

St. Bridget School



PARENT-STUDENT HANDBOOK 2022-2023

ST. BRIDGET SCHOOL

A ministry of Saint Bridget of Sweden Parish

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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 a safe environment. In addition to a challenging curriculum, we offer many extra-curricular activities. An extended day program is available for families who require before and/or after school care as well as an enrichment-based summer school program and writing program.

HISTORY

In 1994, St. Bridget Church co-pastors Rev. James Gunnoud and Rev. Brian Monnerat planned thoroughly and worked tirelessly with a group of parishioners to establish an elementary school in the same building that once housed a Catholic junior high-school. Saint Bridget School opened on August 30, 1994 as the only parochial school in the town of Cheshire, Connecticut offering programs for pre-kindergarten, full-day kindergarten and first grade. Mrs. Sharon Derr served as principal.

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 with the larger scope of the Saint Bridget Catholic Church community.

All went according to plan and on the opening day of the 1997-1998 school year, the 10 classrooms in the original school wing were full. So on March 3, 1998, Archbishop Daniel Cronin presided at the ground-breaking ceremony for a 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, which houses the primary grade classrooms and computer labs, opened for the new school year. On November 1, 1998, the dedication of the new wing was celebrated by Bishop Christie Macaluso. Before students returned for the 2021-2022 school year, the computer lab was converted into a newly designed Makerspace.

Full accreditation by the New England Association of Schools and Colleges (NEASC) was awarded to Saint Bridget School in the fall of 1999. The first eighth grade graduation ceremony took place in 2002. After 8 years of service, Mrs. Derr retired and Mrs. Susan Tarrant, a teacher at the school since its opening, became the new principal. Since its opening, the school has flourished and enrollment has grown. In April of 2005, Archbishop Henry Mansell presided at the groundbreaking of Phase I of a three-phase capital improvement plan. Phase I was a 2,200 square foot addition to the library and school office which was completed in the fall of 2005. The second phase of the plan provided many building improvements and repairs, including a new roof for the original wing.

In 2005, Rev. Robert Ricciardi became the new pastor of St. Bridget Church. In 2007, we wished Mrs. Tarrant Godspeed as she began her new ministry and welcomed Mrs. Margaret Whalen, formerly the assistant principal, as the new principal. That same year, a second Pre-K class was offered, due to the increased enrollment in the Early Childhood Program. In the fall of 2008, Phase III of the improvement plan had begun. This part of the plan called for upgrades to the gym including new bleachers, art and music classrooms, a kitchen, a cafeteria/meeting room, and two offices as well as a baseball/softball and soccer field behind the school.

On May 17, 2014 the Rev. Jeffery V. Romans was appointed as our new pastor by Archbishop Leonard P. Blair, Archbishop of Hartford. Under the leadership of Father Romans we have seen an increased focus on enrollment and facilities, as well as

an enhancement to our technology infrastructure. Father Romans is committed to ensuring we have the most up-to-date facilities and technology available to assist us in our mission. After Mrs. Margaret Whalen's retirement in June 2014, Mrs. Jennifer Furlong was appointed as Principal of St. Bridget School. In the spring of 2019, Mrs. Catherine Szerszen was appointed to serve as principal, however due to health issues the St. Bridget School community wished her well with a heavy heart in the fall of 2019. Mrs. Marilu' Rochefort, who served as Assistant Principal was appointed as interim principal until the spring of 2020. On May 4, 2020, Dr. Nancy Testa began her tenure as principal.

OUR PATRON SAINT

St. Bridget of Sweden

Saint Bridget of Sweden 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 Savior, 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 23rd. She is also known as Saint Birgitta.



MISSION STATEMENT

At St. Bridget Catholic School, we attend to our students' spiritual, intellectual, social, emotional and physical needs within a safe and nurturing environment. Our values are Christ-centered with a message to "Love one another as I have loved you," and make a positive difference in the lives of others.

SCHOOL MOTTO

Fostering academic excellence, community awareness and spiritual growth.

ACCREDITATION

St. Bridget School is accredited through the New England Association of Schools & Colleges, Inc. (N.E.A.S.C.). Initial accreditation was earned in 1999. Saint Bridget School was re-accredited for ten years in 2009 and subsequently re-accredited for ten years in 2019.

