

# Boarding Handbook

**2023-2024**

**Saint Bede Academy**



## **An Introduction to the Boarding Handbook**

Welcome to Saint Bede Academy for our 133<sup>rd</sup> school year!

As you read through the Resident Handbook, please keep in mind that its purpose is to serve as a roadmap to your time here as a student. We aim to provide the best cultural and educational experience for all students at St. Bede Academy and the rules in this handbook are there for everyone's protection and best interests. Overall, we as a community, expect honest, respectful interactions between and among students, faculty, and staff. While no handbook can provide specific guidance for every possible scenario we may encounter, your own personal integrity should guide you in all situations.

Certainly, in a community of our size, school rules and school discipline are not only important, but essential. In a real sense, however, they are but a means to an end – that being the matter of self-discipline, the importance of which goes far beyond the time spent at St. Bede Academy. Be it a question of punctuality, honesty or decisions regarding the difficult issues of drinking, drug use, interpersonal relations, cyber world, etc., the attitudes and the self-discipline you develop here will serve you for the rest of your life. You may not agree with all of the rules included. Your parents may have different rules at home. Nevertheless, we will ask you to honor the policies outlined in this Resident Handbook while enrolled at Saint Bede Academy. You will also be asked to familiarize yourself with the Parent/Student Handbook as the two handbooks work in tandem.

Your well-being and personal growth are what the adults at Saint Bede Academy are charged with ensuring. These adults will support you in ways that respect you, the community, and the traditions of our school. Our goals will always be grounded in our interest in providing you with a safe, healthy, and trusting environment in which we live, work, learn and play.

I am thrilled that you are part of this incredibly special community and feel blessed to have the opportunity to be your Dean for the 2023-2024 school year.

Sincerely,

Marcia Wagner  
Dean of Residential Programs

*This handbook provides guidelines specific to boarders. Please refer to the Parent/Student Handbook for general rules pertaining to all students.*

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### SAINT BEDE ACADEMY MISSION STATEMENT

Since 1890, Saint Bede Academy has been a Catholic high school in the Benedictine tradition which endeavors to prepare students for college and for life by welcoming them into a community of learning permeated by Christian values.

### IMPORTANT DATES TO REMEMBER

Sun., Aug 6 & Mon., Aug 7	St. Bede opens for the 2023-2024 academic year; all new boarding students are expected to move in no later than 4pm on Sunday, August 6. Returning students can arrive on August 6 or no later than 8pm August 7
August 7-14	New Student Orientation Days
Mon., Aug 7	Chaplain’s Day for new 9 <sup>th</sup> & 10 <sup>th</sup> grade students
Mon., Aug 7	Returning Students Arrive
Tues., Aug 15	First Day of School
Sat., Nov. 18	Thanksgiving break begins
Sun., Nov. 26	Thanksgiving break ends
Fri., Dec. 22	Last Day of Semester – all students expected to be in attendance
Sat., Dec. 23	Christmas break begins
Sun., Jan 7	Christmas break ends
Fri., March 29	Easter break begins
Sun., April 7	Easter break ends
Sun., May 19	Commencement (Graduation) – seniors are finished with school
Wed., May 22	Last day of school for 9 <sup>th</sup> , 10 <sup>th</sup> and 11 <sup>th</sup> Grades
Sat., May 25	St. Bede Dorms closed for summer break

## **GENERAL ADMINISTRATIVE INFORMATION**

### **School Hours and Address**

Saint Bede Academy's campus is open from 7:30 AM to 4:00 PM every day. School starts at 7:50 AM and ends at 2:40 PM.

The school's 700-acre campus is located at 24 W US Highway 6, Peru, IL 61354. Send mail to this address with your students name clearly marked.

### **Temporary Guardianship**

The designated guardians for students residing at Saint Bede Academy are Saint Bede Academy's boarding staff and School Leadership. The boarding staff will act on behalf of the parents and guardians, as applicable, to supervise academic progress, to enforce discipline related to school and the dorm and in the event of circumstances requiring medical treatment.

The student's Dorm Parent is expected to represent the parent in the parent's absence. The guardian represents the parent legally, and is relied upon to provide the boarder with the same love, support, and concern any parent would have for their child.

Dorm Parents may be asked to sign permission slips or waivers for certain activities. If the boarder wants to participate in a non-school activity off campus that requires transportation on a regular, weekly basis, the Dorm Parent is expected to assist. Dorm Parents are encouraged to attend functions that the student is involved in at the school. (ie, sporting events, plays, music performances.)

\*\*\* Neither dorm staff nor the Dean of Residential Programs will sign Informed Consent and Risk Acknowledgement forms for activities such as skiing, kayaking, climbing, outdoor education trips or for other high-risk activities. These forms will be sent to parents for permission and signatures if the student requests participation in these activities.\*\*\*

The Dorm Parents act as "In loco parentis" regarding all interactions with a boarder. This means the Dorm Parents function in a parent-like capacity for the student, and a boarder is under the jurisdiction of the school from the time he/she arrives at school until he/she departs at the close of the academic year. Exceptions are when the boarder is away during a school vacation. All students are under the jurisdiction of the school while traveling to, returning from, and attending any St. Bede Academy function or activity. If students are spending holidays or vacations with anyone other than their parents, St. Bede Academy requires a Parental Permission Form to be filled out before the student departs. See Forms Addendum at the back of this handbook.

### **Administrative Contacts**

Eve Postula, Superintendent (epostula@st-bede.com / 815-250-0350)

Nick McLaughlin, Principal (nmclaughlin@st-bede.com / 815-250-0704)

Michael Armato, Asst. Principal & Athletic Director (marmato@st-bede.com / 815-250-0353)

Marcia Wagner, Dean of Residential Programs (mwagner@st-bede.com / 815-250-0285)

Dan Kemock, Director of Academic Achievement & Student Support-International (dkemock@st-bede.com)

Lindsey Olivero-Gong, ESL Department Lead (lolivero@st-bede.com)

Megan Theisinger, School Social Worker (mtheisinger@st-bede.com)

Theresa Bernabei, Guidance Counselor (tbernabei@st-bede.com / 815-250-0351)

Abby Nambo, Main Office Administrative Assistant (anmabo@st-bede.com / 815-250-0346)

Brian O'Leary, Director of Technology (boleary@st-bede.com / 815-250-0352)

### **Faculty and Assignments (Email / Telephone Extensions)**

#### Art/Music

Richard Cummings (rcummings@st-bede.com / 217)

Lisa Griggs (lgriggs@st-bede.com / 112)

### Business/Computers

James Eustice (jeustice@st-bede.com / 215)

Rick Fess (rfess@st-bede.com / 301)

Martin Makransky (mmakransky@st-bede.com)

### English/Speech

Andrea Horst (ahorst@st-bede.com / 305)

Aurora Staggs (astaggs@st-bede.com / 111)

Brittany Rynkewicz (brynkewicz@st-bede.com / 331)

Nicole Wiltse (nwiltse@st-bede.com / 206), ESL Certified

### Foreign Language

Mackenzie Brady (mabrady@st-bede.com / 408)

David Garcia (dgarcia@st-bede.com)

Lindsey Olivero-Gong (lolivero@st-bede.com / 234), ESL Certified

### Mathematics

Jill Bruner (jbruner@st-bede.com / 302)

Colleen Cox (ccox@st-bede.com / 115)

James Eustice (jeustice@st-bede.com / 215)

Deborah Morrow (dmorrow@st-bede.com / 110)

### PE/Health

Samuel Allen (sallen@st-bede.com / 244)

Alexa Marx (amarxs@st-bede.com)

### Religion

Fr. Dominic Garramone (frdom@st-bede.com / 246)

Mr. Francis Hejmanowski (fhejmanowski@st-bede.com / 125)

Eric Davy (edavyi@st-bede.com / 303)

### Science

Rick Fess (rfess@st-bede.com / 301)

Dan Fitzpatrick (dfitzpatrick@st-bede.com / 239)

Janet Leffelman (jleffelman@st-bede.com / 242)

Bill Olsen ([bolson@st-bede.com](mailto:bolson@st-bede.com))

### Social Science

Jennifer Manning (jmanning@st-bede.com / 180), ESL Certified

Glenda Smith (gsmith@st-bede.com / 219)

Kevin Pullara ([kpullara@st-bede.com](mailto:kpullara@st-bede.com))

## **Emergency Contacts**

The emergency telephone number in the United States is 911. Police, fire and ambulance services can be reached immediately at this number. Should you have an emergency at home and need to contact Saint Bede Academy, please contact the names below.

