 24 hours and/or have not vomited in 24 hours. Homework may be sent via email or will be on Google Classroom. Students are expected to make up any work that is missed.

- **Attendance Letters**
  Bernard will send out 4-day, 7-day, and 10+ day attendance letters. This is to make you aware of how many days they have missed school. **Excessive absence from school may result in an administration, parent, a student meeting, report to Children's Division, and report to Family Courts.**

- **Doctor's Appointments**
  We understand it is not always possible to schedule a doctor's appointment outside of school hours. Most doctors will provide you with a note of the appointment. You can bring that to the front office when your student returns to school.

PARENT/GUARDIAN RESPONSIBILITIES

Parents and guardians have a responsibility for requiring and promoting their student's regular school attendance, the first step in achieving academic success.

Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent/guardian:

> *Every parent/guardian or other person in this state having charge, control or custody of a child between the ages of seven (7) and sixteen (16) years shall cause the child to attend regularly some public, private, parochial parish, or home school not less than the entire school term of the school which the child attends (rsmo. 167.031).*

Parents/guardians are responsible for notifying the school office of their student's absence. A phone call should be made to the Attendance Hotline at 314-467-6610 to verify the absence on the day of the absence.

In the event of an attendance problem, parents/guardians and the school shall cooperatively work to resolve the situation.

Parents/Guardians planning to take a student out of school are responsible for making advance arrangements with the school administration and the student's teachers.

TARDY TO SCHOOL OR CLASS

Tardiness is arriving to class after the tardy bell rings. When students are late to school or class, they are missing valuable instruction. Students will be held responsible for getting to school or class on time. Lunch and after-school detentions will be assigned to make up for the loss of instructional time. Any student arriving after 8:00 am is tardy to school, they must sign in at the office and will receive a pass to enter their classroom. Missing one-half of the class constitutes an absence for that period at the middle school level. Tardies are accumulated by class period and reset each term. Consequences for accumulated term tardies are as follows:

1st Tardy-Warning by teacher
2nd Tardy- Contact Home by teacher
3rd Tardy- Lunch Detention (assigned by the teacher, the teacher informs family/student, and enters into SIS as an office referral)
4th Tardy- 1-hour Detention (assigned by the teacher, the teacher informs family/student, and enters into SIS as an office referral)
5th+- will be submitted to the office as an office referral in Tyler SIS and addressed by the administration.

Students will proceed expeditiously, directly to class. Continued tardiness will be addressed on an individual basis.

A+ Tutoring

A+ Tutoring is an opportunity for students to stay after school to work on their homework. They will meet in a room with a teacher supervising and High School A+ Tutors providing help to students. A permission form needs to be filled out by a parent/guardian in order for your student to stay for A+ Tutoring.

BULLYING

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, racial slurs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or another wireless communication device, computer, or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity, or on district transportation. Even when cyberbullying does not involve district property, activities, or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the school is otherwise allowed by law to address the behavior.

BUS

Every student is assigned a bus and bus stop. **Students may only ride the bus they are assigned and may only get on and off the bus at their assigned bus stop.** Students are required to stay in their seats while the bus is moving. When students do not follow bus expectations, the driver can write an office referral. All referrals are handled by school

administration. If a student is a constant disruption on the bus, the student may be suspended from the bus for a period of time. All buses arrive to school by 7:55 and depart by 2:55. Bernard cannot give out a pass to students to ride a different bus than what they are assigned.

CAFETERIA

The cafeteria is open for lunch only. In the morning, Grab-and-Go Breakfast is offered inside the front doors by the main office. For lunch, students are assigned one of four lunch shifts. Students may bring their lunch or purchase lunch from the cafeteria. We also have a snack bar that has items to purchase during lunchtime. All students pay by using their pin number. Parents/Guardians may deposit money online (through My School Bucks) or students can fill out a lunch envelope and place it in the lunch mailbox in the front lobby before the start of each school day.

Students are not allowed to have food delivered or receive food from food delivery services such as UberEats or GrubHub.

Families may only drop off food for their student, this food may not be shared with any other students.