COMMUNICATION

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

Address: **171 Main Street**
Cheshire, CT 06410
Phone: **203.272.5860**
FAX: **203.271.7031**

Website: www.stbridgetschool.org

Office email: office@stbridgetschool.org

SCHOOL OFFICE HOURS

8:00 a.m.-4:30 p.m. MONDAY THROUGH FRIDAY

In case of an emergency, please contact the school office for a pre-arranged pick-up time. Students will be led to the Main Entrance door for pick-up. Refer to appendix for COVID policies.

SCHOOL CANCELLATIONS

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

Parents should consult the **school website** or listen to WTNH, WFSB or WTIC 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 will be 2 hours.** Information will also be emailed and sent via a text-message through our emergency notification system.

DELAYED OPENING

AM Extended Day Program.....9:00am - 10:40am
Kindergarten - Grade 8.....10:50am - 3:20pm
Pre-K Full day.....10:50am - 3:10pm
Pre-K Half DayCanceled

If an early dismissal is decided during the school day, (e.g.: due to weather), the information will be shared via our emergency notification system.

NOTES

Please send a note or e-mail to the office (office@stbridgetschool.org) on the following occasions when your child:

- has a dismissal change;
- is going to be absent;
- must leave school prior to dismissal;
- 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;
- any change of information concerning the Extended Day Program.

CHANGE OF INFORMATION

If basic information pertinent to school records (address, phone number, employment, emergency numbers, etc.), or marital status should change, it is requested that the parents make any necessary revisions in EduConnect. If unable to change the information, a formal request should be submitted, in writing to the main office.

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.

DISMISSAL CHANGES

If you have a change in your child's dismissal, a note, email or phone call to the school office must be received by 2:30 p.m. If the school does not receive your change of dismissal request by 2:30 p.m., students will be expected to do what they normally do after school (be picked up by parents, take the bus, etc.).

ADMISSIONS

NOTICE OF NON-DISCRIMINATORY POLICY

St. Bridget School admits students without regard to gender, race, color, creed or national/ethnic origin.

WAITING LIST

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.

ENTRY REQUIREMENT

PRE-K 3 PROGRAM

To enter the Pre-K-3 program, students must reach the age of 3 by October 1st. Students must be toilet trained and no pull-ups can be worn.

PRE-K 4 PROGRAM

To enter the Pre-K-4 must reach the age of 4 by October 1st. Students must be toilet trained and no pull-ups can be worn.

KINDERGARTEN

Kindergarten students must reach the age of 5 by October 1st. It is also required that the K-8th grade students attend a shadow day, when school is in session, with students of his/her grade level.

GRADES 1-8

A student must have successfully completed the previous level at a recognized educational institution and be judged to be academically, socially and behaviourally prepared to enter the school and the particular grade level. In addition, all new students must undergo screening to assure that they are developmentally and academically prepared for appropriate grade placement. It is also required that the K-8th grade students attend a shadow day, when school is in session, with students of his/her grade level.

The final decision regarding admittance rests with the Principal, who will weigh a student's needs with the school's ability to provide for that student. St. Bridget School encourages academic excellence and guides the child to develop individual autonomy through positive self-awareness and cooperative relationships among students, families and staff. A personal interview with the Admissions Director and/or principal and the applicant is part of the admission process. Upon acceptance there is a 90 calendar day probationary period.

APPLICATION REQUIREMENTS

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;
- Baptismal Certificate (Catholic applicants only);
- Report Cards;
- Standardized Test Results;
- Record of IEP (if applicable);
- A signed release form to obtain academic records is part of the application.

Teacher Requests for 2023-2024

All teacher requests must be submitted via email to the student’s current homeroom teacher by May 1, 2023.

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 is available before a student is withdrawn and records transferred.

STUDENT LIFE

SCHOOL HOURS

School begins at 8:50 a.m. for Pre-K—Grade 8 students. 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 8:30 a.m. must be enrolled in the Extended Day Program.

For the safety of our students, 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 the office.