Sam Allen, 4<sup>th</sup> Floor Dorm Supervisor, 815-383-3749, [sallen@st-bede.com](mailto:sallen@st-bede.com)

Mackenzie Brady, 3<sup>rd</sup> Floor Dorm Supervisor, 815-993-4282, [mabrady@st-bede.com](mailto:mabrady@st-bede.com)

Marcia Wagner, Dean of Residential Programs, 815-780-0678, [mwagner@st-bede.com](mailto:mwagner@st-bede.com)

## **Tuition and Fee Administrative Standards**

When enrollment levels at the Academy are set, a belief exists that a student who enrolls in the Academy will be a student at the Academy for the entire year. These enrollment levels are used in many decisions concerning income and expenses for the year. Therefore, the following norms will apply towards tuition and fees: Full year boarding tuition for the next school year will be charged to each student account in February each year. An initial invoice will be sent for each student detailing payment methods and options available.

Tuition is non-refundable except in cases of new student Visa denial. Written proof of Visa denial is required before any refund will be processed.

Students accepted after the start of the school year will have the tuition and fee calculated according to the following method: If student enrolls in the first semester, student will be charged 100% of tuition fees. 50% tuition will be due for enrollment that begins in the second semester.

For graduating seniors, any balance owed to the Academy must be reconciled prior to graduation day.

When a student withdraws, transfers, graduates or is dismissed, official transcripts will not be released by the Registrar until all fees on the student's account due at that time has been satisfied. Per Illinois School Code, Section 5/2-3.13a and the 23 Ill. Admin. Code 375.75(i) St. Bede Academy will only release health records and unofficial transcripts if an unpaid balance exists at the time of withdrawal, transfer, graduation or dismissal. In some cases this may result in holding the transcript until the payment agreement has been fulfilled or a payoff of the remaining balance has been made.

Any situation not specifically covered under the above guidelines shall be handled at the discretion of the Academy administration.

Enforcement of the guidelines will be handled between the Superintendent and the office of the Treasurer, neither of whom has full authority to grant clemency in a situation. While extenuating circumstances may come about in certain family situations, enforcement of the Tuition and Fee Administration Standards will only be suspended with full consent of both the Superintendent and the office of the Treasurer.

**Other fees may include:**

Lunch – All boarding students have a basic lunch plan included as part of their tuition. Premium a la carte items are available to boarding students for an additional cost. These items include: Premium bottled/canned beverages, extra entrees and cookies.

Uniforms – DENNIS Uniforms are not included in the student tuition plan and must be purchased separately.

Extra-curricular fees – Sports uniforms and/or equipment are not included in the student tuition plan and must be purchased separately.

**STUDENT LIFE**

**Orientation**

The process of getting adjusted to a new environment is never an easy one for anybody. During the first couple of days, new students will be meeting many new people and hopefully learning enough about the routine at St. Bede to start classes feeling a bit more comfortable.

“Orientation” will be

an on-going process for you as a new student. You will be busy with classes, sports and activities during the first weeks of the year, and the official orientation period will last through the first weekend of school. The first two full weekends of the school year are “Community Weekends.” Boarding students may not check out for home or other off-campus weekend destinations and are required to participate in all weekend activities. The purpose of this policy is to help the community bond early in the year and for you to enjoy the variety of

<p style="text-align: center;"><b>ADVICE FOR STUDENTS</b></p> <ul style="list-style-type: none"><li>● Keep up with work; don't wait until study hall</li><li>● EAT WELL</li><li>● Keep your room neat and your materials organized</li><li>● Talk to your teachers</li><li>● Get to know dorm faculty</li><li>● SLEEP!</li><li>● Be active on campus; join student groups or sports teams that appeal to you.</li><li>● Pay attention to opportunities to serve... and join when you can!</li><li>● Don't put up social boundaries. St. Bede is one of the most diverse communities you will ever be a part of; be open to new experiences.</li><li>● Check your email regularly.</li><li>● Arrive a few minutes early to class.</li></ul>
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activities offered on weekends. Getting involved and feeling free to ask questions whenever you are confused are keys to the most successful orientation for you as a student.

### Arrival

St. Bede Academy dormitories open to welcome new boarding students and families on Sunday, August 6. If you plan to arrive early, we can provide a listing of local hotels for your convenience and look forward to your check-in to St. Bede Academy on August 6.

New Student Arrival Date: Sunday, August 6

Returning Student Arrival Dates: Sunday, August 6 or Monday, August 7

Send your flight information directly to Marcia Wagner at [mwagner@st-bede.com](mailto:mwagner@st-bede.com). Chicago's O'Hare airport booking code is ORD.

### Packing and Preparing

Please remember that you are going to be living with many other people and sharing communal spaces. It will be very important that each person is respectful of each other and each other's personal possessions.

The dorm rooms are generally designed to be doubles, each student is provided a twin bed or bunk bed, desk, desk chairs and wardrobes. Students are encouraged to bring personal decorations as long as they reflect good taste and moral values of the school. Students may not bring pets to the dorm. Bedding, pillows and comforters are provided. Students will be able to shop locally for any items they do not bring from home.

**If you would like to directly mail some of the items on this list from home, please use the following address:**

Saint Bede Academy  
Attn: (Your Name)  
24 W US Highway 6  
Peru, IL 61354 USA

If you are ordering from a website and having items delivered to Saint Bede Academy, ensure that your name appears somewhere on the mailing label so that we know to whom to give the package.

### What students should bring or have delivered

#### Toiletries:

- Shower tote
- Shower sandals/flip flops

**3M Command Strips are the ONLY allowed adhesive strips or hangers on dorm room walls. Damage to walls or furniture from using other adhesives will result in fines.**

### Items that are NOT permitted in dorm rooms (which may lead to disciplinary action):

Hair Dyes or Hair Bleach Kits (of any color)  
Clothes Irons  
Candles or incense  
Plug-in Scent Diffusers  
Lighters and matches  
Darts or dart boards  
Fog machines  
Halogen lamps/bulbs  
Hot plates, including George Foreman grills  
Immersion Coils  
Space Heaters  
Sun lamps  
Toasters/toaster ovens, Hot Pots, Rice Cookers  
Coffee makers of any kind  
Tea Kettles or Water Dispensers/Heaters  
Wireless route/access point  
Microwave  
Refrigerator  
TV  
Gaming consoles  
DVD Players  
Power Tools  
Firearms, Weapons or paint guns (including BB guns, air guns, hunting rifles, ammunition, bows, arrows or knives)  
Monitor's bigger than 22"  
Fireworks or explosives  
Mercury thermometers  
Stringed, Christmas or LED light strips  
Alcohol, Marijuana, Vapes or other illegal drugs

- Personal toiletries (shampoo, soap, toothbrush, toothpaste, razors, etc.)

