



# **St. Bridget School**

**Cheshire, CT**

## **Parent/Student Handbook 2009-2010**

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## **Part I GENERAL INFORMATION**

St. Bridget Catholic Elementary School offers students a faith-based, challenging curriculum designed to promote academic excellence in Pre-Kindergarten, Kindergarten, and grades 1 through 8. In addition to a challenging curriculum, we offer many extracurricular activities. We also offer an extended day program for families who require before and/or after school care and a curriculum-based summer school program.

St. Bridget School admits students without regard to race, creed, or national origin and is accredited by the New England Association of Schools and Colleges. If you would like additional information, please feel free to contact us.

### **HISTORY**

St. Bridget Catholic Elementary School opened on August 30, 1994 offering programs for Pre-Kindergarten, Full-Day Kindergarten and First Grade. Co-Pastors Father James Gunnoud and Father Brian Monnerat had planned thoroughly and worked tirelessly with parishioners to begin an elementary school in St. Bridget Parish. It opened as the only parochial school in the town of Cheshire, Connecticut.

The plan, approved by the Archdiocese of Hartford, provided for the growth of the school by one grade each year until children in Pre-Kindergarten through Grade Eight would be served. The school was dedicated to being an educational facility which was and would continue to be Christ-centered and modeled on Christian principles and values functioning within the larger scope of the St. Bridget Catholic Church Community.

On March 3, 1998, Archbishop Daniel Cronin presided at the ground-breaking for the new 12-classroom wing which was needed in order to provide for the school's growth through eighth grade. On August 28, 1998, The Certificate of Occupancy was delivered and the new wing opened for the school year. On November 1, 1998 the dedication of the new wing was celebrated by Bishop Christie Macaluso. The new wing houses the primary classrooms, Pre-K through 3<sup>rd</sup> grade and two state-of-the-art computer labs.

Full accreditation was awarded to St. Bridget School by the New England Association of Schools and Colleges in the fall of 1999.

In April of 2005, Archbishop Henry Mansell presided at the groundbreaking for a 2,200 square foot addition to the Library and School Office which was completed the Fall of 2005.

During the 2008-2009 school year, an expansion project was begun that would add an art room, a music room, a new kitchen and cafeteria and several offices to the school. The gym was also remodeled to include a new maple floor and bleachers.

## **PHILOSOPHY**

### **MISSION STATEMENT**

**OF**

### **ST. BRIDGET CATHOLIC SCHOOL**

Where we attend to the

**Spiritual, academic, social, emotional, and physical needs of our students**

**Based upon the gospel message of Jesus to “love one another as I have loved you”**

Within a

**Safe, nurturing, and academically stimulating environment**

St. Bridget School is a Catholic school community committed to instilling in students Christian values and academic excellence. As members of this community we recognize that each child is uniquely created by God. We strive to provide for and to encourage each child’s spiritual, social, intellectual, emotional and physical development. Toward the achievement of these goals, the St. Bridget School community creates a challenging, yet respectful, environment for all. With emphasis on the mastery of skills and self discovery, the learning environment at St. Bridget School provides for the maturation and development of the whole child.

Christian values are integrated into all areas of the curriculum as well as in areas of discipline and student relations. We encourage a deep respect for the dignity of each human being and we believe that students must be made aware of our Christian obligation toward others.

Within the context of this philosophy, we aspire to these goals:

- to develop awareness of spirituality in ourselves and in others and to foster the knowledge of faith;
- to encourage academic excellence by developing basic skills, good study habits and critical thinking skills;
- to foster physical growth and well-being through appropriate health and fitness instruction and to promote attitudes of respect for ourselves and others as human beings;
- to encourage the development of individual autonomy through positive self awareness and cooperative relationships among students, families and staff.

## **ACCREDITATION**

*Saint Bridget School is accredited through the New England Association of Schools & Colleges, Inc. (N.E.A.S.C.). Initial accreditation was earned in 1997. In 2009, Saint Bridget School will go through a re-accreditation process.*

## **OUR PATRON SAINT - St. Bridget**

Saint Bridget was born in 1304. Her father was the governor of Sweden. When she was twelve years old, her mother died and she was raised by an aunt who took care of her until the time of her marriage. She married the Prince of Sweden and they had eight children, one of whom was Saint Catherine of Sweden.

Her husband entered a Cistercian Monastery where he died in 1344. Shortly after his death, Bridget founded a Religious Order of Nuns of the Most Holy Trinity, also known as the BRIGITTINES, who devoted their lives to prayer for people to turn away from sin and to live according to the Gospel, and who continue to spread devotion to Mary and to the Passion of Christ.

Saint Bridget was known for her courage to speak out and to stop wrong doings especially among high officials. She died in 1373. Bridget was declared Patron Saint of Sweden and the church celebrates her feast each year on July 23. She is also known as Saint Birgitta.

## **COMMUNICATION**

All general school business and attendance reporting is done through the school office. Please use the number listed below. The school website is a primary form of communication. Please use it to obtain calendars, schedules, forms and other school and classroom news.

Address:     **171 Main Street**  
                  **Cheshire, CT 06410**

Phone:       **(203) 272-5860**

FAX:         **(203) 271-7031**

Website:     [www.stbridgetschool.org](http://www.stbridgetschool.org)

Office email: [office@stbridgetschool.org](mailto:office@stbridgetschool.org)

## **SCHOOL SAFETY AND SECURITY**

Our goal is to provide a safe and secure environment for our pupils, staff and visitors. Everyone, students and parents included, must work together in order to accomplish this goal. To that end policies have been put into place to make our facilities a safe and secure place for all.

## **BUILDING SECURITY**

All doors to the school building are locked at all times. Anyone wishing to enter the building must use the buzzer and intercom at the front entrance. Once the visitor has been recognized by office personnel, the door lock will be released and the door can be opened. **Students are not permitted to open the door for visitors.**

Once inside the building, all visitors must report directly to the office to sign in and obtain a visitor's or volunteer's badge.

Building security includes closed-circuit cameras that allow office personnel to monitor hallway activity which is also recorded for future reference as necessary.

## **CRISIS PLAN**

Saint Bridget School has a detailed Crisis Plan which is evaluated and modified annually or as needed by the Crisis Team and the school faculty in consultation with local authorities. All staff members share in the responsibility to keep the children of Saint Bridget School safe. Detailed crisis plans are distributed to the staff annually.

Students are instructed in the procedures to follow in the event of an emergency situation (see below). Fire drills are conducted throughout the school year to give the students an opportunity to practice evacuating the building. Teachers will review emergency procedures with the students. During an evacuation, absolute silence is the rule. Students should proceed as quickly as they can to their assigned places.

**Fire Alarm** (alarm sounds) – Immediate evacuation of the building according to the posted directions in each classroom.

**Evacuation to distant location** (announcement over P.A.) – Immediate evacuation to Hines Hardware Store

**Lockdown** (announcement over P.A.) (short term) – Immediate perimeter lock down, including doors and windows, students should move beyond view from windows and doors and remain there until the threat is lifted. Announcement shall include specific information. Parents **should not attempt** to collect their children during a crisis situation, unless notified through the media or called directly to do so.

## **STUDENT SAFETY**

To insure the safety and security of each child, no student is to leave the school grounds during the school day without school permission. Likewise, no

student may wait alone outside the building for rides. Students who leave during the day must be signed out by an adult and signed in at the office if they return. When the school day is over, children in the school must be with a teacher or in the Extended Day Program. Please be sure appropriate arrangements are made for your child each afternoon, if they are staying after school hours.

If you will be delayed more than 10 minutes in picking up your child from school, please call the school office. Arrangements may be made to place your child in the Extended Day Program at the standard fee (\$6.00/hour) if space is available. In addition, **once a student leaves the school building at the end of the school day, he or she may not return except for scheduled activities.**

During outside recess, only students, parent volunteers, and school personnel are permitted on the playground. Outsiders may not loiter or socialize with students.

### **VISITORS**

As you know, visitors are welcome to St. Bridget School and we look forward to extending every courtesy to all our guests. However, we ask that parents do not disturb teachers or children while school is in session.