REGULAR HOURS

Kindergarten - Grade 8.....8:50am - 3:20pm
Pre-K Full Day.....8:50am - 3:10pm
Pre-K Half Day8:50 - 12:00pm

EARLY DISMISSAL

Kindergarten - Grade 8.....8:50am - 1:20pm
Pre-K Full Day.....8:50am - 1:10pm
Pre-K Half Day8:50 - 12:00pm

DELAYED OPENING

AM Extended Day Program.....9:00am - 10:40
Kindergarten - Grade 8.....10:50am - 3:20pm
Pre-K Full Day.....10:50am - 3:10pm
Pre-K Half DayCanceled

Morning-only Pre-Kindergarten students are invited to stay until 1:10 p.m. on early dismissal days to accommodate picking up of siblings.

St. Bridget offers an Extended Day Program. Children, who are riders that are not picked up by 3:30 p.m. will be placed in Extended Day to wait for parents. Parents will be responsible for the program fee.

SCHOOL PROPERTY

Students are expected to respect all school property including textbooks, iPads, Chromebooks, laptops, all Maker Space and related equipment, computers and related equipment, lockers, desks, and classroom materials. Failure to do so will result in disciplinary action. The parent/guardian will also be expected to pay the full amount of repairs, labor, or replacement.

LOCKERS

Each student will be assigned a locker for the year in grades 4 – 8. The lockers are the property of St. Bridget School. There will not be locks placed on the lockers, and the administration and faculty have the right to inspect lockers at all times. No inappropriate or illicit materials may be kept in lockers. Failure to abide by rules will result in disciplinary action.

LUNCH

Children may bring lunch to school or it may be purchased. Lunchtime behavior is strictly monitored. There is to be no shouting. Each student is to clean up his/her own area and dispose of trash in the appropriate containers. The lunch menu can be accessed through the school website.

RECESS

Grades Pre-K through 8 are given a recess as part of their school day. During this time, students are given the opportunity to play in their designated area and 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 are to behave and be respectful to others. Recess rules are posted in the classrooms. All students should become familiar with the rules for each classroom/grade. Children will have recess in good weather conditions, the criteria is the wind chill must be 25° or above.

SNACK

Students may bring a snack and water bottle daily. Snack time will occur in classrooms and a no nut restriction will be maintained.

LABELS

All uniform clothing 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.

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. **Parents will be responsible for replacing books which their child has damaged.** In addition, all students must carry their books to and from school in an appropriate backpack which **MUST FIT IN THEIR LOCKER OR CUBBY.**

SCHOOL SUPPLIES

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. We encourage trips that have a 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 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. If a child does not participate in the class field trip, teachers will make arrangements for that student to join another class that

day. There are limited numbers of chaperones for each trip and all must be VIRTUS trained. The exact number depends upon the particular venue and the age of the students. This will be determined by the 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.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

Members of the teams 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. St. Bridget School offers students the opportunity to try out/participate in the following sports teams: co-ed soccer, junior varsity girls' basketball, varsity girls' basketball, junior varsity boys' basketball, varsity boys' basketball, girls' softball, junior varsity boys' baseball, varsity boys' baseball and cheer. **Athletes who receive a detention will forfeit the next practice or game.**

Extra-curricular activities include, but are not limited to, Student Council, National Junior Honor Society, Chess Club, Homework Club (grades 4-8), Lego Club (K-4), Robotics Club, Yearbook, Chorus (grades 2-8) and Children's Choir (grades 2-8).

CELL PHONES

Students who need to call home may do so by going to the school office and asking permission to make a call on the office phone. 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.

Students shall not possess or use remotely-activated paging devices while they are in school. Any cellular phone use, including text messaging, during the school day is prohibited. The use of camera phones to take pictures at any time is prohibited. If a parent needs to contact a student during school time, such communication shall be through the school's office. During normal school hours, all cellular phones shall be turned off. A child found with a cellular phone that is turned on during school hours shall be subject to discipline. Students who do not comply with these policies shall have their phones taken away until a parent/guardian comes to the office to retrieve the phone. Cell phone usage is permitted after school dismissal for students to contact their parent(s) only.