**Clothes/Storage:**

- Dress Code items – will order uniforms during orientation
- Casual wear clothing for after school & weekends
- Swim wear – 1-piece swimsuit for girls, swim trunks for boys.
- Winter jacket
- Gloves, scarf, winter hat
- Rain/snow boots
- Umbrella
- Laundry bag
- laundry detergent, stain remover, dryer sheets
- Small sewing kit

**Desk & School Supplies:**

- Traditional alarm clock
- Energy-efficient desk lamp
- School supplies (i.e., pens, binders, notebooks, highlighters, stapler, etc.)
- USB or flash drive
- Stamps/envelopes/address book
- Back pack/tote bag
- Flashlight

**Medical/Health Related Items:**

- First aid kit
- Necessary medications

**Other Items You Don't Need, But Many Students Like to Have:**

- Fan
- Decorations (must be hung so as not to damage walls or paint or create fire hazards)
- Pictures from home
- Cell phone and charger
- Headphones
- Books for pleasure reading
- Sunscreen and sunglasses
- Bug spray

**Student Rooms and Personal Property**

**ABSOLUTELY NO FOOD ITEMS IN STUDENT DORM ROOMS**

A snack area is provided on the first floor in the dorms and in the dorm dining hall. No food should leave those areas.

For reasons of safety, students are required to leave their rooms unlocked when one or more occupants are present.

Rooms are to be kept clean on a daily basis. Failure to do so will result in loss of privileges. Repeated failure to do so may lead to a disciplinary action.

While a student's room is not considered to be a public space, students must understand that the school has the right and

responsibility to search rooms, lockers, personal belongings and mail/packages when there is reasonable suspicion of wrongdoing or the possession of substances.

**WEEKLY ROOM CHECK STANDARD FOR CLEANLINESS**

- Floor is visible and uncluttered (no papers, clothes, trash, etc.).
- No unpleasant smells
- Bed is made.
- Trash cans empty.
- Closet and other storage areas (including under the bed) are tidy.
- Surface areas (desk, windowsills, counter tops, dressers, bookshelves appear clean and organized.
- No food items.



The school maintains the right to confiscate and search the contents of a student's computer and /or cell phone in the course of a disciplinary investigation. Students are responsible for the contents of their dorm room, or lockers as applicable, at all times.

Students should limit clothing and shoes to fit in the spaces provided. Students with an over-abundance of clothing or shoes will be asked to ship some items home or otherwise dispose of them.

### **Dormitory Rules**

On school nights all students are to abide by the following:

Evening study hours will take place Monday-Thursday night from 6:45 p.m. to 7:45 p.m. The study hall monitor will escort you to the study hall room in the school.

Students taking online evening classes are required to schedule those so as not to interfere with evening dinner or mandatory study hours. All non-St. Bede classes must be approved by the Dean of Residential Programs prior to enrollment (see permission form at back of handbook).

Any student leaving the dorm before or after dinner on a weeknight must sign out with their Dorm Supervisor on duty.

Students will be required to study in a mode determined by their academic standing at St. Bede.

All students must be in their own rooms by 10:00 p.m. Quiet time begins at 10:00 pm and lights-out at 11:00 p.m. Roaming the building, leaving your dorm building without permission or using kitchen/snack areas after quiet time will result in disciplinary action.

Friday and Saturday evenings:           10:00 p.m. – 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders in dorms  
  10:30 p.m. – Seniors in dorms  
  11:00 p.m. – All students in their own rooms, lights out

**All students will be required to sign in at breakfast by 7:30 AM in the Dining Hall.**

### **Guidelines for Visitation**

Day students may visit in first floor commons areas with dorm supervisor approval. Students should understand that visitation is a privilege and should uphold the spirit of its expectations at all times.

Common room visitation is permitted as follows:

Monday thru Friday: after classes until 9:00 pm

Saturday: 9:00 a.m. until 10:00 p.m.

Sunday: 9:00 a.m. until 7:00 p.m.

It is encouraged that students invite day student friends to sleep over in the dorms on weekends.

**AT NO TIME IS IT PERMISSIBLE FOR STUDENTS OF OPPOSITE GENDERS TO BE IN A STUDENT DORM ROOM. BOYS ARE NOT ALLOWED IN THE GIRL'S PRIVATE DORM HALL OR BEDROOMS AND GIRLS ARE NOT ALLOWED IN THE BOY'S PRIVATE DORM HALL OR BEDROOMS.**

### **Speaking English**

We respect and support all people's right to speak their first language. Nonetheless, in a setting with many different languages and cultural practices, it is important to share an approach to communal living and common courtesy. To that end, English is the language we all share on the boarding and academic campuses. We ask that

all students be aware that language can be a bridge and a barrier. We should all use language as a bridge to common understanding and respect.

### **Quiet Hours**

Quiet hours are between 10:00 PM and 6:00 AM every day.

### **Bedtime Preparation and Lights Out**

It is important that every student quietly prepares for bed. Showering, brushing teeth and other routines must be finished before lights out at 10:30 PM. Students may sometimes need to work later than 10:30. On those rare occasions, students should work quietly with only a desk lamp on.

### **Damage to Building, Equipment or Furniture**

Students must use wall safe sticky adhesive to put up photographs, pictures or other decorations. They must not use nails, tacks, staples, or adhesives like glue or tape to affix items to walls or furniture. Families are responsible to pay for damage caused to the dorm, equipment, or furniture if a student is found to have either willfully or through negligence damaged something.

### **Summer Storage**

Each summer, students who are returning the following school year will have to clean their rooms and put their clothing, books, supplies, bedding, etc. in storage until the following school year. The school does provide one 55-gallon storage box (21" Width x 45" Length x 19" Height) per student to store items but will not store items that do not fit in their storage box. 12<sup>th</sup> graders MUST take all of their belongings with them when they depart.

### **TRANSPORTATION**

Boarding students are not permitted to drive while they are enrolled in Saint Bede Academy's boarding program. Illinois' laws regarding drivers training, insurance and vehicle safety are relatively strict.

Cars, trucks, motorized scooters, mopeds and motorcycles are not allowed.

Students are encouraged to make use of the bicycles available on campus or bring their own bicycle or non-motorized scooter. These are for on-campus use only and not to be taken outside of campus.

Efforts will be made by the Dorm Parent to take students off campus when needed.

Boarders are allowed to ride in Student-Driven cars only after asking the Dorm Supervisor on duty for permission.

All students who leave campus, however, must contact a Dorm Parent AND sign out.

For students who do not have permission to ride in student-driven cars, they must rely on school-provided transportation, or that of a responsible adult to whose care they are checked out.

Students may not hire a taxi or ride-share service to leave campus unless a Dorm Parent gives special permission. The student must sign out when they leave.

### **Vacation Travel/Airport Shuttle**

The dorms will be closed during Christmas break. During Thanksgiving and Spring break (Easter vacation) it is strongly encouraged that students leave campus.

Boarders staying with anyone other than parents during vacations MUST have a Parent Approval Form on file before the student departs.

Boarders may not leave early for or return late from a vacation. Travel plans should be made so that flight arrangements do not conflict with class attendance or school activities.

The school strongly encourages all boarders to arrive on campus at the beginning of the school year with their parents or guardians. If they cannot, we will provide scheduled transportation options from the airport.

For Christmas and Summer Breaks, the school will provide scheduled transportation options to and from Chicago O'Hare International Airport.

Transportation is only provided on certain days.