All parents are required to follow the procedures outlined above regarding gaining admittance to the building and wearing a visitor's badge.

Please do not wait in the halls outside your child's classroom at the end of the day. It is distracting to both teachers and students at a particularly busy time. Parents are requested to wait outside the front door or in the front lobby for their children.

### **VOLUNTEERS**

We welcome volunteers for lunch and recess, field trips, activities planned by the room mothers and teachers, coaching and club moderators. However, in order to volunteer for anything other than field trips and special activities in the classroom with the teacher present, the VIRTUS PROGRAM (Protecting God's Children) must be completed. This program is offered at various times throughout the year and will be announced via the website and school letters.

### **SCHOOL HOURS**

School begins at 8:50 a.m. All students should be in their classrooms at this time ready to start the school day. Students will be allowed into the classrooms beginning at 8:30 a.m.

**Children who arrive at school before 8:40 a.m. must be enrolled in the Extended Day Program.**

Under no circumstances is any student to wait inside or outside the building without adult supervision. Students who arrive at school after 8:50 a.m. must report to the office to be signed in by a parent/guardian before entering

class. Regular dismissal time is 3:15 p.m. On scheduled early dismissal days, dismissal will be at 1:05 p.m. The Pre-K 4 a.m. and p.m. half-day schedule is as follows:

**morning class - 9:00 to 11:30 a.m.**

**full day class -9:00 - 1:00 p.m.**

Please note: There is no provision for children who are not picked up on time after school. If a child's ride will be late, arrangements must be made for someone else to pick up the child and the School Office must be notified of the change.

St. Bridget School offers an Extended Day Program. Your children may attend the program one day a week or all five. If there is any change in plans a note must be sent in to the school office on that day. If we don't receive a note, your children will be sent to the Extended Day Program as planned. If we do not receive a note, all students will be expected to do what they normally do after school (be picked up by parents, take the bus, etc.).

For more information see the specific section on the Extended Day Program or call the school office.

### **SCHOOL CANCELLATIONS**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, utility failure, or public crisis. School will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Parents should consult the **school website** or listen to WTNH, WFSB, or WNBC TV to verify cancellation or delay of school because of adverse conditions. **St. Bridget School follows the decision of Cheshire Public Schools with regard to cancellation or delay. Delays are most often 90 minutes.**

In the event of a delayed opening, the Pre-K programs will operate as follows:

***A.M. 10:30 to 12:15 Full Day 10:30 to 3:00***

In the case of an early dismissal, due to weather, after school has begun, we will post the information on our website.

### **NOTES**

Please send written notes to the office on the following occasions when your child:

- has been absent.
- must leave school during school time.
- is going on a scheduled vacation.
- does not complete homework due to unforeseen family circumstances.
- is not taking the bus home or is taking another bus

- has a change in attending the Extended Day Program.

### **ARRIVAL AND DEPARTURE**

If you drive your child to school, please enter by the north driveway from Main St. and proceed to the entrances by the field following the traffic pattern and directions of school personnel. Teachers and safety patrol members will be at the doors to greet the students and ensure that they get into the building safely; exit out Cherry Street. If you are coming into the building, park in a designated parking space.

### **ARRIVAL FOR RIDERS**

Students will be dropped off on the side of the school adjacent to the field, no earlier than 8:30 a.m. Faculty, staff, and safety patrol members will greet and direct students into the building.

### **ARRIVAL FOR BUS STUDENTS**

Students will enter the building through the new addition. Staff and safety patrol members will direct and guide them to the classrooms.

Please remember the following for the **SAFETY** of all of our children.

- There is no parking along the front of the school building.
- There is no parking in the first line of spaces.
- There is no parking anywhere in the side lot.
- No parking along curbs in undesignated areas.
- NO STOPPING at the front entrance of the building to discharge or pick up a child. You must drop off at the end of the building or park in the spaces designated in the parking lot.
- Parents dropping off children must park and walk children to the front door. (If you are late, then you must walk your child into the building and sign him/her in at the office.)
- When picking up children, you **MUST PARK YOUR CAR AND WALK** to the designated pickup area to meet your child. Then walk your child to the car. No children may cross to the car unattended.
- No one may interfere with the progress of the school buses. They have the right of way.
- You must inform any person authorized to bring or pick up your child of the above rules.
- Parents **MUST** check to be sure that there is a coach or moderator present before they leave their child at school for any extracurricular activity.

## **DISMISSAL PROCEDURES**

### **DISMISSAL FOR RIDERS**

Pre-K and siblings – 3:00 from Dining Room

K and siblings – 3:05 from Dining Room

Grades 1-8 starting at 3:10 will be dismissed by teams according to the 1<sup>st</sup> letter of family's last name and in the following order through the front door.

Red Team	A-H	3:10
White Team	I-P	3:15
Blue Team	Q-Z	3:20

(***Parents***) Please wait for your child(ren) outside and walk them through the lot to the car.

### **DISMISSAL FOR BUS STUDENTS**

Bus students will be dismissed to the dining room until their bus arrives. Staff members will direct and guide them onto the busses.

**TRAFFIC AT THIS TIME IS A SERIOUS CONCERN. Our children's safety is our primary concern.** Follow designated traffic patterns and all bus safety rules. All buses exit through Cherry St.

### **BUS TRANSPORTATION**

Bus transportation is provided to Cheshire residents within the town of Cheshire. The town of Cheshire determines the bus routes and stops for our students. Any questions or clarifications regarding the school bus policy are to be directed to the School office (272-5860). If you have any concerns about observed behavior on the bus, please contact the school.

### **BUS SAFETY AND CONDUCT**

Your safety and that of your fellow passengers is in the hands of your bus drivers. Help make their job easier by cooperating 100% with their wishes. They are looking after the best interest of all concerned.

Use only the bus and bus stop assigned. Orderly behavior is required at the bus stop. No child is allowed to ride another bus unless a written note is signed by a parent and is presented to the School Office. The note will be signed by the principal and copied for the bus driver. In the event that there is not space on the bus for an extra rider, the parents will be notified.

Bus rules are as follows:

- Board the bus in single file.

- Remain seated, facing front, when bus is in motion.
- Take seat promptly and REMAIN seated.
- Talk quietly and make no unnecessary noise. Do not talk to the bus driver unless it is necessary.
- Keep head and arms inside the bus at all times.
- Do not litter the inside of the bus or throw anything out of the window.
- Keep personal items out of the aisle and take them off of the bus when you leave.
- Do not take part in fighting on or around the bus.
- No eating or drinking on the bus at any time.
- Keep the bus clean and treat the bus equipment with care. (Damage to the bus must be paid for by the offender.)
- Respect the bus driver and cooperate at all times.

NOTE: Infractions of bus regulations will result in a conduct slip issued by the bus company through the Transportation Department. These notices are sent to the Principal who will address the situation with the student/s and parents will be notified. Repeated bus misbehavior will result in bus suspension. In any case involving bus problems, additional sanctions may be taken at the discretion of the principal.

## **Part II STUDENT INFORMATION**

### **ADMISSIONS**

St. Bridget School admits students without regard to race, creed or national origin. However, when waiting lists develop at each grade level, the school reserves the right to accept siblings first, then Catholic parishioners, Catholic non-parishioners, and if room permits, non-Catholics. At no time will a registered student, regardless of religious affiliation be asked to leave the school in order to be replaced by a Catholic on the waiting list.

To enter the pre-kindergarten program, students must reach the age of 4 by December 31<sup>st</sup> and kindergarten students must reach the age of 5 by December 31<sup>st</sup>. In addition, all new students must undergo screening to assure that they are developmentally and academically prepared for appropriate grade placement.

Final decisions regarding admittance rest with the principal, who will weigh a student's needs with the school's ability to provide for that student. In the Saint Bridget School philosophy it is stated that we encourage academic excellence and we guide the child to develop individual autonomy through positive self-awareness and cooperative relationships among students, families and staff. If a child is put in a situation where he/she would not be able to achieve academically, we are setting that child up for failure and a poor self-image.