Cafeteria Expectations:

1. KHFOOTY: Keep your hands, feet, and other objects to yourself.
2. Each student will have an assigned seat.
3. Use an inside voice.
4. Four students per bench.
5. Throw away your trash and take your tray to the wash station.
6. Do not share food with others. Many students have serious allergies.
7. All food must be eaten in the cafeteria. No food, including slushies, may be taken to classrooms after lunch.
8. Students will remain seated at all times unless given permission.
9. Food is not to be shared in any capacity between students.

2023-2024 Student meal prices:

Breakfast:

Full Pay= $2.00

Reduced Price= $.30

Lunch:

Full Pay= $3.00

Premium meal= $3.25

Reduced Price= $.40

CELL PHONES AND ELECTRONIC DEVICES

Cell phones should remain in student backpack or locker during the school day, and must be turned off from 8:00-2:50. Unless approved by a teacher or administrator, **cell phones in sight or in use during the school day will be confiscated for the remainder of the school day. Students will deliver their device to the main office for storage for the remainder of the school day.**

****Refusal to follow policy and turn in a phone to the office as instructed will result in an office referral for insubordination.**

Consequences for confiscated items are as follows:

1. First offense: Warning

2. Offenses two through five: Lunch Detention

3. Additional offenses – referral to administrator more severe consequences may be assigned including checking in the phone to the office daily.

Bernard students are bringing their personal cell phones at their own risk. **Bernard will not be held responsible for any lost/stolen/broken items**.

If you must reach your student during the day,
refrain from texting/calling your student's cell phone.
Please call the main office at 314-467-6600.

Generally speaking, communication between and among students that takes place outside of school is not of concern to Bernard staff unless it is brought to our attention because there is a disruption to the learning environment and or to our students while on campus. If there are conflicts or disruptions brought to our attention, these will be addressed through our discipline guidelines.

We want families and students to be fully informed that internet communication and cell phones will remain private until something causes us to have an interest in them and then we will review them in the same way we would review any other item thought to be posing a threat or disruption.

SEARCHES BY SCHOOL ADMINISTRATORS

School furniture and building property are the property of the district and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. Refusal by Student/Parent for a search to be conducted of backpack or person when reasonable suspicion of a violation then it will be assumed the Violation is accurate and the consequence will be assigned based on that fact

CHROMEBOOKS

Each student is assigned a district Chromebook to use for the school year. Students will be held responsible if they intentionally damage the Chromebook. Chromebooks should go home each night and return **fully charged** and ready for school each day. Students should also bring their district-assigned charger daily. Devices are required to be closed and safely stored in their carrying case while transitioning between classes.

If a student forgets their device, they will be sent to the office to call a Guardian to request the device be brought to school. The student will then be issued a loaner device to use until their device arrives. **All loaner devices are required to be returned at the end of the school day on which the device is issued**.

Damaged Devices:

1. The student will inform their teacher of the issue or damage
2. The student will turn their device into Ms. Gaubatz, our Building Technology Coordinator, for a damage inspection by our district Technology Department and a new device will be issued.
    - Charges may be assigned by the district following inspection of the damage
3. If a student reaches THREE damaged devices in a semester, a new device will NOT be issued until any outstanding damage fines/fees have been paid.
4. If a student reaches FIVE damaged devices in a school year, a new device will not be issued for the remainder of the school year.

Table of Contents

Go Guardian

Go Guardian is used by teachers and administrators to monitor student activity on district devices. Administrators are alerted when students are viewing inappropriate content. Misuse of district technology may result in restricted access and/or loss of device privileges.

Outside of School Hours

Students are expected to follow the district technology expectations when using their Chromebooks outside of school. Inappropriate behavior and searches can result in consequences at school. The Chromebook is the property of the Mehlville School District and is linked to district Google Accounts.

COMMUNICATION

Communication between home and school is critical to student success. The following tools will be used to communicate with you this school year:

Parent Square - this is the main form of communication between the school and families. Newsletters and important information will be communicated through Parent Square. Our Bernard Patriot Pages sent every Friday. Families can log into parent square to review this information at any time.