### **2023-20234 O'Hare Travel Dates**

**Sunday, August 6 & Monday, August 7**, bus will be at O'Hare Airport, Terminal 5 during afternoon/early evening based on student flight schedules. New students arrive Sunday, August 6<sup>th</sup>, returning students on Sunday or Monday.

**Friday, December 22 & Saturday, December 23**, bus leaves SBA at 2:00 PM on 22nd and 8:30 AM on 23<sup>rd</sup> for O'Hare Airport departures. Schedule flights for after 6:30 PM on 22<sup>nd</sup> or after 12:00 PM on 23<sup>rd</sup> to allow for travel time and security screening.

**Saturday, January 6 & Sunday, January 7**, bus will be at O'Hare Airport, Terminal 5 during afternoon/early evening based on student flight schedules.

**End of year departure bus date: TBD**

Students can request alternate departure/arrival dates but they must ask Mrs. Wagner at least 2 weeks in advance to make sure we have driver availability. Requests made with less than 2-weeks notice will be automatically denied. There is a \$120 driver fee for each travel day if the request is approved. For example: student wants to leave for Easter break, they will be charged a \$120 departure fee March 29 and a \$120 arrival fee April 7. Students are encouraged to arrange similar flight plans with other boarders and share the cost of the driver fee.

If there is no driver available and the student still wants to leave/arrive on their own dates, they will be responsible for paying for and arranging their own transportation via local taxi services or Uber/Lyft/taxi from O'Hare, average rates for 2021-22 were \$250-\$300 each way.

### **MEALS**

(See Sample Schedule at back of handbook)

Meals as a boarding family in the St. Benedict Dining Hall are intended to be an important and socially engaging experience. Therefore, students are required to attend breakfast each morning and dinner each evening in the dorm dining hall Monday thru Friday. Dorm parents will take attendance by sign-in sheet. Home-cooked meals are provided for students by our dedicated team of kitchen staff and chefs.

Students with school commitments that conflict with dinner time may request a Late Plate from the Dorm Supervisor. The Late Plate will be in the refrigerator when the student returns to the dorm.

Self-cook and Snack Room – to provide the comforts of home, boarding students are provided access to a well-stocked kitchen for their use on weekends and special group activities during the school week. A variety of fresh, frozen and microwavable snacks are available daily in the student Snack Room.

### **Weekday Schedule**

6:00-7:00 am	Wake up and get ready for school
7:20-7:45 am	Arrive for breakfast in the Dining Hall and sign in.
7:50 am	Class begins; Dorms close
2:40 pm	School day ends, Dorms open
3:15-5:00	After school extracurriculars
6:00	Dinner in the Dining Hall (mandatory attendance)
6:45-7:45	Study Hall
8:00-10:00	Free time for chores, laundry, online classes, etc.
10:00	All boarders must be in their room, Quiet time starts
11:00	Lights out (go to bed)

## **Weekend Schedule**

### **Friday**

6:00 pm	Dinner in the Dining Hall (mandatory attendance)
10:00 pm	Curfew for 9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> graders– check in with dorm supervisor upon return
10:30 pm	Curfew for 12 <sup>th</sup> graders – check in with dorm supervisor upon return
11:00 pm	All boarders must be in their rooms, lights out.

### **Saturday**

10:00 pm	Curfew for 9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> graders– check in with dorm supervisor upon return
10:30 pm	Curfew for 12 <sup>th</sup> graders – check in with dorm supervisor upon return
11:00 pm	All boarders must be in their rooms, lights out.

### **Sunday**

8:00 pm	Boarders away for the weekend must be back. Weekly dorm meeting.
10:00 pm	All boarders must be in their rooms. Quiet time starts
11:00 pm	Lights out.

## **Meal Ordering Services (DoorDash, UberEats, GrubHub, etc.)**

In addition to the self-cook kitchen and snack room, students can order meals on weekends. St. Bede Academy provides meals for our boarding students Monday through Friday and students are expected to eat at those meal times and utilize the snack area outside of meal times. The only time a student will be allowed to have food delivered will be from Friday at 7:00 pm through Sunday at 8:00 pm. It should be clearly indicated on the ordering service that meals are delivered to the dormitory parking lot across from the softball field and students should wait there for their delivery. This is for everyone's safety. At no point should non-school authorized persons be allowed near or given access to the student dormitory building. Failure to abide by this rule will result in disciplinary actions and loss of electronics, including student phones. It is customary in the United States to tip delivery drivers 15%-20% for their service. Please observe this custom and tip your driver so they will continue to provide this service in our area.

Students are required to bring their meal to the Dining Hall or Snack Room and eat there. Food is NOT ALLOWED in other common areas or dorm rooms.

## **Communal Snacks and Treats**

The Snack Room on the first floor will be open from after school until 9:30 p.m. Monday through Thursday; Friday from after school until 10:30 p.m.; Saturday 9:00 a.m. to 10:30 p.m. and Sunday from 9:00 a.m. to 9:30 p.m.

Each floor's community room has a microwave for student use as well as water filling stations on each end of the hall. It is the responsibility of the student to clean up any spills or messes that occur. Abuse of this privilege (leaving messes, spills, etc.) will result in the microwaves being removed.

***Food and beverages other than water are NOT ALLOWED outside of these areas or the dining hall.*** If food or beverages other than water are found in student's rooms the items will be thrown away and the student subject to disciplinary actions.

If a student would like a particular snack item, please let your dorm parent know during your weekly meeting and, if possible, it will be added to the shopping list.

### **Dorm kitchen & snack room refrigerators/freezers**

Each dorm is equipped with a refrigerator and/or freezer and cabinets for school provided food items only. Students are not to store personal items in the refrigerator and/or freezer or cabinets. Each student has an assigned storage box in the student Snack Room for personal non-perishable foods and snacks. Do not purchase more than will fit in your storage box. **Students are NOT allowed to store food or beverage items in their dorm rooms.** If you wish to have a particular food or beverage item, speak to your dorm parent about adding it to the shopping list.

### **INSTRUCTIONS FOR RESPONSIBLE DORM LIVING**

Living in a dormitory situation calls for cooperation from everyone in an effort to maintain a pleasant, healthy and safe environment. The instructions listed below are based upon this need and upon common sense and courtesy. As responsible members of this community, students are expected to know, understand and abide by these guidelines.

1. By order of the Fire Marshall, blankets and tapestries may not be hung against walls or from ceiling tiles or allowed to hang freely into rooms by any other means. In addition, all sofas, futons, chairs, bean bags, etc. must have "Fire Retardant" labels attached. Nothing is to be hung from, propped against, or placed on any acoustical ceiling. **Holiday lights are not to be strung across the room. Taped LED light strips are not allowed on walls or furniture.**
2. Fire and insurance regulations prohibit blocking any exit with furniture or drapes. Exits must be clear in case of fire.
3. Extension cords are not permitted. The only approved cords are UL surge protectors. They may not be placed under rugs. No extension cords plugged into extension cords, no "spiders" of plugs.
4. With the exception of hair dryers and fans, no electrical appliance over 200 watts or those which generate excessive heat are allowed in student rooms. All cooking (including hot pots, microwaves and Keurigs), heating (including space heaters), cooling devices (including air conditioners) and aroma therapy diffusers are prohibited. Students are not allowed to have mini-refrigerators in their rooms. Any hair irons must have automatic shut-off capability. If there is a heat complaint, please report it to your Dorm Parent.
5. Furniture in the rooms is meant to stay there for the use of present and future students. Please do not modify the beds in any way – remove ends, place springs or mattresses on the floor, create bunk beds, etc. Do not remove furniture from your room and place it in the hall. Please see Mrs. Wagner or your Dorm Parent for any special needs.
6. Pictures and room decorations should be hung in a way which does not damage the walls. Nailing, tacking, pasting or otherwise attaching pictures, banners, or room decorations to the walls or woodwork will be charged against your account after you leave at the end of the school year.
7. Any extra suitcases, boxes or trunks should be tagged with the student's name for storage. They must be stored in a special locked area in each dorm and be clearly labeled.
8. Students may not keep a pet of any kind on campus.
9. Students are permitted to use or possess a computer monitor not exceeding 22" in diagonal length in their rooms. Music is permitted in rooms at appropriate times and volume must be kept down.
10. In the event that a suspicion exists that a school rule has been violated or that a student may in possession of prohibited items or stolen goods, the student's room may be searched at any time without notice. If any prohibited items or stolen goods are found, it will be confiscated and the student and his/her parents will be notified as soon as is reasonably possible.