At the time of registration, all new students seeking admission to Saint Bridget School are evaluated on the basis of standardized test scores and report cards as well as by a grade level screening test. This information will then be reviewed to determine whether the program at Saint Bridget School will meet the educational needs of the student. A personal interview with the principal and the applicant for students applying for grades six through eight is part of the admission process.

Application requirements include:

- Completed application
- Verification of active parish affiliation/stewardship to qualify for parishioner rates (Regular use of weekly envelopes)
- Health Records
- Copy of Birth Certificate
- Copy of Social Security card
  
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP

- A signed release form to obtain academic records is part of the application

### **TRANSFER STUDENTS**

Students may transfer into St. Bridget School at any time during the school year. Acceptance is based on space availability and readiness and willingness to assume the responsibilities outlined in this handbook as well as the results of the screening.

### **WITHDRAWALS**

An exit interview with the Principal, Assistant Principal, or the Admissions Coordinator is required before a student can be withdrawn and records transferred.

Since budget projections and tuition fees are based on enrollment the following tuition policy is enforced:

- Those who pay in full by August-75% of the tuition (less deposit) is refundable.
- If the student withdraws before October 31<sup>st</sup> -50% of the tuition is refundable (less the deposit).
- If a student withdraws after October 31<sup>st</sup>, the entire tuition is NON-REFUNDABLE.
- Monthly and quarterly payments are non-refundable. If a student withdraws after October 31<sup>st</sup> the entire tuition is due.

RECORDS WILL NOT BE RELEASED UNTIL TUITION ACCOUNTS ARE PAID IN FULL.

### **CHANGE OF INFORMATION**

If basic information pertinent to school records (address, phone number, employment, emergency numbers, etc.), or marital status should change, it is up to the parents to notify the school, in writing, as soon as that change becomes effective.

Notify both the school office and the Extended Day Program Director of any change of information concerning the **Extended Day Program**.

### **CHILD CUSTODY**

In cases of divorced or separated parents, the school assumes joint custody unless otherwise notified by the custodial parent. In all custody cases, documentation must be provided to the school by the parents to be kept on file. It is the responsibility of the parents to notify the school of any changes in custody.

## **ACADEMIC RECORDS**

The school will maintain a cumulative record which includes basic information, academic achievement, grade level, attendance, standardized test scores, and medical history. Student records are confidential. However, a parent or legal guardian has the right to examine his/her child's file, and may arrange to do so by contacting the principal.

The release of student information or transfer of records will take place only with the written consent of the parent or legal guardian. This is handled through the school office. St. Bridget School complies with all federal, state, and diocesan policies with regard to student records.

## **ATTENDANCE**

Regular attendance is essential to academic success. Prolonged or frequent absence may have a negative effect on learning and could result in repetition of a grade. If your child is absent on any given day, please notify the office (272-5860) as early as possible. Messages may be left on the answering machine. The School Nurse will call the home to verify the child's absence if no message has been received. This is a time-consuming process which we seek to avoid to every possible extent. Please make arrangements to have missed school work and assignments either sent home or picked up.

School missed for vacations is considered an excused absence when notification has been given to the teacher and to the School Office prior to the absence. In such cases, teachers are not required to issue advance work, but may, depending upon their curriculum schedule. In any case, all work missed due to such an absence must be made up by the student within a reasonable amount of time.

Students must attend school for at least four hours in order to be counted present for a full day. Students who are not present for at least four hours will be considered legally absent. Any student who is absent for more than 20 days in one school year is in jeopardy of retention at the discretion of the principal and the classroom teacher.

All personal appointments (doctor, dentist, etc.) should be made outside of school hours. If early dismissal is required, a note from the parent must be brought in to school that day. The student must be picked up at the school office where he/she must be signed out. Changes in dismissal time or in transportation for a student will not be made without notification by the parent.

## **SIGN-OUTS**

When you must pick up your child before the school day is over, please come to the office and sign the sign-out book. Students will be called out of class from the office. This should only be done for extraordinary circumstances.

**The school office will not call students out of the class after 2:50** unless it is an emergency. This is an extremely busy time for the office as well as the classroom teachers and it is very disruptive to interrupt the

classrooms at this time. Remember that children who go home sick during the day must also be signed out from the office.

### **TRUANCY**

Students in kindergarten through eighth grade who have four unexcused absences in any one month or ten unexcused absences in any school year are considered truant. If a student has twenty unexcused absences in a given school year, that student is classified as a habitual truant.

In cases of truancy, the school will make every effort to contact parents and resolve to correct the situation. If, however, all efforts fail, the matter must be turned over to the State Education Department and appropriate community agencies.

### **LUNCH**

The online form can be found on the school website:  
[www.stbridgetschool.org](http://www.stbridgetschool.org). Click on bulletin board and then forms.

- **Lunch Tickets** – download and print the tickets needed for the week, (one ticket per day). Complete each ticket and send it in with a check for the total for the week. The cost of each lunch is \$3.00 so payment should be for that amount times the number of tickets enclosed.

**All lunch tickets MUST be sent in on Mondays or the first day of the school week to prepare for the following week's lunches.**

- **Lunch Menu** - to access the menu, click calendar, then lunch menu and then click on the month.
- **Milk/Juice Order Form** – download the form and return it to the school office by 8/24/2009. The cost to order milk or juice for lunchtime during the 2009-2010 school year is \$60.00 per student. This will cover every school day beginning August 31<sup>st</sup> thru June.

Please make all checks payable to St. Bridget School. If you have any questions, please call the school at 203-272-5860.

Lunchtime behavior is strictly monitored. Children must sit still while they are eating. There is to be no shouting. Each student is to clean up his/her own area, disposing of trash in the appropriate containers.

### **RECESS**

All students, grades K through 5<sup>th</sup> (Middle School is given the opportunity to go outside after lunch), are given a recess as part of their school day. During this time, students are given the opportunity to play in designated areas or socialize with their friends. All students should be out of the building at this

time unless they are being monitored by a teacher or under the care of the school nurse. During recess, students should enjoy themselves within the parameters set. They are to behave and be respectful to others. Recess rules are posted in the classrooms. All students and volunteers should become familiar with the rules for each classroom/grade.

## **DRESS CODE**

**Uniforms may be purchased only through the Neil Roberts Uniform Company and some items from Lands' End.** Students are to wear the **complete uniform** each day of school. On gym day, the gym uniform, socks, and sneakers are to be worn all day.

### ***BOYS grades K-5***

- white UNIFORM knit pull-over shirt
- navy UNIFORM pants, twill
- solid navy UNIFORM sweater or vest, V-neck or crew (mandatory October 1-April 30)
- **navy socks** and non-slip school shoes (sneakers are for gym day only)
- Dress blue, black, or bucks (no sneakers or boot styles; sneakers are for gym day only)

### ***BOYS grades 6 – 8***

- white or light blue oxford-cloth shirts (long or short sleeved)
- OPTIONAL: White golf style shirt WITH LOGO (shirts must be tucked in with a belt) September, May & June and on Mondays during the entire school year.
- navy UNIFORM pants
- navy socks
- UNIFORM tie
- solid navy UNIFORM sweater or vest (mandatory October 1-April 30)
- Dress blue, black, or bucks (no sneakers or boot styles; sneakers are for gym day only)

### ***GIRLS grades K-5***

- white UNIFORM knit pull-over shirt
- navy plaid UNIFORM jumper
- navy blue crew, knee sock or tights

- solid navy cardigan UNIFORM sweater
- non-slip school shoes (no sneakers, boot style sneakers, or ballet type shoes; sneakers are for gym day only)

### **GIRLS grades 6 – 8**

- navy UNIFORM skirt MUST BE TO THE TOP OF THE KNEE
- white or light blue oxford cloth shirt (long or short sleeved)
- OPTIONAL: BANDED (from Dennis/Neil Roberts) white golf style shirt with logo (September, May, & June and Mondays during the entire school year.)
- **navy socks/tights**
- UNIFORM vest & UNIFORM tie (mandatory Oct. 1 to April 30)
- non-slip school shoes (no sneakers, boot styles, or slipper type shoes); sneakers are for gym day only

### **STUDENTS GRADES K THROUGH 5**

- September, May, and June - navy uniform shorts may be worn. These are not required, but no other shorts may be worn.
- BELTS are to be worn with uniform slacks and shorts and shorts need to come to the knee.