Tyler SIS - used for online grade reports and attendance

My School Bucks - online payment system for our meals, snacks, and other fees

Peach Jar - electronic flyers from the district

Social Media Facebook and Twitter - used to share information from Bernard and the district

Helpful Guide for Addressing Concerns

Classroom Concern:

Contact Teacher; if not resolved…

…Contact School Principal; if not resolved…

…Contact District Administrator; if not resolved…

…Contact Superintendent of Schools; if not resolved…
…Contact a School Board Member.

School Concern:
Contact School Principal; if not resolved…
…Contact District Administrator; if not resolved…
…Contact Superintendent of Schools; if not resolved…
…Contact a School Board Member.

District Concern:
Contact District Administrator; if not resolved…
…Contact Superintendent of Schools; if not resolved…
…Contact a School Board Member.

School Board Concern:
Contact a School Board Member.

CLUBS AND ORGANIZATIONS MEETING AFTER SCHOOL

Students are welcome and encouraged to stay after school in order to participate in supervised activities offered at Bernard Middle School. Students may stay after school for the following reasons: detention, student tutoring, work with teachers on class work or make-up work (tests, projects, assignments, computers), clubs, intramurals, band rehearsal or choir rehearsal.

Students may only stay after school for activities in which they are under the direct supervision of a teacher. All other students are expected to leave campus by 3:00 p.m. Students who stay for after-school activities are expected to show proper behavior at all times and to be cooperative with all teachers supervising after-school activities; all school/district rules and policies apply.

Procedures for students participating in after-school activities are:

1. Students must sign up to participate in the activity
2. Students must report to the activity by 2:55, with all belongings to go home as well
3. All students should be picked up by the end of the scheduled activity

DETENTION

If a student's behavior is disruptive and/or the teacher's efforts in the classroom have met with little success, a student may be assigned detention. The student will receive written notification regarding the reason for the detention along with the date of the

assigned detention on the detention form. Families will be contacted prior to the detention.

1. Detention is assigned by teachers and/or the administration.
2. Detention will be assigned during the student's lunch period and/or after school.

   *1-hour After-school detention will begin at 2:50 and ends at 3:50.

   *2-hour after-school detention will begin at 2:50 and end at 4:50.

3. If the student is ill or absent from school during an assigned detention, the detention will be rescheduled for a date when the student returns to school.
4. Students participating in after-school activities WILL NOT be excused from after-school detention. They have the obligation to inform the sponsor that they will be remaining after school for detention instead of the activity.
5. Students should bring their belongings to detention with them. Students will not be allowed in other areas of the school following detention.

Failure to Serve Detention

Students who fail to stay for assigned detention(s) may be assigned additional detention or up to three (3) school days of out-of-school suspension. Subsequent offenses could result in an out-of-school suspension.

DISCIPLINE

Bernard follows Mehlville School Board's Discipline Policies. District Policy is designed to foster student responsibility, respect for others, and to provide an orderly school environment. Students in violation of policies may be given a consequence such as lunch detention, after-school detention, restriction of privileges, ISS, or OSS. To see the full list of the Mehlville School District's Student Discipline Policies and Procedures head to "Disciplinary Policies and Procedures".

DRESS CODE

The general atmosphere of a school must be conducive to learning. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken.

DROP OFF AND PICK-UP PROCEDURES

In order to ensure safety for everyone we ask that you follow our drop-off and pick-up procedures:

- **Morning Arrival**- when you pull into Bernard follow the driveway to the back of the building where you will loop around (diagram below) and then come to the front of the building. **Do not cut in front of other drivers by making a left into the front of the building without going around the building.** To keep the line flowing, students should be ready to exit their vehicles. 6th grade students will enter the main doors, 7th grade at the door at the bottom of the 7th-grade stairwell, and 8th grade at the cafeteria doors to the 8th grade stairwelll. When entering and exiting the main driveway, we ask that you yield to buses entering the lot. **Vehicles should not enter or cut through the lot where the buses are unloading. This becomes a safety risk to students who are entering or exiting the bus.**

- **Afternoon Dismissal**- when you pull into Bernard head to the back of the building, passing the front circle, to the turn-around at the very back of the building. Head back towards the front of the building pulling along the front of the building. **Do not cut in front of other drivers by making a right into the front of**

the building without going around the building. Drive slowly as we have students getting into vehicles. **Do not enter the lot where buses are loading students.**

- Please be patient and model good behavior. The beginning of the school year procedures may be slow, but as everyone gets the hang of it, it moves quickly.