Students need to be aware of the fact that failure to abide these regulations may lead to discipline as well as charges from the Business Office. Questions or concerns about any of these matters should be addressed to the student's Dorm Parent or the Dean of Residential Programs.

## **Attendance**

Boarders are expected to meet all daily commitments. These commitments include all classes, school and dorm meetings, assemblies, all-school mass and prayer services, extra-curricular activities and games, extra-curricular meetings, and meals.

If a student is unable to meet his/her daily commitments, he/she must communicate in advance with their dorm supervisor no later than 7:30 AM if they are ill or otherwise unable to attend classes. The dorm supervisor will then communicate to the main office that the student will not be in attendance.

Tardiness to first period classes is unacceptable, especially because we live on campus. This will result in disciplinary action from the dorm supervisors, in addition to any other school consequences.

## **Dorms closed during the day**

Dorms will be closed from the beginning of classes until the end of classes every weekday.

During this time, no boarders are allowed to return to the dormitories. Boarders are expected to bring the books and materials that they need with them to school in the morning. Permission must be obtained from the Principal or Dean of Students in order to enter the dorm during the day.

## **Academic Expectations**

While our international boarders come to the United States for an experience of American Culture, their more basic goal is to prepare to attend a quality American University. In order for them to achieve this goal, a grade point average (GPA) of at least 3.0 is considered to be a reasonable minimum requirement.

In the first year of attendance at St. Bede we expect a boarder to achieve a minimum GPA of 2.5 and he cannot fail more than one semester of any subject unless there are significant mitigating circumstances.

Failure to maintain this standard at the end of the first semester, will likely result in the student being put on probation. If the student has not achieved this standard at the end of his/her second school year, the student, barring any mitigating circumstances, will not be allowed to return to St. Bede the following year.

## **Study Hall Expectations**

During Study Hall hours, all students devote their time to their academic preparation.

At the beginning of the year, study hall for all students will take place from 6:45 p.m. to 7:45 p.m. The study hall monitor for the evening will escort students to the school study hall room.

Students taking online evening classes are required to schedule those so as not to interfere with evening dinner or mandatory study hours. Your St. Bede Academy education and high school graduation are your 1<sup>st</sup> priority. All non-St. Bede classes must be approved by the Dean of Residential Programs prior to enrollment.

All students in grades 9, 10, 11 and 12 are required to attend study hall for the first 5 weeks.

After 5 weeks, grades will be checked every Monday at 10:00 a.m., and if a student in grades 10, 11 or 12 has good grades and has shown that he/she uses Study Hall time responsibly, the student will be allowed to study in their dorm room. If a student is struggling academically (missing assignments, tardy to classes in past 4 weeks or at least one D or F), he/she will be required to attend the after dinner study hall that week. All 9<sup>th</sup> grade students are required to attend study hall, regardless of grades or academic status.

Students work independently, unless they receive permission from the study hall monitor to study with another student. Group study sessions should be quiet so as not to disturb other students.

Students must arrive with appropriate materials

Lack of assigned homework is not an acceptable excuse for nonattendance or participation

Only the following situations will excuse a student or constitute an acceptable late arrival:

- Sports practice or event approved by the Dean of Residential Programs.
- Excused absence from the Dorm Supervisor on duty.
- 

### **Dress Code**

The dress code for the school day is outlined in the Parent/Student Handbook.

Casual dress is in order for all dorm functions, unless indicated differently by the dorm parents.

Casual dress with inappropriate messages, language, writing, symbols or alcohol/drug related writing is not allowed. Likewise, casual dress must not be too revealing. Students are required to change if a faculty member or Dorm Supervisor asks him or her.

Hair color is also part of the student dress code. Students are required to have hair that is natural in color. If a student arrives to school with non-natural hair color, they must allow it to wash out or grow out and are not permitted to re-dye their hair the same color. Boarding students are not permitted to dye their hair in the dorm buildings or on campus and must make a salon appointment for that purpose.

### **Dorm Meetings**

House meetings will be conducted weekly in the dorm in order to maintain good communication within the house. All students are expected to attend.

If there is some extraordinary reason a boarder must be absent, permission must be obtained from their dorm supervisor in advance.

### **Permission to Leave Campus (not overnight)**

During the school day, all students (including boarders) must request permission from the Principal if they need to leave campus.

Before and after the school day, boarders must contact the dorm parents to get permission to leave campus. In addition, each boarder must sign out in his/her dorm before leaving and return no later than 9:00 p.m.

The information on the sign-out board must at all times be accurate, complete and legible.

Any student who wishes to leave campus must be accessible at all times by cell phone or destination phone in case of emergency.

Leaving campus is a privilege, and any abuse of this privilege can result in its loss.

### **Permission to Leave Campus (overnight & weekends)**

If a boarder would like to leave for the weekend (either to his/her home or another student's home), four things must be done by Wednesday of that week:

1. The parent/guardian of the weekend host must speak to a dorm parent to confirm that the parent or guardian will be home that weekend;
2. The student must contact the dorm parent before leaving;
3. The student must finish all his/her chores before s/he is allowed to leave the house; and
4. The student must sign out on the sign-out board.

Students who are going to their parents' or guardian's home must still follow the procedures listed above, by Wednesday of that week.

All boarders must return by 8:00 pm on Sunday night.

We recognize that there may be special occasions where boarders may need to stay with their families past this time, but we ask that in general, all families respect the deadline.

If a student will be late, the parent or guardian should contact the Dorm Parent prior to 8:00 pm on Sunday.

Students who fail to follow the above procedures may have off-campus privileges suspended.

If a boarder would like to leave campus overnight without a parent, there must be a liability release sent to the school from the parent. This must be received by the Dean of Residential Programs 2 weeks prior to weekend.

### **Non-Resident Visitors to the Dormitories**

All visitors to the dorms should request permission from the Dorm Supervisor on duty before entering.

On school nights, no overnight visitors are allowed unless permission is granted by the Dorm Supervisor.

No visitor should be in a dorm room without the occupant present.

### **Roommate Assignments**

Room assignments will be provided and changed as necessary the dorm parent or Dean of Residential Programs.

Siblings will be separated, unless permission is granted by both the dorm parent and the Dean of Residential Programs.

Students are expected to remain with their assigned roommates throughout the year. If conflicts arise, Dorm Parents will mediate conversations and support the roommates in developing positive living arrangements. After the first year, students may indicate roommate preferences to the Dean of Residential Programs or their Dorm Parent.

### **Washers and Dryers**

Both dorms have washers and dryers available without charge, but boarders are responsible for purchasing detergent and other laundry items themselves.

Students may do laundry at any time except during the school day, Study Hall and after 10pm on weekdays. It is strongly suggested that students set a timer for when their washing or drying cycle is over to free up the machine for other students.