### **PRE-K**

- **Uniform sweatpants or gym shorts with St. Bridget uniform tee shirt.**
- **Sneakers and socks**

### **SCHOOL SHOES**

School shoes will be defined as shoes (not boot or sneaker style) that have no more than a **1** inch heel. Clogs, slides, slipper-like shoes, and sandals are not permitted. Shoes should be sturdy and comfortable. All shoes with laces must be tied at all times. Socks or tights must be worn at all times, including gym class and dress down days.

### **PHYSICAL EDUCATION CLASS**

Dress for gym class will be **uniform shorts and tee shirt**. White socks (low tennis socks are NOT permitted) and sneakers are a must for gym class. Uniform sweatpants are worn alone or over gym shorts from October 1<sup>st</sup> through May 1<sup>st</sup>.

## **LABELS**

All clothing, especially gym sweats, and personal items, especially lunch boxes, should be clearly labeled with your child's name. This not only prevents confusion over ownership but also allows lost items to be returned.

## **GROOMING**

All students are expected to be well groomed during the school day. Uniforms are to be clean and neat and in good repair free of tears and holes. Both boys and girls are to wear their uniform shirts tucked-in. Girls and boys must wear hair styles that are moderate and sensible and adhere to the school guidelines. No student's hair may be artificially colored.

Hair wraps are not consistent with uniform. If they are a souvenir of a vacation, they may be worn for a week and, then, must be removed. Boys' hair must not touch their shirt collars, or cover their ears, and may not have defined lines (e.g. long on top and shaved on the sides). Makeup, nail polish, and jewelry, with the exception of watches, are not permitted. Girls who have pierced ears are allowed to wear one earring per ear, studs & 1/2" hoops only - no dangling earrings. Boys are not permitted to wear earrings at all during school time. No tattoos or body piercings are permitted.

**THE PRINCIPAL RESERVES THE RIGHT TO DECIDE IF A STUDENT'S GROOMING IS IN ACCORDANCE WITH SCHOOL NORMS.**

## **DRESS DOWN AND PLAY DAYS**

**POSITIVELY NO:** T-shirts with questionable writing or sayings, tank tops or spaghetti straps, sandals or clogs, hats (unless it's a special dress down). **Socks must be worn at all times.** Shirts must be long enough to be tucked in. Midriff cannot show and shorts should come at least to the top of the knee to be considered acceptable. Shorts may not have anything written across the backside.

## **BOOKS**

All books must be securely covered at all times. Please take care of the books since they are expensive to replace. Students are responsible for lost or damaged books. In addition, all students must carry their books to and from school in an appropriate book bag or back pack which must FIT IN THEIR LOCKER OR CUBBY.

## **SCHOOL SUPPLIES**

With the exception of Pre-K, students are responsible for their own school supplies. Teachers will provide a list of the supplies students will need for the upcoming school year.

## **FIELD TRIPS**

Field trips are held at various times during the school year. Field trips are connected to the curriculum and have clear educational and/or cultural value.

Parents will be notified well in advance and all children are expected to participate. Permission to attend the field trip must be given using the the official slip sent home. A simple note will not suffice. Participation in a field trip is a privilege and a student can be denied participation if they fail to meet academic or behavioral requirements. No child will be allowed to remain in school when his/her class is on a field trip and will be considered absent if he/she does not go.

There are limited numbers of chaperones for each trip. The exact number depends upon the particular venue and the age of the students. This will be determined by teacher and administration. When more adults volunteer than are needed to chaperone, those selected will be picked by Lottery. Parents who have attended one trip will not be eligible for another unless not enough have signed up.

### **RELIGION PROGRAMS, SACRAMENTS & SCHOOL MASSES**

Students who are members of St. Bridget Church receive the Sacraments of Reconciliation and First Eucharist in GRADE 3. Students who are members of other parishes have the option to receive these sacraments in their own parishes or join in the celebration at St. Bridget.

**SCHOOL MASSES** are held monthly. Students are called upon to prepare liturgies and active participation is expected. Parents are expected to attend Sunday mass with their children. The school can only reinforce what is valued in the home.

### **ATHLETICS**

Members of the soccer, basketball, softball, baseball teams and cheerleading are subject to behavioral and academic standards. These are defined in the athletic handbook. Students who represent the school by being on a sports team must remember that membership is a privilege to be earned and not a right to be expected.

### **CELL PHONES**

Students who need to call home may do so by going to the school office and asking permission. If a student needs a cell phone for extra-curricular activities, they must keep it turned off and in their backpack in their locker during the school day.

### **BIRTHDAYS**

Children's birthdays are celebrated in school, and children may bring a treat to share with their classmates. Please be aware that many children have food allergies so it is best to check with the classroom teacher before sending in any food items. A non-food treat such as a pencil or stickers may be a better choice for classes with many allergies.

NOTE: UNLESS AN ENTIRE CLASS IS INVITED, BIRTHDAY PARTY INVITATIONS WILL NOT BE DISTRIBUTED THROUGH THE SCHOOL. PLEASE DO NOT ASK THE TEACHERS TO DO SO.

### **PHOTOS/PUBLIC RELATIONS**

Throughout the year, school programs, achievements and special events are given attention through any number of publications/literature such as the Development Newsletter, local area newspapers and the school website. Information disseminated through this publicity gives us the opportunity to highlight to the school community and the community at large the positive attributes a St. Bridget School education can provide for our students. The distribution of these pieces varies according to the type of publication and the target audiences. The literature can be mailed to our current parents, alumni parents and alumni. Information can be seen by the general public on our website or in the local newspapers.

## **Part III DISCIPLINE**

### **BEHAVIOR AND DISCIPLINE**

The school setting is of the utmost importance in the educational process. Therefore, the school environment must be conducive to learning for all children. Disruptive or counterproductive behavior on the part of the students will not be tolerated. Teachers will establish an atmosphere of learning in the classroom that will contribute to the overall educational experience of the school. Self-discipline and control on the part of every student will enhance and promote this atmosphere. Serious infractions of a disciplinary nature will be dealt with in order to maintain control over the educational environment of the school and to ensure the safety and well-being of each student.

### **RESPECT FOR TEACHERS**

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

### **BULLYING**

St. Bridget School offers all students positive, safe learning environments in which everyone behaves responsibly and respectfully toward others. All children are entitled to learn in a physically and emotionally safe environment that is free from threat, harassment and any type of bullying behavior. In accordance with this philosophy, bullying of a student by another student is prohibited.

“Bullying” is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, on the school bus, or

at a school sponsored activity, which acts are repeated against the same student over time.

Examples of bullying include, but are not limited to:

- physical violence
- verbal taunts, harassment, name-calling and put downs
- threats and intimidation
- exclusion from peer groups within the school

Students who engage in any act of bullying, while at school, on the school bus, at any school function, or in connection to or with any school sponsored activity or event are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement officials.

### **GENERAL RULES OF BEHAVIOR FOR ALL STUDENTS**

Every student attending St. Bridget School is expected to:

- Accept leadership and authority of the principal, teachers, and other staff members.
- Cooperate honestly and courteously with teachers and other students.
- Be in full uniform at all times and adhere to grooming regulations.
- Refrain from any activity that may, in any way, injure another student.
- Use only acceptable language (i.e. no vulgarity).
- Remain on school property until dismissed by a teacher or by the principal.
- Refrain from damaging, defacing or destroying school and/or personal property.
- Refrain from chewing gum in the building, on the school bus, or on school property.
- Refrain from eating or drinking in bus lines or in the hallway.
- Walk at all times, especially in the hallways and classrooms.
- Complete all homework assignments on time.
- Promptly return any test or assignments requiring a parent's signature.
- Pay the school for value of property damaged, destroyed or lost by the student.
- Refrain from being in the school building before or after school without the supervision of a Teacher.