BIRTHDAYS

Students may enjoy a free dress-down day on or close to their birthday. For summer birthdays, designated days will be announced in June. Dress-down must be appropriate to the season and in appearance (e.g.: **No** spaghetti straps, "short" shorts or inappropriate images or sayings on front or backs of shirts). If children's birthdays are celebrated in school, children may bring a nut-free, individually wrapped treat (processed in a nut-free factory) to share with their classmates. All treats coming into the school must have a label of ingredients printed on it. Please be aware that many children have food allergies. A non-food treat such as a pencil or stickers may be a better choice for classes with many allergies.

UNLESS ALL OF ONE GENDER OR THE ENTIRE CLASS IS INVITED, BIRTHDAY PARTY INVITATIONS WILL NOT BE DISTRIBUTED THROUGH THE SCHOOL. PLEASE DO NOT ASK THE TEACHERS TO DO SO OR TO SHARE CLASSROOM PARENTS' EMAILS.

LOST & FOUND

The Lost and Found Bin is located outside the Nurse's Office. Items not claimed within one month will be donated to an appropriate agency.

PHOTOS/PUBLIC RELATIONS

Throughout the year, school programs, achievements and special events are given attention through any number of publications/literature such as the local area newspapers and the school website and Facebook. 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. If you do not want your child(ren) photographed, please check the appropriate box on the SBS Photo Permission Form. If parents/guardians or visitors are taking pictures of students/classes, they may NOT post them on social media. If you want pictures posted on the St. Bridget School Facebook page, the photo must be forwarded to Christina Cummings at ccummings@stbridgetschool.org. We have some students who are on the "No Photo List." The "No Photo Request" forms are legally binding. We appreciate your understanding and cooperation.

RELIGION PROGRAMS, SACRAMENTS AND SCHOOL MASSES

Students who are members of St. Bridget of Sweden Parish receive the Sacraments of Reconciliation and First Eucharist in GRADE THREE. 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 of Sweden Parish with their school classmates.

SCHOOL MASSES

School Masses are held weekly on Friday morning. Students' active participation is expected. Parents are expected to attend Sunday Mass with their children. The school can only reinforce what is valued and taught in the home. Adoration is every Friday afternoon. Teachers use their discretion on attending adoration with their class.

RECONCILIATION

Students will have the opportunity to go to confession during the school year, particularly during the holy seasons of Advent and Lent.

STUDENT MINISTRY

All students at St. Bridget School participate in Student Ministry where we strive to live our mission "to love one another" as Jesus has commanded. Community outreach programs and service projects are conducted on a monthly basis along with St. Bridget of Sweden Parish.

ARRIVAL AND DISMISSAL

If you drive your child to school, please enter by the north driveway from Main Street and proceed to the gated entrance by the field following the traffic pattern and directions of school personnel, exiting out to Cherry Street. Faculty will be present to greet the students and ensure that they get into the building safely. No one may interfere with the drop-off progress of the Cheshire Public school buses. Cheshire Public School buses have the right of way.

RIDERS' ARRIVAL for Kindergarten—Grade 8

All students will be dropped off on the side of the school adjacent to the baseball field no earlier than 8:30 a.m. Faculty will greet and direct students into the building.

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

- **NO STOPPING at the front entrance of the building;**
- **You may not drop your child at the front door;**
- No parking along curbs.

ARRIVAL FOR BUS STUDENTS

Students will enter the building through the Upper and Lower Wing doors with all Pre-K—Grade 8 arrivals.

LATE ARRIVAL

If you are late dropping off your child(ren), then you must walk your child(ren) to the Main Entrance. A school member will greet you at the door and direct the student(s) to his/her class.

DISMISSAL FOR RIDERS

When picking up children, you **MUST PARK YOUR CAR IN THE PARKING LOT IN THE DIRECTION OF THE CHURCH EXIT AND WALK to the designated pickup area** to meet your child. Then, walk your child to the car. No children may walk to a car unattended.

PRE- K

Pre-K will be dismissed from the designated area/lower wing courtyard at their designated 3:10 pick up time.

KINDERGARTEN - GRADE 3

Kindergarten through Third grade riders will be dismissed to the blacktop from the lower wing courtyard at 3:20 p.m.