### **Dorm Chores**

In order to keep the common areas clean, each student is expected to clean up after themselves. This includes, but is not limited to: throwing away trash, washing, drying and putting away dishes, wiping down counters and tables, cleaning up any spills, not dumping food in sinks, being considerate of other students. Any student found not cleaning up after themselves will be subject to disciplinary action and loss of privileges.

### **Testing – TOEFL/SAT/ACT/PSAT/Other Testing**

St. Bede Academy offers the SAT and PSAT on-site during the school year for 10<sup>th</sup> & 11<sup>th</sup> grade students. If you choose to take these or other tests outside of the dates offered at St. Bede Academy, you will need to provide for your own transportation to the testing site. See the Student/Parent Handbook for test dates. St. Bede Academy will provide transportation to four TOEFL testing dates during the year, 2 each semester. If you choose to take your TOEFL on a date outside of the ones provided or at a different testing site than the one



specified, you will need to provide for your own transportation to the testing site. See the Dean of Residential Programs for TOEFL test dates or approved transportation options in our area. Dorm Parents MUST be made aware that you are going off-campus for testing.

### **TOEFL TESTING DATES FOR 2023-2024**

#### **SATURDAY, OCTOBER 7**

De Kalb - Sycamore - APCN-3201, 1830 Mediterranean Dr, Suite 201, Sycamore, IL 60178

Register for spot on bus by Saturday, September 16 in Google Classroom

#### **SATURDAY, OCTOBER 28**

Peoria - N University - APCN-3207, 7501 N University, Suite 218, Peoria, IL 61614

Register for spot on bus by Saturday, October 14 in Google Classroom

**Spring Dates: TBD**

### **ACTIVITIES**

In addition to classes, we believe that students need other outside activities in order to grow as a whole person, as well as to have some fun. We encourage students to take part in activities offered by the school.

#### **Co-curricular Activities and Athletics**

Each boarder is required to participate in co-curricular activities throughout the year. These activities can enrich students' lives, teach them lessons and skills not learned in the classroom, and greatly strengthen college applications. Activities include drama productions, Science Club, and performing arts to name a few.

The Dorm Parents and Dean of Residential Programs are happy to help boarders explore co-curricular options.

#### **Weekend Activities**

Planned weekend activities will be held Friday evening, Saturday during the day, Saturday evening and Sunday during the day with the Weekend Activity Supervisor. Students are required to participate in at least ONE of these 4 activities if they are not away from campus on an overnight trip. Participation in a scheduled game or sports practice can be in lieu of the weekend activity participation requirement.

#### **Monthly Field Trips**

The Dean of Residential Programs plans off-campus trips once a month for boarding students. These planned activities are based off of requested outings by the students from the year prior.

Some will be single day and others will be two-day events.

All boarding students are required to attend single day trips unless they have a scheduled game or sports practice. ***If the student is attending a game or sports practice, they are required to have their coach email or text the Dean of Residential Programs verifying the date and time of practice no later than 3 days before the planned trip.*** This is EXTREMELY important because many of these outings involve purchasing tickets in advance and if a student is not coming, we can offer his/her seat to a local day student instead.

Two-day trips are optional. The goal is for the students to see and do things they would not normally have the opportunity to experience.

The school will pay certain stated costs for each event – see the yearly planner for details.

#### **Gym/Pool**

Use of the gym, weight room and pool is a privilege.

Students are allowed to use all of these facilities with permission from the Dorm Parent. Use of the pool or weight room requires an adult to be present at all times.

### **TECHNOLOGY**

We strive to make technology accessible to students in order to further their education. However, we believe in balancing access with rules in order to prevent it from becoming a distraction.

## Internet Access

Inside the dorms, boarders can access the internet wirelessly.

Internet access will be shut off between the hours of 11:00 pm and 6:00 am on the weekdays. On weekends, it will be shut off between 2:00 am and 6:00 am. If it becomes necessary, the Dorm Parents may further limit internet hours.

Use of the internet is a privilege, not a right. If students should misuse this service by accessing inappropriate websites, illegally downloading copyrighted material, or using a disproportionate amount of bandwidth, their internet access may be suspended or revoked. All St. Bede Academy students sign a usage policy and agree to follow the school guidelines.

All devices used to access the internet are subject to access and perusal by Academy staff. Review of internet history will take place in the presence of the student.

## Cell Phones

Boarders are allowed to use cell phones in the dorm except during Dinner, Study Hall and after Lights Out. Phones will be collected before dinner and returned to students at 6:40. This is to encourage talking and socialization amongst students.

All cell phone numbers must be on record with the Dorm Parents.

Cell phones used at unauthorized times will be confiscated for 1 week and are subject to other disciplinary actions.

## Video Games

Boarders are allowed to bring video game consoles (Xbox, Playstation, Wii). They can only be used in the living room and only at certain times. They cannot be used in a bedroom.

Students may also have access to computer games restricted if the Dorm Parents believe a student is spending too much time playing those games.

## DORM DISCIPLINE

Learning is the goal of all discipline. When rules are broken, students will face disciplinary consequences to help correct behavior, help the student learn from his/her mistake, and reinforce the boarding program's values and standards.

### Dorm Infractions/Violation of Rules

Each boarder must be thoroughly familiar with and abide by the standards of conduct explained in the "Discipline, Disciplinary Sanctions, and Disciplinary Applications."

Minor dorm infractions are violations of rules related to a student's personal responsibility and accountability. Discipline for these infractions is handled by the Dorm Parents. The table below lists some of the more common Minor Infractions and their respective consequences. When particular infractions become more frequent or prove to be ineffective, the Dorm Parents will increase duration and/or severity of consequences (which can include suspension):

Minor Infraction	Consequence
Late for curfew, in other people's rooms after 11:00, or up past Lights Out	Early Curfew the next night, in room @ 9:00 the next night
Late to class or returning to the dorms during the school day	In room early that night and phone taken away at 9:00 pm.
Failed Room Check	Clean own room and other parts of the dorm; phone confiscated until room is clean. 3 failed room checks in one week, phone is confiscated for 1 week.
Leave campus without permission	Can't leave the dorm for a certain period of time (grounding)
Inappropriate use of Study Hall (IM-ing, sleeping, watching movies, playing video games, etc)	Computer/electronic device (whatever the distraction is) will be confiscated for 3 days for 1 <sup>st</sup> offense, 5 days for 2 <sup>nd</sup> offense and 1 week for third offense.

On cell phone during study hall or after lights out	Cell phone is confiscated for 3 days for 1 <sup>st</sup> offense, 5 days for 2 <sup>nd</sup> offense and 1 week for third offense.
Loud music during Study hall or quiet free time (after study hall)	Stereo/speakers/iPod will be confiscated for 1 week
Abuse of Internet	1 <sup>st</sup> offense: electronic devices confiscated for 48 hours 2 <sup>nd</sup> offense: electronic devices confiscated for 1 week & meeting with parent.
Student left mess in dorm common areas	Chores in dorms or work duty assigned with maintenance after school or on weekend. Length of time determined by amount of mess left.
Cooking after kitchen closed	Kitchen privileges revoked for 48 hours
Food or beverage other than water in dorm room.	Food/beverage thrown away. Phone and electronics confiscated for 24 hours.
Failure to check in at breakfast	In room early that night at 9:00 pm
Unexcused absence from Study Hall	Phone and other electronics confiscated for 48 hours. 3 offenses in 1 month, meeting with Dean of Residential Programs and Dorm Parent.
Unauthorized Meal Delivery	Phone/computer confiscated for 1 week. Loss of privileges.