- Refrain from bringing any dangerous objects to school. Dangerous objects include any object that could be used as a weapon, including knives of any kind and any incendiaries including matches.
- Refrain from bringing radios, tape/CD players, cameras, electronic games, or other valuable possessions to school except with special permission from a teacher and a parent. The school will not assume any responsibility for such items.
- Refrain from bringing items to school to sell or to exchange with any other student at school.
- No items may be sold or exchanged by students at school.
- Obey all rules pertaining to bus transportation.
- Refrain from leaving the school under any circumstances without first being signed out through the school office by a parent/guardian.
- Refrain from the use of cell phones within the building.

All students are expected to be polite and well mannered in all their relationships with peers, teachers and adults, especially school volunteers. No disrespect of any kind will be tolerated either in or outside of the classroom.

The use or distribution of tobacco, alcohol, or illegal substances is strictly forbidden. The penalty for doing so is a minimum three day in or out of school suspension, possible exclusion from all school extra-curricular activities, or expulsion from the school.

Inappropriate behavior may be handled in a variety of ways at the discretion of the principal. Based on the misdeed, the student may:

- Be denied recess time.
- Be assigned a written assignment which may require a parent's signature or an Accountability & Responsibility response which requires a parent's signature.
- Be removed from class for a specified period of time.
- Be required to remain after school to complete work. (Parent will be notified.)
- Receive a detention. Being sent out of a class for being disrespectful or disruptive is an automatic detention. After three Accountability & Responsibility responses a detention will be served.
- Receive an in-school suspension.
- Be suspended from school.

- Be expelled from school.

Detentions are given in grades 4-8. Suspensions are extremely serious and are preceded by involvement of the principal and the parents.

### **DETENTION SYSTEM**

Detention will be given by a teacher or by the principal for infraction of rules and school policies. Detention will be held on Wednesday afternoon for one hour (3:30 to 4:30). When a detention is given, the student is required to bring the detention notice home to be signed by a parent. It is then returned to the classroom teacher and filed in the Office the following day. In some cases, communication with parent may be by phone call.

Failure to serve a detention at the appointed time will result in additional detentions being issued and continued infractions will require the attention of the principal.

The issuing of a fifth detention within one marking period will result in an in-school suspension.

### **SUSPENSION**

Any suspension (i.e., in-school or out-of-school) automatically excludes a student from participation in extracurricular activities for a period of 6 weeks.

### **IN-SCHOOL SUSPENSION**

A student serving an in-school suspension will be separated from his/her class. During the suspension period, the student will be under the supervision of the principal and will complete all required school assignments.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension means that a student is excluded from classes for a specific period of time. During this time, the student is expected to be at home and/or under the supervision of his/her parents. The student is given school assignments that must be completed by his/her return to school.

### **PERMANENT DISMISSAL FROM ST. BRIDGET SCHOOL**

When the welfare of any student is threatened by another student with harmful conduct such as threatening, fighting, cheating, stealing, smoking, drinking, and/or the use of drugs, such a student is subject to expulsion at the discretion of the principal. Conduct, whether inside or outside school, that is detrimental to the reputation of the school can/may result in suspension or expulsion at the discretion of the principal.

## **Part IV ACADEMIC POLICIES**

### **ACADEMIC EXPECTATIONS AND STANDARDS**

Academic expectations are defined in terms of the level of knowledge, abilities and skills students should possess. Expectations also refer to the time, hard work, behavior, self-discipline, and motivation that are essential for high student achievement. Teachers and administrators express these expectations to students in several different ways:

- By grades, which reflect the degree to which students demonstrate their mastery of subject matter.
- Through graduation requirements, which tell students which subjects are most important
- By the presence or absence of rigorous tests requiring students to demonstrate their mastery of content and skill before receiving a diploma.
- By high school admissions requirements, which reinforce elementary school standards.
- By the difficulty of the subject matter students confront in their texts and assigned readings.
- Through student and teacher handbooks which state religious, academic, social, and behavioral expectations.
- By the quality and content of all written and oral communications.
- By close monitoring of student progress within a carefully planned and articulated program.
- By fostering a positive climate of high expectations for all students.

### **HOMEWORK**

On all levels, homework is an extension of classroom study and is an important phase of the school curriculum. It generally involves completing classroom assignments or reinforcing classroom learning. In addition, students may be required to work on projects, book reports, and special assignments. Students are expected to use some free time at home to study math facts, parts of speech, spelling words, and to pursue independent reading. Twenty minutes of independent reading is required each night. The amount of time a student is expected to spend daily on homework varies from level to level:

Primary Grades (1,2,3) - 30 minutes daily  
Intermediate (4,5) - 60 minutes daily  
Upper Grades (6,7,8) - 90 minutes daily

Parents are asked to establish certain hours of the afternoon or evening when assignments can be completed without the distraction of television, stereos, or phone calls. The "homework period" should be used for completing written assignments, studying for upcoming tests, reviewing, reading, etc. This time should be consistent even if students "finish" sooner. When they are aware that they must spend this time on schoolwork each night, they do not rush to complete assignments and consequently learn better study habits. These general homework guidelines are the basis of the homework policies issued by each classroom teacher at the beginning of the school year.

In summary, the school expects the following academic standards:

- Do all your homework.
- Come to class prepared - with books, pen/pencils, paper, etc.
- Participate meaningfully in class.
- Concentrate on the lesson being taught.
- Study for tests and quizzes and do your best!
- All written work done in grades 4-8 is in cursive.

### **Grades 4-8**

**If a student fails to hand in required assignments, parents will be notified through a progress note. 3 missed assignments in a marking period for a given subject will result in a homework detention with the classroom teacher. Parents will be notified ahead of time.**

### **REPORT CARDS**

Report cards are distributed 4 times each year: November, January, April, and June. Kindergarten report cards, however, are only issued 3 times a year - January, April, and June. A parent-teacher conference is required for Kindergartners and all full day students in November and April.

Interim progress reports to parents are issued by teachers between report card distribution whenever necessary. The first report card is issued directly to the parent during a parent-teacher conference held at the end of the first marking period. **The report card envelope is to be signed and returned to the teacher as an acknowledgment that the Report Card was received by the parent.**

Report cards focus on three important areas reflecting our philosophy of education; academic achievement, attitudes and conduct, and effort and study habits.

Since individuals mature at different rates and have different abilities in reading and mathematics, these sections of the report card communicate to the parents the grade level upon which the child is working and his/her achievement at that level.

Within parameters set by the school, teachers set grading policies within their own classrooms. Parents are made aware of these policies at the beginning of the school year at the September Open House.

### **MARKING SYSTEM**

The evaluation key for the Progress Reports for Grades 1 through 3 is as follows:

- **E Exceeds Grade Level Expectations**
- **G Grade Level Expectations**
- **M Meets Minimum Grade Level Expectations**
- **N Needs Improvement**

These marks are subjective and are based on classroom participation, effort, homework, and progress made in written and oral work. The purpose of these primary report cards is to emphasize the **progress of the young child**. These marks do not translate to numerical values or their equivalents. This evaluation is based primarily on the teacher's observation of that child's progress.

Expectations play an important role in this type of evaluation. Expectations are different for second and third graders than they are for first graders. Marks for academic achievement in grades 4 through 8 are letter grades based on numerical marks in daily class work, tests, quizzes and homework.

#### **A+ 100-98 B+ 89-87 C+ 79-77 D 69-65**

A 97-94 B 86-83 C 76-73 F Below 65, Failing

A- 93-90 B- 82-80 C- 72-70

### **HONOR ROLL**

Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades will be eligible for the Honor Roll based on the following criteria: High Honors – GPA 3.8; Honors – GPA 3.5 with nothing lower than a C. Both levels of Honors assume satisfactory marks in all non-academic classes and satisfactory behavior in every area.

The final averages from both grades 7 & 8 will be used to determine honors given out at graduation.