- First Grade – Pick up at the Grade 1 designated area;
- Second Grade – Pick up at the Grade 2 designated area;
- Third Grade – Pick up at the Grade 3 designated area;

GRADE 4 - GRADE 8

Fourth through Eighth Grade riders will be dismissed to the sidewalk near the parking lot at 3:20 p.m.

- Fourth Grade – Pick up at the Grade 5 designated area;
- Fifth Grade – Pick up at the Grade 5 designated area;
- Sixth Grade – Pick up at the Grade 6 designated area;
- Seventh Grade – Pick up at the Grade 7 designated area;
- Eighth Grade – Pick up at the Grade 8 designated area.

We ask that parents wait until your child(ren) is dismissed by the classroom teacher. Teachers need to ensure that all students are safe and going home with their families. Teachers will only dismiss students at their designated area. You must inform any person authorized to bring or pick up your child of the arrival and dismissal procedures. **TRAFFIC AT THIS TIME IS A SERIOUS CONCERN**, follow all traffic patterns. Our children's safety is our primary focus.

DISMISSAL FOR BUS STUDENTS

Bus students will be dismissed to the gym until their bus arrives. Staff members will direct and guide them onto the buses. All buses exit through Cherry Street. **TRAFFIC AT THIS TIME IS A SERIOUS CONCERN**. Our children's safety is our primary focus. Follow designated traffic patterns and all bus safety rules. Parents may not park in the teachers' parking lot behind the Rectory nor in the Rectory driveway during school dismissal.

RETURNING TO SCHOOL AFTER DISMISSAL

On occasion, a student may have to return to school to pick up needed materials/resources. Student/parent/guardian must contact the school where the student will be met at the front doors by a member of the office staff.

BUS TRANSPORTATION

Bus transportation is provided to Cheshire residents (K-8) 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 (203.272.5860). 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 office and bus driver. In the event that there is no space on the bus for an extra rider, the parents will be notified.

Review the following bus rules with your child:

- Board the bus in single file;
- Students will sit from youngest to oldest from the front to the rear of the bus;
- 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.

Infractions of bus rules and regulations will result in a conduct slip issued by the bus company through the Transportation Department. These notices are sent to the Principal or Assistant 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.

SCHOOL SAFETY AND SECURITY

Our goal is to provide a safe and secure environment for our students, 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. Parents/guardians and 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.

SURVEILLANCE CAMERA POLICY

In order to promote the health, welfare, and safety of students, staff, administration, and visitors, video recording equipment has been installed on our parish and school grounds. The use of surveillance cameras is a component of our school safety and risk management with a goal of promoting and fostering a safe and secure learning environment for students and staff, ensuring the safety of visitors, and reducing the potential for loss or destruction of parish or school property.

Video surveillance cameras may be used or placed in both interior and exterior portions of the school campus and parish. These areas include, but are not limited to, visitor entry and exit areas as well as common interior and exterior areas. Video surveillance cameras will not be used where there is a reasonable expectation of privacy, such as restrooms, locker rooms, nurse's offices, lounges or private offices. The video surveillance cameras will not have audio capability.

The video surveillance cameras are capable of recording 24 hours a day. The parish/school administration reserves the right to determine when video surveillance is to be conducted. There should be no expectation that the parish/school will continuously monitor all videos. Consequently, the surveillance cameras cannot necessarily be relied upon to provide an immediate response when an inappropriate action occurs. The parish/school administration reserves the right to determine the period of time any video footage recorded by the surveillance cameras is to be maintained. Recorded video is available only to school administration, the pastor, or other authorized individuals. Any recorded footage will be stored in a secure place to ensure confidentiality with applicable laws.

Surveillance cameras may record acts in violation of the student code of conduct and/or other misconduct that occurs in view of the camera. The school reserves the right to use any images or video footage produced by the surveillance cameras as part of enforcement of school policy, and, where appropriate, disciplinary proceedings. Such video recordings may be released to proper officials.

SAFETY PLAN

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

LOCKDOWN

(announcement over PA—short term) – For both inside and outside threats immediate perimeter lockdown, 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 or to call their children during a crisis situation, unless notified through the media or called directly to do so.

WEATHER DRILLS

(announcement over PA) – severe weather drills are conducted regularly. Students should move to an interior section of the building away from windows and remain there until the threat is lifted.