Major dorm infractions involve threats to personal safety, consistent disregard for rules, and/or blatant disrespect for the rest of the community. These infractions may result in out-of-dorm suspension, in-dorm suspension or expulsion. (see "Suspension and Expulsion" section below) from the boarding program as well as school-related disciplinary action by the Dean of Students. These infractions may include, but are not limited to:

1. Any form of harassment of another student or faculty/staff member. (See "Policy on Sexual Harassment" and "Disciplinary Sanctions" sections in the parent-student handbook)
2. Causing physical or emotional harm to another student.
3. Sneaking, attempting to sneak, or helping another person sneak into the opposite gender's dorm;
4. Hosting or attempting to host a student of the opposite gender in his/her room;
5. Stealing or damaging the property of other student or the community
6. Possession or use, or aiding in the possession or use, of illegal substances such as tobacco, alcohol, or drugs (see the "Policy on Alcohol, Illegal Drug use, Controlled Substance Analog or Illicit use of any Substance" section of the Parent-Student Handbook);
7. Possession or use of weapon, explosives, or other dangerous items;
8. Lying to, misleading, or disregarding the authority of the Dorm Parents;
9. A demonstrated unwillingness to adhere to rules as evidenced by frequent and repetitive minor dorm infractions.
10. For computer-related violations, please consult the "Acceptable Use Policy for Computer and Telecommunications, etc." section of the parent-student handbook.
11. If infractions are school-related, they may be referred to the Assistant Principal as well.

### **Suspension and Expulsion**

Out-of-Dorm-Suspension is the temporary removal of a student from the boarding program. The parent or guardian of a suspended student will be notified immediately. Suspended students are the responsibility of the parent or guardian, and alternate living accommodations must be arranged by the parent or guardian. Suspended students are not allowed to set foot inside the dorms, nor are they allowed to participate in dorm activities. In-Dorm suspension is the temporary removal of a student from their shared dorm room and common areas. The parent or guardian of a student given in-dorm suspension will be notified immediately. In-dorm suspended

students will be moved to the suspension room and have no contact with other students; however, the Dean of Residential Programs may permit them to attend classes. In-dorm suspension entails loss of the privilege of using electronic devices, including cell phones. In-dorm suspension may bring about other disciplinary consequences.

Expulsion is the permanent removal of a student from the Boarding program.

The Superintendent may expel a student when, in her judgment and after consultation with all the involved parties, the student's continued presence would not be beneficial for either the student or the rest of the Boarding Community.

The Superintendent may also expel a student when his/her behavior imperils the good name of the school. In the event of expulsion, the boarder forfeits tuition for the year.

## **DORM HEALTH AND SAFETY**

The Health and Safety of our students is of the utmost importance. Maintaining a safe living environment requires the cooperation of all members of the community. Every effort will be made to ensure that ill or injured students receive prompt attention and proper medical care.

### **Illness and Injury**

Should a boarder become ill or injured at any time during the school day, he/she will be referred to the Dean of Residential Programs or the Principal.

If students are ill the night before school, they can be excused from school the next day if they still feel ill in the morning.

If necessary, the student will be taken to the Doctor.

**The student must inform, in person (not by text message) a Dorm Supervisor by 7:30 in the morning so that the school can be notified.**

If a student was not ill the night before and wakes up feeling ill in the morning, they are encouraged to attend first period and see how they feel then, (unless it is clearly evident that illness is involved).

In the interest of promoting wellness, if a boarder is too ill to attend school, he/she will not be allowed to leave his/her bedroom for the rest of the day, except for dinner. No school or dorm activities will be allowed.

If a student is injured playing a sport, the school Athletic Trainer will assist in tending to his/her injuries.

In emergency situations, Dorm Parents and/or other faculty members will take a student to the Emergency Room immediately.

### **Medical Insurance**

All domestic students are required to have proof of medical insurance.

A copy of either the medical insurance card or a certificate must be on file with the school and with the Dorm Parents.

For international students, the school has partnered with a medical insurance vendor to provide medical insurance at a group rate. This insurance is major event coverage only.

### **Doctor's Appointments**

A student's Dorm Parent will work with him/her to arrange medical appointments as necessary. The Parent will arrange transportation for the student at times that work for both parties.

Every effort will be made so that the medical appointments do not occur during the student's school commitments.

### **Medications**

Before medications can be distributed, it is imperative that the Dorm Supervisors know what they are distributing and why. For all prescription medications, the Medication Authorization Form signed by the student's prescribing physician MUST be on file with the school before medications will be administered. The Dorm Parents will distribute medications on a daily basis.

NO PRESCRIPTION MEDICATIONS ARE ALLOWED TO BE STORED IN A STUDENT'S DORM ROOM. They must be kept in a locked cabinet, by the Dorm Parents.

With the permissions of the parent/guardian (as indicated on the Medication Authorization Form), Dorm Parents may dispense over the counter medications such as: Tylenol, Advil, cold tablets, cough medicine, allergy medicine, or antacids.

**FOREIGN MEDICATION MUST HAVE AN ENGLISH TRANSLATION GIVING CONTENTS, PURPOSE AND DOSAGE.**

### **Security**

Each boarder is responsible for securing his/her valuables.

When students are in their rooms, the doors must remain unlocked as a fire safety precaution in the event of an emergency.

The school is not responsible for loss of items from school property. Students should insure personal property under their family homeowner's policy.

The dorms are locked at all times. No students are allowed in the dorms during the school day. Permission must be obtained from the Principal or Dean of Residential Programs in order to enter the dorm during the school day.

If a boarder is found to have given the code to the dorm lock, the boarder will be punished. It is in the interest of all the boarders to not want anyone outside of the dorm to have access to the dorms.

Doors and stairwells in the dorms are equipped with security alarms and video cameras in all common areas as well as an overnight security officer for the protection and safety of all residents.

### **DORM EMERGENCY PROCEDURES**

#### **Fire**

For the safety of all, there should never be any tampering with fire extinguishers, smoke alarms or any of the fire alarm system equipment. If at any time smoke is detected or fire is suspected, it should be reported to the Dorm Parents immediately. Boarders should never attempt to extinguish a fire unless specifically directed by a Dorm Parent.

If you are in a dorm room when a fire alarm sounds:

1. Close the windows
2. Alert your neighbors.
3. Stay calm and use your head. Do not behave in a manner that will promote confusion or panic in others.
4. Close your bedroom door behind you, leave the building by the nearest clear exit, and proceed to the Softball Field.
5. Maintain quiet, so that instructions by the Dorm Parents may be heard by everyone.

Under no circumstances should any student re-enter a building until permission by a Dorm Parent is given to do so.

#### **Tornado or other weather-related event**

If the tornado siren begins to sound, meet in the hallway of your dorm and follow your dorm parent to the lowest level of the building you are in. Stay away from windows and do not open outside doors. Maintain quiet, so that instructions by the Dorm Parent may be heard by everyone.

### **PERSONAL SPENDING**

#### **Personal Spending**

For safety reasons it is recommended that boarding students keep minimal amounts of cash in their possession. The majority of school expenses are included in the tuition and fees paid to St. Bede Academy however there may be extracurricular fees for participation in clubs or sports or specialty cafeteria purchases by the boarding students which are not included. Those extra fees average between \$100-\$200 per school year and can be paid by credit card, debit card or US\$ in the school Business Office.

Boarding students will be offered access to ATM machines on a weekly basis at local super markets and shopping centers. Foreign debit cards will be subject to bank transaction fees. Please verify with your local banks that your specific card will be usable in the United States for cash withdrawal.