Students in grades 7 meeting the minimum requirements are eligible to apply for membership in the Junior National Honor Society in the Spring. Students must have a 94 average over the prior four quarters, meet service and application requirements, and hand in the application by the specified time. Applications are reviewed by a committee of faculty members from all grades and are chosen by the consensus of the committee that they have successfully met all of the requirements outlined by the Junior National Society.

### **STANDARDIZED TESTING**

As required by the Archdiocese of Hartford, students in grades 3 through 7 are administered the Iowa Test of Basic Skills (ITBS) in March. Students in grades 5 and 7 are administered the Cognitive Abilities Tests (CogATs) during this same time period. A report summarizing student performance is included in the final report card of the year. Once the results are available, parents are invited to make an appointment to review individual student results with the school principal.

### **CRITERIA FOR RETENTION**

Students having the ability to obtain passing grades but not achieving them, will be considered for retention at their present grade level. The parents will be made aware of this during the year and, if significant improvement is not made, a meeting of all involved, i.e. teacher, parents and principal, will be held to review the situation.

At all grade levels, the general expectation is that a student will pass all subjects in order to be promoted to the next grade.

### **LIBRARY**

All students in Grades K through 5 visit the library with their class once each week. Sixth through eighth grade students will have the opportunity to use the library facilities on an as needed basis. A quiet, courteous atmosphere must be maintained. Kindergarten students may not check books out of the library. Library contracts for the privilege of bringing books home are available to students in first grade and higher.

By signing the Library Contract, a student and his/her parent agree to accept responsibility for St. Bridget School library books that are borrowed and brought to the home.

Books are loaned for one week and may be renewed once. A student whose book is late or missing may borrow no other books. If a book is not returned after one month, it will be considered lost and the student and his/her parent will be charged \$15.00 or the cost of the book, whichever is greater. The same fine applies to books that are damaged beyond repair.

## **Part V FINANCIAL CONCERNS**

### **REGISTRATION FEES**

A \$50 non-refundable registration fee, per family, must accompany the application for admittance. The deposit for all new and returning students is \$300.00 per family (non-refundable). The registration fee for new students is required at the time a student is accepted at Saint Bridget School. For returning students, the registration fee is due by February 1 for the following school year.

### **REFUND POLICY**

Refunds shall only be granted by permission of the Pastor. Once a student has begun any portion of an academic quarter, and then transfers out of Saint Bridget School, a refund shall not be granted for that quarter.

### **DELINQUENT TUITION POLICY**

If an account becomes delinquent, the parent(s) or guardian of the student(s) will be contacted in writing by a member of the Administrative team. If by the end of an academic quarter the account remains delinquent, the student(s) may not be permitted to return to school until the account is current. Should the family be experiencing economic hardship, it is essential that the parent(s) or guardian meet with the pastor and/or the principal in a timely manner to discuss an equitable plan.

### **TUITION**

Registration takes place in February for the following school year. In-house registration for students enrolled at St. Bridget School will be offered before any outside enrollment is taken.

At the time of registration, a \$150.00 non-refundable deposit is required for each student (\$300.00 non-refundable for all new families). This deposit is credited toward the total tuition payment.

### **TUITION RATE FOR MEMBERS OF ST. BRIDGET PARISH**

Students whose families are **REGISTERED** and **ACTIVE** at St. Bridget Church are eligible for a discount on their tuition.

**REGISTERED** requires that the family has filled out a parish registration form listing nuclear members.

**ACTIVE** requires that the family participate in parish activities and **use the envelope system to validate their financial support.** Families joining the parish must be active and contributing members for four (4) months prior to the September school year to be eligible for the tuition discount.

### **NON-PARISH SUBSIDY**

If you are a registered and active member of an area Catholic Parish (that does not support their own Catholic School) we can request on your behalf a subsidy per child from your pastor. It is up to the family to pursue any refusal by their parish to pay non-parish subsidy.

Tuition may be paid in full to the school office by August 1 or it may be paid according to a variety of options offered by the **FACTS Tuition Management Plan. Contracts for this plan must be filed when the child is registered.**

Since budget projections and tuition fees are based on enrollment the following tuition policy for withdrawals is enforced:

***Those who pay in full by August:***

- If the student withdraws before August 30<sup>th</sup>-75% of the tuition (less deposit) is refundable.
- If the student withdraws before October 31<sup>st</sup> -50% of the tuition is refundable (less the deposit).
- If a student withdraws after October 31<sup>st</sup>, the entire tuition is NON-REFUNDABLE.

**Monthly and quarterly payments** are non-refundable. If a student withdraws after October

31<sup>st</sup> the entire tuition is due.

RECORDS CAN NOT BE RELEASED UNTIL TUITION ACCOUNTS ARE PAID IN FULL.

**FINANCIAL ASSISTANCE**

Financial assistance may be possible through grants from the Archdiocese of Hartford. Confidential inquiries should be made to the pastor or the school principal.

**FUNDRAISING**

Fundraising is a part of school development. Its purposes include fostering school spirit, creating community and commonality of purpose among families, as well as raising money to support and enhance the school community. Successful fundraising is critical to the maintaining of reasonable tuition levels. In this spirit, all families of St. Bridget students are expected to participate to the fullest extent possible in all fundraising and development activities sponsored by St. Bridget Church and School.

**Part VI PROGRAMS, ORGANIZATIONS & COMMITTEES**

**HOME AND SCHOOL ASSOCIATION**

Membership is required for all parents and guardians of the pupils of St. Bridget School. Members are required to pay dues, participate in the organization's activities and attend meetings regularly.

The objectives of the Association are:

- To help parents and teachers acquire an appreciation for the ideals of a Catholic education.
- To promote a clear understanding of the mutual educational responsibilities of parents and teachers.
- To promote socialization and community building among parents and families of St. Bridget School.

- To encourage the Home and School to a greater degree of cooperation among themselves and with other parish organizations.
- To assist the parish generally and the school specifically by providing funds and/or materials to improve education.

### **HOME AND SCHOOL ASSOCIATION OFFICERS FOR 2009-2010**

Presidents: Gail Marinaccio

Vice-President: Chris Rapillo

Treasurer: Lisa Pyne

Secretary: Lori Blanco

### **CONSTITUTION AND BYLAWS**

Refer to Appendix 1.

### **SCHOOL BOARD**

The St. Bridget School Board operates under the guidance of the School Board of the Archdiocese of Hartford and in conformity with the policies of the Office of Catholic Schools. The function of the Board is to share in the responsibility for the mission of Catholic education at St. Bridget School and to provide leadership, assistance, and support for the school in the fulfillment of its mission as a center of quality Catholic education.

The main responsibilities of the Board include: mission statement, policy (within the framework of the policies of the Office of Catholic Schools), planning, development, plant and facilities, legislation, and finances. Anyone wishing to be a member of the School Board may contact the principal, the pastor, or the chairperson of the Board.

### **DEVELOPMENT COMMITTEE**

This committee provides assistant to the Admissions Coordinator. Some of the areas that they help with are:

**STUDENT RECRUITMENT** - bringing new students into our school from our Parish and the surrounding area.

**PUBLIC RELATIONS** - making the public aware of our school and its benefits; and continuing a good relationship with our constituents.

**ALUMNI RELATIONS** - finding and then keeping the school's alumni aware of what's going on at St. Bridget and getting their support for the school.

## **Part VII HEALTH POLICIES**

### **NURSE**

The school nurse's office is located next to the school office. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health education and vision. All students must have a State Health form in their medical school record. This form should be updated for students in Prek, Kindergarten, and 7th grade. Every student must have a current Emergency Form on file **before** the first day of school. Please be sure to contact the nurse if your child has any unusual health problems. The nurse is available in her office Monday through Friday during school hours.

### **IMMUNIZATIONS AND HEALTH SCREENINGS**

Connecticut State Law mandates immunizations, physical examinations by your physician, and school screenings for vision, hearing, and scoliosis. Immunizations against diphtheria, tetanus, pertussis (whooping cough) and poliomyelitis, measles, mumps, rubella HIB , and (hepatitis B for children born after 1/1//94) are required for entry into school.