STUDENT SAFETY

To ensure 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 (see Extended Day Program Rates in Appendix).

During outside recess, only SBS 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.

Parents are not permitted to wait in the halls outside their 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 of the school 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 school related which involves being with the students, it is **MANDATORY** that the VIRTUS PROGRAM (Protecting God's Children) must be completed before you can volunteer.

This program is offered at various times and online throughout the year and will be announced via the website and other avenues for school communications.

ATTENDANCE

Students must attend school punctually and regularly and conform to the attendance policies and procedures established by the school.

Students are to attend school unless there are valid reasons for absence(s) provided by the parent/guardian. Prolonged or frequent absence(s) 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 Main Office at 203.272.5860 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. Please make arrangements to have missed school work and assignments either sent home or picked up.

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 60 days in one school year is in jeopardy of retention at the discretion of the Principal and the classroom teacher.

VACATION WHILE SCHOOL IS IN SESSION

A vacation planned while school is in session is strongly discouraged. In such cases, teachers are not required to issue advance work, but may do so, depending upon their curriculum schedule. In any case, all work missed due to such an absence must be made up by the student within five (5) days of the student's return to school.

APPOINTMENTS

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 call or email the office. 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 p.m. 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.**

In order to minimize distractions and protect educational time, parents/guardians are to refrain from going to the classrooms/down the hallways/to the lockers at all times during the day.

TRUANCY

Students in kindergarten through eighth grade who have four (4) 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.

UNIFORM POLICY

ALL STUDENTS IN PRE-K THROUGH GRADE 8 MUST BE IN COMPLETE UNIFORM at all times, including traveling to-and-from school. Uniforms may be purchased through the Dennis Uniform Company.

DENNIS UNIFORM

(203) 795-1201

www.dennisuniform.com

School Code: WB00BS

PRE-KINDERGARTEN

Summer/Spring Uniforms are worn: May 1 - September 30

- Grey shirt with St.Bridget heat transfer
- Navy blue mesh shorts
- White/navy ankle socks
- sneakers

Fall/Winter Uniforms are worn: October 1 to April 30

- Grey shirt with St.Bridget transfer
- Navy blue sweatshirt with St.Bridget transfer (optional)
- Navy blue mesh shorts (optional under sweatpants)
- Navy blue sweatpants with St.Bridget transfer
- White/navy ankle socks
- Sneakers

BOYS GRADE K-5

Summer/Spring Uniforms are worn: May 1 - September 30

- White polo with St. Bridget transfer (long or short sleeve)
- Navy twill shorts or long pants (with or without pleats)
- Navy/Black/Brown belt
- Navy/white ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Fall/Winter Uniforms are worn: October 1 to April 30

- White polo with St. Bridget transfer (long or short sleeve) with one of the cold weather options listed below
- Navy Twill long pants (with or without pleats)
- Navy/Black/ Brown belt
- navy/white ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Cold weather option: October 1 to April 30

- Navy blue cardigan sweater with St. Bridget transfer
- Navy blue pullover sweater with St. Bridget transfer
- Navy blue sweater vest with St. Bridget transfer

- Navy Blue fleece vest with St. Bridget embroidery
- Navy blue fleece jacket with St. Bridget embroidery

GIRLS GRADES K-5

Summer/Spring Uniforms are worn: May 1 - September 30

- White polo/button-down blouse with peter pan collar (long or short sleeve)
- Belair plaid jumper
- Navy tights, leggings, knee high or ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Fall/Winter Uniforms are worn: October 1 to April 30

- White polo/button-down blouse with peter pan collar (long or short sleeve)
- Belair plaid jumper
- Navy tights, leggings, knee high or ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Cold weather option: October 1 to April 30

- Navy blue cardigan sweater with St. Bridget transfer
- Navy blue pullover sweater with St. Bridget transfer
- Navy blue sweater vest with St. Bridget transfer
- Navy Blue fleece vest with St. Bridget embroidery
- Navy blue fleece jacket with St. Bridget embroidery

*Girls may choose the same uniform as the boys at their grade level.