DRUGS AND ALCOHOL

Students found under the influence or in possession of drugs or alcohol will face a 10-day+ OSS pending a SPAR(Suspension Pending Administrative Review). Details can be found in MSD's Discipline Handbook. Students could also face charges from the St. Louis County Police if drugs or alcohol are found on campus or if a student is under the influence.

ENTERING OUR BUILDING

When coming to Bernard visitors must buzz in at the front door. Once admitted, visitors should proceed directly ahead to the main office. Visitors will be asked for a driver's license which will be scanned and a visitor's badge will be printed. This badge must be worn ***AT ALL TIMES*** while inside the building. Parents/Guardians are not allowed to visit classrooms or hallways unannounced, which includes before or after school.

HALLWAY EXPECTATIONS

Students out of class during regular class time should have a pass from their teacher. Teachers are expected to issue an electronic E-Hallpass to any student leaving the classroom.

Students should not run, shove, scream/yell, or any horseplay while in the hallway. Staff may issue consequences for disruptive or dangerous hall behavior. Repeated offenses can result in delayed passing or disciplinary action.

LOCKERS

Students will be issued a school lock for their hall locker. For safety, school-issued locks must be kept on lockers at all times. If the school lock is not returned at the end of the school year, a $5 fine will be assessed.

- Lockers are 12" wide by 11" deep
- Backpacks are not allowed in classrooms and should be stored in lockers.
- A student must have permission from a teacher to visit his or her locker during a class and must use an electronic E-Hallpass to go to their locker.

- Students should not share their locker combination with others under any circumstances.
- Lockers must be locked at all times.
- NOTHING should be on the outside of lockers (signs, decorations, mirrors, etc.)
- Lockers, and all items inside, are subject to search with reasonable suspicion.

LOST AND FOUND

The Lost-and-Found box is located outside of the gym between the restrooms. Any items found around the school will be placed in the Lost-and-Found.

MONEY

We highly discourage students from carrying large amounts of money at school. The school cannot be held accountable for any lost money. Lunch accounts can be replenished through direct deposit into MySchoolBucks, or by personal check that can be put in the various lunch mailboxes around school upon arrival each morning. Our Cafeteria staff will not accept cash during lunch shifts.

NURSE'S OFFICE

Nurse Cara Hickey is here to administer preventative and emergency medical care. Students who become ill or injured at Bernard will be sent to the nurse's office. After evaluation of the illness or injury, it may be deemed necessary for the student to leave campus, at which time a parent/guardian will receive a telephone call.

- ***Over-the-Counter Medications*** - The nurse may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. **All over-the-counter medications must be delivered to the school nurse in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.** Students may not carry such medications throughout the school. In addition, the district's RNs may administer over-the-counter medications to middle and high school students if a standing order from the district's physician exists and written permission of the parent/guardian is provided.
- ***Prescription Medications*** - Parent/guardian must provide the district with written permission to administer the medication before the nurse will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

THREATS

We take any and all threats seriously. If a student makes a threat towards school or anyone at Bernard, district protocol will be followed when administering consequences. The St. Louis County Police Department may also be involved based on the information gathered.

TOBACCO, JUULS, VAPES

Bernard is a tobacco-free campus. It is also illegal for a minor to possess any tobacco products. If a student is caught with any of the above the following will occur:

- Possession - if a student is found in possession of any of these items it is 2-day OSS
- Using - if a student is caught using any of these items its it is a 3-day OSS
- Distributing - if a student is found distributing any of these items it is a 4-day OSS

*Subsequent offenses will result in increased disciplinary action.

Title 1 Funds

Parents/Guardians can receive, upon request, information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. Policy GBL