All children born January 1, 1997 or later must either have proof of immunity to chickenpox or receive the shot. Proof is a dated/signed document by a physician, physician or advanced practice registered nurse.

Physical examinations by the child's physician are required for entry into the Pre-K program, Kindergarten, and 7<sup>th</sup> grade.

Out of state transfer students are required to show evidence of a physical completed within twelve months prior to registration. These students are required to obtain a State of Connecticut physical exam within one year of enrollment.

Vision screening is conducted by the School Nurse for all students in grades K-6. Hearing screening is conducted by the speech pathologist in grades K-3, 5, and 8. Scoliosis screening is conducted by the School Nurse for grades 5, 6, 8. A referral letter is sent home if further evaluation by the student's physician is necessary.

### **MEDICATIONS**

Connecticut State Law requires that **all medications**, including Tylenol, Ibuprofen, and any other over-the-counter cold medicines, may be administered by the nurse only after the parent or guardian has presented a physician's written order for the medication and the authorization of the parent has been signed. The medication must be in its original pharmacy labeled container. A parent must bring the medication in -DO NOT SEND IN VIA A CHILD!

The school nurse will not administer Tylenol or Advil unless the child has their own supply brought to school.

If your child has been placed on a prescription drug long term, please notify the nurse.

Confidentiality will be maintained.

### **HEALTH OFFICE PROTOCOLS**

Notify the school by telephone if your child will be absent. This will save a call by the School Nurse. Please leave your name, the child's name, your child's teacher's name and the reason for absence. Notify the school if your child will be home for a prolonged period of time.

#### **Children need to stay home for 24 hours after:**

- 1. The start of an antibiotic medication (except in the case of an ear infection; when how the child is feeling determines time home)**
- 2. Diarrhea and vomiting (24 hours after last occurrence)**
- 3. Fever free (24 hours after fever was last registered)**

If your child has a temperature of 100 degrees or above, vomits, has diarrhea, head lice (initial diagnosis) or any other contagious ailment, the child will be sent home. Any prolonged illness such as pneumonia or surgery should be reported to the nurse for follow up.

Notify the school nurse if your child has: **Scarlet Fever, Strep Throat, Chicken Pox, "Fifth's Disease", Head Lice, Ringworm, Scabies, Pinworm, Lyme Disease, Conjunctivitis, and Mononucleosis.**

Any prolonged illness such as pneumonia or surgery should be reported to the nurse for follow up.

Please keep your child home if they have:

- **Chicken Pox:** 7 days from the first lesion or longer until all pox are scabbed over.
- **"Pink eye" or Conjunctivitis:** A full 24 hours of antibiotic treatment must be done before child returns to school.
- **Head Lice:** If you discover head lice or eggs (nits), notify your school nurse. There are several over-the-counter products available for treatment. Some are more effective than others. Your school nurse will be able to give you guidance about child and home treatment. The nurse will also be able to check your child's classmates. Upon returning to school, the child must be examined by the school nurse before reentry into class..
- **Strep Throat:** A full 24 hours of antibiotic treatment must be done before child returns to school.
- **General Illnesses and Flu:** Please be considerate, as a coughing, hacking child with a constantly running nose is a health risk to others and miserable in school. Allow the child to convalesce at home and return to school only when his/her symptoms have diminished.

Advise nurse of all **allergies**, especially food and bee-sting allergies. Advise the nurse of any conditions that mandate the use of **Inhalers** or **Epipens**.

Have your child report directly to the nurse upon entry to school following: **fractures, casts, splints, crutches, sutures** or any incapacitating injury. Students must have a note from a parent for a short term excuse not to participate in gym or recess. Excusal beyond three days requires a doctor's note. Unless the student is physically unable to observe gym and/or recess, he/she will be expected to go with his/her class to sit on the sidelines.

For your convenience, the School Nurse and administration have herein addressed the major health concerns parents face when sending their children to school.

**If a child is sent home sick or is absent all day the student may not participate in any after school activity.**

### **INSURANCE**

As stipulated in the Diocesan General Liability Policy, students are **NOT** covered for medical expenses resulting from any injury received at school or in their participating in school sponsored events away from the school premises. Any medical bills or injury claim should be referred to the major medical coverage in place for your child.

### **ILLNESS OR INJURY**

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the staff. An adult must be available to take a child home in the event of illness or accident. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. An emergency form telling where parents can be reached and the name and phone number of the student's family doctor must be on file at the school. If an emergency number should change, be sure to contact the school office with the new information.

## **Part VIII EXTENDED DAY PROGRAM**

### **PURPOSE AND OBJECTIVE**

St. Bridget School offers before and after school care for its students on a space-available basis. Under the direction of Mrs. Linda Beaulieu, age appropriate activities are planned and implemented.

Daily activities allow for supervised play, an afternoon snack (which is provided), homework time and free time. Arts and crafts, an occasional videotape and holiday parties are also incorporated during the month.

Each child is treated with respect and consideration given each child's uniqueness and individual development. Listening skills, good sportsmanship,

communication and social development are stressed in order to reinforce positive self-concept.

**OPERATING POLICIES**

St. Bridget Extended Day Program operates only when school is in session. It does not meet during vacations. The program is in operation from 7:30 a.m. until 8:40 a.m. and from 3:20 p.m. until 5:30 p.m. The program does not operate if school is cancelled due to inclement weather. If school opening is delayed, the extension program is also delayed, e.g. if school is delayed until 10:20 a.m., the extension program is delayed until 9:00 a.m. If school is dismissed early due to weather, the extension program will remain open until one hour after school dismissal.

Inappropriate behavior will not be tolerated. If disruptive behavior is repeated or becomes habitual, the director has the authority to exclude the child from participation in the program.

## Part IX TECHNOLOGY

### ***Rules for use of School Computers and the Internet***

#### ***What is expected?***

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature.

General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. ***The use of the network is a privilege, not a right, and may be revoked if abused.***

#### ***What are the rules?***

General school rules for behavior and interaction with others apply.

*The network is provided for students as a learning tool and to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.*

Individual users of the network are responsible for their behavior and communications over the network. Students will comply with the school standards and will honor the agreement that they have signed. If by accident, a student encounters materials, which violate school standards, they should notify an adult immediately.

The following are not permitted:

- Damaging the computers or the network, including changing and/or deleting computer settings and using improper startup and shutdown procedures
- Sending or displaying offensive messages or pictures
- Using obscene language
- Using the computer to harm other people or their work
- Violating copyright laws
- Using another's identity or password
- Trespassing in another's folder's or files
- Intentionally wasting resources, including paper, ink and Computer Lab class time
- Downloading ***anything*** without specific permission from the Technology Coordinator
- Using the network for purposes other than school or church related activities

**Violations of these rules may result in the loss of computer privileges as well as other disciplinary action.**

## **APPENDIX**

## **APPENDIX 1 - Saint Bridget School Home & School Association Constitution and By-Laws**

### **Article I NAME**

The name of the organization shall be Saint Bridget School Home & School Association, and shall be hereafter referred to as the HSA.

### **Article II PURPOSE**

The HSA is a non-profit organization. It shall be organized and operated for the following purposes.

1. To provide a means of communication between the school and parents.
2. To provide social/cultural/educational activities for the students and their families.
3. To raise funds for Saint Bridget School to the amount as predetermined each year by the school administration.

### **Article III MEMBERSHIP**

1. Membership in the Association is open to parents of students and the faculty of St. Bridget School.
2. Membership is contingent upon payment of an assessment as established by the Executive Committee; or upon approval by the Executive Committee.
3. Members who satisfy the conditions of previous sections of Article III may vote on Association matters.
4. Members who satisfy the conditions of previous sections of Article III may hold elective office in the Association.

### **Article IV OFFICERS**

**Section 1** - Officers shall consist of the President, Vice President, Secretary and Treasurer.

**Section 2** - Any parent/guardian who has been a member for at least a year is eligible to be elected an officer.

**Section 3** - Election:

A.- Nominations for a slate of officers shall be solicited from the HSA membership.