BOYS GRADE 6-8

Summer/Spring Uniforms are worn: May 1 - September 30

- Light blue Oxford (long or short sleeve)
- Navy twill shorts or long pants (with or without pleats)
- Navy/Black/Brown belt
- Navy ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Fall/Winter Uniforms are worn: October 1 to April 30

- Light blue Oxford (long or short sleeve)
- Uniform plaid tie
- Navy twill long pants (with or without pleats)
- Navy/Black/Brown belt
- Navy ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Cold weather option: October 1 to April 30

- Navy blue cardigan sweater with St. Bridget transfer
- Navy blue pullover sweater with St. Bridget transfer
- Navy blue sweater vest with St. Bridget transfer
- Navy Blue fleece vest with St. Bridget embroidery
- Navy blue fleece jacket with St. Bridget embroidery

GIRLS GRADES 6-8

Summer/Spring Uniforms are worn: May 1 - September 30

- Navy banded polo with St. Bridget transfer (long or short sleeve)
- Belair plaid skort worn at top of knee
- Navy tights, knee high or ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Fall/Winter Uniforms are worn: October 1 to April 30

- Navy banded polo with St. Bridget Transfer (long or short sleeve)
- Belair plaid skort worn at top of knee
- navy tights, knee high or ankle socks
- SOLID navy, black or brown shoes (options include bucks-style, Sperry and boat shoes)

Cold weather option: October 1 to April 30

- Navy blue cardigan sweater with St. Bridget transfer
- Navy blue pullover sweater with St. Bridget transfer
- Navy blue sweater vest with St. Bridget transfer
- Navy Blue fleece vest with St. Bridget embroidery
- Navy blue fleece jacket with St. Bridget embroidery

*Girls may choose the same uniform as the boys at their grade level.

SHOES

School shoes will be defined as shoes that have no more than 1 inch heel with laces, strap or slip-on. **NOT PERMITTED:** Clogs, slides, crocs, ballerina style shoes, sandals and slippers (with fur showing on the inside or outside which are appropriate for bedtime.) Shoes should be sturdy and comfortable.

GYM UNIFORM GRADES K-8

Summer/Spring Uniforms are worn: May 1 - September 30

- Grey shirt with St.Bridget transfer
- Navy blue mesh shorts
- White/navy ankle socks
- Sneakers

Fall/Winter Uniforms are worn: October 1 to April 30

- Grey shirt with St.Bridget transfer
- Navy blue sweatshirt with St.Bridget transfer (optional)
- Navy blue mesh shorts (optional under sweatpants)
- Navy blue sweatpants with St.Bridget transfer
- White/navy ankle socks
- Sneakers

HAIR ACCESSORIES

Head bands, barrettes or elastics should be plain black, brown, navy or uniform plaid. Items in uniform colors purchased at uniform stores are acceptable. Embellishments such as feathers, flowers, jewels, etc. are not allowed.

SPIRIT WEAR DAYS

School Spirit Days are the **first Tuesday of the month**. If, for any reason, there is no school on the first Tuesday of a given month, it will take place on the first Tuesday of the following month. Students may wear tee shirts or jackets (red fleece) that represent St. Bridget School, which include Student Council, Chorus, sports teams, etc. The remaining school uniform must be worn.

SPORT GAME DAYS AND SCOUTING DAYS

Players who have a game on a given day may wear their team jersey with their uniform.

For Boys and Girls that are members of Scouts at St. Bridget School, they may wear their vest, sash, or other article of clothing over their uniform.

DRESS DOWN DAYS

Free dress down days are given on a child's birthday. Summer birthdays will be given a designated day in June.

Other dress down days will be for the purpose of raising money for a needed cause.

Dress down clothing must be appropriate. No ripped jeans or spaghetti straps, no backless tops, no midriffs, tank tops should have straps that are the width of 3 adult fingers wide. Shorts and skirts may be just above the knee. Those families who purchased dress down passes at the 2022 Auction, same clothing rules apply and dates for usage will be assigned.

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. **All students are to wear their uniform shirts tucked-in. Girls and boys must wear hair styles that are moderate, sensible and adhere to the school guidelines. Hair color must be of natural color; no highlights are allowed.**

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, cover their ears, be up in a bun or ponytail, may not have defined lines (e.g.: long on top and shaved on the sides) and be above eyebrows.**

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 & ½" small hoops only - no dangling earrings. Boys are not permitted to wear earrings at all during school time. No tattoos or body piercings are permitted for any student.