## **COVID-19 REQUIREMENTS & PROTOCOLS FOR BOARDING STUDENTS**

### **Vaccines & Testing**

If you are able to be vaccinated for COVID-19, you are required to do so. You should be vaccinated as soon as possible with an accepted vaccine to ensure you meet the requirement. Visit [vaccines.gov](https://www.vaccines.gov) to find appointments in your local community.

If you have already been vaccinated for COVID-19 with a school-accepted vaccine, you should email a copy of your Vaccination Record Card to the Dean of Residential Programs as soon as possible.

If you are an international student and you are not able to receive a school-accepted vaccine before you arrive on campus, you will be able to do so when you arrive. There will be vaccination appointments at the beginning of the semester.

I, \_\_\_\_\_ and my parents, \_\_\_\_\_ have read and understand the rules and regulations of the boarding program at St. Bede Academy. We agree to adhere by these rules and regulations. We understand that failure to abide by the rules laid forth in this handbook could result in suspension or expulsion from the boarding program.

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Signature of Student

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Signature of Parents

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Date

## **SAMPLE SCHEDULE**

### **Weekday Schedule**

6:00-7:00 am	Wake up and get ready for school
7:20-7:45 am	Arrive for breakfast in the Dining Hall and sign in.
7:50 am	Class begins; Dorms close
2:40 pm	School day ends, Dorms open
3:15-5:00	After school extracurriculars
6:00	Dinner in the Dining Hall (mandatory attendance)
6:45-7:45	Study Hall
8:00-10:00	Free time for chores, laundry, online classes, etc.
10:00	All boarders must be in their room, Quiet time starts
11:00	Lights out (go to bed)

### **Weekend Schedule**

#### **Friday**

6:00 pm	Dinner in the Dining Hall (mandatory attendance)
10:00 pm	Curfew for 9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> graders– check in with dorm supervisor upon return
10:30 pm	Curfew for 12 <sup>th</sup> graders – check in with dorm supervisor upon return
11:00 pm	All boarders must be in their rooms, lights out.

#### **Saturday**

10:00 pm	Curfew for 9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> graders– check in with dorm supervisor upon return
10:30 pm	Curfew for 12 <sup>th</sup> graders – check in with dorm supervisor upon return
11:00 pm	All boarders must be in their rooms, lights out.

#### **Sunday**

8:00 pm	Boarders away for the weekend must be back. Weekly dorm meeting.
10:00 pm	All boarders must be in their rooms. Quiet time starts
11:00 pm	Lights out.

## **FORMS ADDENDUM**

- 1. Boarding Student Pick-Up/Overnight Authorization Form**
- 2. Non-SBA Online Class Approval Form**
- 3. Christmas/Summer Break Non-Parent Authorized Stay Form**

# SAINT BEDE ACADEMY

24 West US Highway 6  
Peru, Illinois 61354

phone (815) 223-3140  
www.st-bede.com

## BOARDING STUDENT PICK-UP/OVERNIGHT AUTHORIZATION FORM

**Student's name:** \_\_\_\_\_

**Pick-up person/s:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

**any person(s) NOT authorized to pick up my child/children:**

\_\_\_\_\_

\_\_\_\_\_

**Note: Any person unfamiliar to the boarding house parents will be required to show proof of identification. Under NO circumstances will the student be released to anyone other than those listed above without WRITTEN permission from the parent.**

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SAINT BEDE ACADEMY

24 West US Highway 6  
Peru, Illinois 61354

phone (815) 223-3140  
www.st-bede.com

## BOARDING STUDENT NON-ST. BEDE ACADEMY

### ONLINE CLASS/TUTORING APPROVAL

**Student's name:** \_\_\_\_\_

**Name of Class/Course:** \_\_\_\_\_

**Days and Time of Online Instruction:**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	_____	_____	_____	_____	_____	_____	_____
End Time	_____	_____	_____	_____	_____	_____	_____

**Note: Classes/Tutoring that interfere with a student's normal daily schedule or would require a student to be awake late in the evening/early morning hours will not be approved. A student's St. Bede Academy classes and graduation progress should be their #1 priority.**

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean of Residential Program's Approval Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

# Christmas/Summer Break Non-Parent Authorized Stay Form

(Date)

We, \_\_\_\_\_ (both parent's names), give permission for our son/daughter, \_\_\_\_\_ (student name), to travel to \_\_\_\_\_ (city, state, country) from Chicago, IL on \_\_\_\_\_, 20\_\_\_\_ (Date). They will be picked up by the following person and reside with them until \_\_\_\_\_ (Date).

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Please include a copy of pick-up person's Passport or driver's license and proof of current residency (photocopy of utility bill or other mail showing address).

Parent 1 Signature, \_\_\_\_\_

Parent 1 Phone/Email \_\_\_\_\_

Parent 2 Signature, \_\_\_\_\_

Parent 2 Phone/Email \_\_\_\_\_

# SAINT BEDE ACADEMY MEDICATION SUPERVISION REQUEST FORM

## Parent's Request / Doctor's Order

### PARENT/GUARDIAN'S REQUEST – REQUIRED

Student Name \_\_\_\_\_

Student Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Year in school (circle) 9 10 11 12

Parent Phone # \_\_\_\_\_ Emergency Phone # \_\_\_\_\_

I, the parent/guardian, acknowledge that I am **primarily responsible** for administering medication to my child. In the event that I am unable to do so I, the parent/guardian, request that **medication listed below** be stored safely and given to my child with supervision at school &/or my child be responsible for and be allowed to carry on their person and to self-administer an **inhaler, diabetic supplies, or Epi-Pen**.

In consideration for my student being allowed to take medication at Saint Bede Academy, I hereby RELEASE AND AGREE TO INDEMNIFY AND HOLD HARMLESS Saint Bede Academy and their employees and agents, from any and all liability, for injuries, damages, medical expenses, or any other loss (including attorneys' fees) arising from or related to the supervision of my student taking medication listed below.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### OVER-THE-COUNTER MEDICATIONS - IF NEEDED

If a student requires over-the-counter pain medication or cough drops during the school day they will need to bring in their own medicine to be held in the main office. The medication must be brought in **the original container and labeled with the student's name**. If this form is not returned medication will not be given to the student until one is received. The main office will not administer any other types of medication.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### DOCTOR'S ORDER – REQUIRED

Name of Medication \_\_\_\_\_

Date this medication should Begin \_\_\_\_\_

Date this medication should End \_\_\_\_\_

Time/s to be Administered \_\_\_\_\_

Dosage and Route \_\_\_\_\_

Student's Diagnosis \_\_\_\_\_

Purpose of the Medication \_\_\_\_\_

Possible Side Effects, if known \_\_\_\_\_

Other Medication/s student is taking \_\_\_\_\_

If applicable, circle one:                      Inhaler                                      Diabetic Supplies                                      Epi-Pen

\* If your student has been diagnosed with asthma, diabetes, or severe allergies by a licensed healthcare professional, a copy of the **Emergency Action Plan** needs to be on file with the main office prior to the first day of school or if diagnosed at a later date, after diagnosis.

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**SELF-ADMINISTERED MEDICATIONS:** Student should be allowed to self-administer an inhaler, diabetic supplies or Epi-Pen. Student understands their diagnosis and the purpose of the medication. Student understands how to and is responsible for safely storing, carrying on their person and independently administering medication. Student understands the necessity to report to school personnel any unusual side effects or event.

If applicable, circle one:

**YES**

**NO**

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician Printed Name \_\_\_\_\_ City/State \_\_\_\_\_

Physician Phone # \_\_\_\_\_ Emergency Phone # \_\_\_\_\_

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Please send questions or forms to Marcia Wagner at [mwagner@st-bede.com](mailto:mwagner@st-bede.com)