B.- Executive Board shall send a written ballot to all HSA members.

C.- Elections will be held yearly.

**Section 4** - Installation of officers shall take place at the board meeting held in the Spring at the final meeting of the school year.

**Section 5** – Whenever a vacancy occurs during the school year in any office, except President, it shall be filled at the next meeting by nomination from the floor and voting. If necessary, the nominations and voting may be done through a written correspondence. The Vice President shall automatically fill the vacancy of the President.

**Section 6** – There is a two year term limit for the same officer position.

## **Article V DUTIES & OFFICERS**

**Section 1 – President:** The President shall be the executive officer, shall preside at all meetings and shall vote only in the event of a tie. The President or his/her designate shall be a member of all committees. The President shall be responsible for the safe keeping of all HSA equipment and supplies. He/she must keep all HSA storage areas neat and orderly, and must also keep a running inventory of all HSA belongings. The President shall perform such duties as usually pertain to the office and such other duties as from time to time may be assigned by the School Administration.

**Section 2 – Vice President:** The Vice President shall assist the president however necessary, and shall perform such other duties as from time to time may be assigned by the President.

**Section 3 – Secretary** – The Secretary records the minutes of all HSA meetings. The Secretary shall maintain a permanent file of minutes and reports of the Executive Board meetings and HSA meetings. The Secretary shall keep all records of the duration of the terms of office for all Executive Board Members. The Secretary types the weekly notices, sends out routine correspondence, makes calls and books meetings.

**Section 4 – Treasurer:** - The Treasurer shall receive and record all money received by the organization and shall pay all authorized bills and keep a record of all disbursements. The Treasurer shall submit itemized reports and each monthly meeting. Treasury reports shall be available to all HSA members. The Treasurer should have the books ready to surrender to the newly elected Treasurer shall submit copies of the itemized monthly reports. Upon the request of the Finance Council, the Treasurer shall make all records available for auditing purposes.

## **Article VI EXECUTIVE BOARD**

There shall be an Executive Board of the HSA as follows:

**Section 1** – The Executive Board shall consist of the Pastor/Priest-Director, the School Principal, the elected

officers and the appointed committee members. The Pastor/Priest-Director and Principal are non-voting members.  
**Section 2** – The Executive Board shall exercise general supervision over the affairs and undertakings of the organization and shall meet once a month during the school year as agreed upon by all.

**Section 3** – The Executive Board may consider and formulate plans in the interest of the organization. Any major decisions, or any alterations, in the Constitution and By-Laws must be brought to a vote by the general membership and pass by a two-thirds majority. The school Administration maintains ultimate veto power on any decision that is made if it feels it is not in the best interest of the school.

## **Article VII MEETINGS**

**Section 1** – Executive Board shall meet once a month during the school year.

**Section 2** – General meetings shall be held at least two times a year.

## **Article VIII COMMITTEES**

**Section 1** – Committees will be formed as needed to carry out the objectives of the HSA. Guidelines for individual committees will be formulated and reviewed by the Executive Board. The chairperson(s) shall maintain contact with the members of the committee for the purpose of providing instruction. The chairperson(s) of each committee shall make reports to the President as requested.

**Section 2** – The fundraising company(ies) to be employed by the HSA shall be decided upon by the Executive Board during the summer months.

## **Article IX DISBURSEMENT OF FUNDS**

**Section 1** – All disbursements shall benefit Saint Bridget School and/or its pupils.

**Section 2** – A projected HSA budget shall be formulated and approved by the Executive Board each year.

**Section 3** – All disbursements over \$100.00 must be voted upon by the entire Executive Board and pass by a two-thirds majority, with the exception of pre-approved budget disbursements.

**Section 4** – All disbursements over \$500.00 must be approved by the Principal and Pastor/Priest Director.

**Section 5** – At the end of the school year (June), a designated amount of start-up money, \$3000.00 - \$4000.00 if possible, shall be set aside for the next school year. Any additional money will be given to St. Bridget School. Final approval of expenditure of funds rests with Pastor/Priest Director.

**Section 6** – If at any time the organization is disbanded, all funds must be turned over immediately to the administration of St. Bridget School.

## **Article X RULES OF ORDER**

The Consensus Model shall govern the proceedings of the HSA when not in conflict with any portion of these Constitution/By-Laws. The Saint Bridget Home and School Association of Saint Bridget School shall recognize, observe and be bound by the provisions of the Constitution and By-Laws. No revisions or amendments shall be made unless they are approved by a two-thirds majority of the general membership voting through a written ballot.

## **Article XI NOMINATION AND ELECTION OF OFFICERS**

**Section 1** – A Nominating Committee Chairperson shall be appointed at the beginning of each year by the President. The names of the Committee members shall be submitted to the Executive Committee by the chairperson, for approval.

**Section 2** – The Nominating Committee shall select candidates for all elective offices. The Committee shall select those candidates who, in their judgment, are capable of fulfilling the duties and responsibilities of the office for which they are selected.

**Section 3** – Members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominating Committee twenty (20) days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least fifteen (15) days prior to the election.

**Section 4** – The term of elected Association officers shall be for one (1) year, beginning on July 1, and for no more than two (2) consecutive years.

**Section 5** – Election of officers for the ensuing year shall be held at the May meeting. If there is more than one candidate for any office, election shall be by written ballot. If there is only one candidate for an office, election may be voice vote.

**Section 6** – A husband and wife may serve jointly in any office or committee and shall have one common vote.

**PUBLICITY** – This committee works with other committees to stay apprised of their projects and activities. It then seeks out opportunities to promote these endeavors, as well as special school events, in the media.

**SPECIAL PROJECTS** – To plan and coordinate special events for the school community. These “Special Projects” include, but are not limited to, the annual HSA opening school picnic, the Walk-a-thon (may be organized by a separate program head), the Memorial Day float (has been organized by Mrs. Rowinski for many years), the pasta dinner (may not be an annual event), Red Cross blood drive (may not be annual), and the annual Santa’s Workshop store for students (usually has a separate program head). Aside from the Walk-a-thon, Special Project events generally make little or no profit for the school.

**PROGRAMS** – The Program committee arranges special activities for the students to participate in at school. Some of these programs include Buckle Bear, The Mitten Tree and Bicycle Safety.

**FUNDRAISING** – The objective of the fundraising committee is to raise the designated amount of money the school requires to attain its fundraising goal. This is accomplished thru various fundraisers and activities. The fundraising committee schedules its most profitable fundraiser in the fall. The vendor of choice is usually Innisbrook. Each fundraiser has the following tasks to be completed: communication of fundraiser to school students and parents, collection of money, verifying amount collected balances, coordinating delivery and pick up of fundraiser. The committee continues to hold various fundraisers throughout the year based on how much money is still needed to attain the overall fundraising goal, i.e. pie and cookie dough sale, family portraits and candy sale. The committee also schedules various family events such as a Halloween Party, Movie Night and Dance Party to generate school spirit.

**HOSPITALITY** – Membership/Hospitality committee is responsible for the following:

- Membership:
1. Notifying school families about HSA Membership (sending letter out at the beginning of the year.
  2. Collecting HSA membership dues.
  3. Generating a list of all school families involved with HSA.
  4. Distributing the school directories.

- Hospitality: Responsible for recruiting bakers and obtaining refreshments for the following school functions (Also responsible for the set-up and clean-up at these functions):
1. Open House in the beginning of the year.
  2. Open House for the start of Catholic School’s Week.

3. HSA General Meetings.
4. Other various school functions upon request.
5. Providing refreshments during the teachers' conferences in November as well as providing lunch for the teachers on that day.

## APPENDIX 2 - SIGNATURE FORM

**Please sign and return this page to your child's teacher by September 4, 2009!! Every family MUST return this form.**

I \_\_\_\_\_ hereby affirm that I have  
(parent/guardian)  
read the St. Bridget School Family Handbook and have discussed it with  
my child/children. Please list below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do agree to support the policies of the school in all areas as specified herein  
and to support the spirit and philosophy which these policies reflect.

---

**Signature**

Date