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

LABELS

All uniform clothing 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.

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 AND ADMINISTRATORS

Parents are held to the same standard as students with regard to respect for teachers and Administrators. 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 POLICY

Grades Kindergarten through Eight

INTRODUCTION

Bullying is prohibited in all Catholic schools in the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

SCOPE OF POLICY

This bullying policy is to be applied to Kindergarten through Grade Eight at St. Bridget School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the "Expectations of the Student" section of this policy.

This policy will not apply to the pre-kindergarten program. It is recognized that these children are very young and are learning social skills. Unkind acts that occur at the pre-kindergarten level will be handled by the child's teacher. The teacher will work with the student, family and principal, or assistant principal (as needed) to address these situations.

DEFINITION OF BULLYING

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are repeated against the same student over time. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school. Bullying includes, but is not limited to, physical intimidation or assault, extortion, verbal or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

LOCATION

Bullying in violation of school policy must occur on school grounds or at a school sponsored activity (which includes transportation services). Conduct that occurs off-campus, e.g.: harassment over the Internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and negative impact on a student's academic performance or safety in school.

REPEATED MISCONDUCT

Bullying in violation of school policy must be "repeated against the same student over time." An isolated incident, however upsetting, is not "bullying" under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school's discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

RIDICULE, HARASSMENT, HUMILIATION, AND/OR INTIMIDATION

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

FORMAL COMPLAINTS

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal for administrative review and action.

INFORMAL COMPLAINTS

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the Principal for administrative review and action.

ANONYMOUS COMPLAINTS

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s), administrator(s) who receive the complaint. Should anonymity be requested, the Principal or his/her designee shall meet with the student, together with the student's parent/guardian, to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such a meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

STAFF RESPONSIBILITIES AND INTERVENTION

Teachers, administrators and other professional staff such as teacher's aides, the school nurse, and librarian who witness bullying, as defined above, shall promptly notify the Principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

INVESTIGATION OF COMPLAINT

Once a complaint has been reported, the Principal shall promptly investigate to determine if bullying has occurred. The Principal will review the log referred to in #17 of the "Expectations of the Student" section to also see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such a report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

CONSEQUENCES OF ACTIONS

Once the investigation is complete, the school Principal shall determine the consequences for the individual(s) on a case-by-case, age-appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying," as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the Principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

NON-DISCIPLINARY INTERVENTIONS

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

DISCIPLINARY INTERVENTIONS

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that is/are victims of the bullying acts, and will be issued an age-appropriate consequence. Community service may include, but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include detention, in-school suspension, suspension at home, and expulsion. An in-school/out-of-school suspension given as a result of bullying shall be reported to the Superintendent for Archdiocese of Hartford Elementary Schools, Office of Catholic Schools. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents and notifying law enforcement in the most severe cases. Out of respect for the student's privacy, either set of parents may not be given information concerning the disciplinary actions of other students.

EDUCATIONAL MEASURES

The faculty of St. Bridget School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. The Religion Program in grade K -8 will integrate issues about bullying behavior into the classes.

REPORTING OBLIGATIONS

Report to the parent or guardian of the student involved in acts of bullying:

If after investigation, acts of bullying by a specific student are verified, the Principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

Reports to the victim and his/her parent or guardian:

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

EXPECTATIONS OF THE STUDENTS

The administration and faculty of St. Bridget School expect the students of our school community to behave in a responsible and caring way both on- and off-the campus. The students shall:

- 1) Accept the leadership and authority of Principal, teachers and other staff members;
- 2) Cooperate with teachers and other students;
- 3) Cooperate with parent volunteers;
- 4) Be courteous;
- 5) Be honest in all class work and homework;
- 6) Use acceptable language;
- 7) Remain on school property until dismissed by a teacher or the Principal;
- 8) Be in the school building before or after school only with the permission of a teacher or the principal;

- 9) Be in proper school attire while on school property;
- 10) Show consideration and care for school property;
- 11) Complete all assignments on time;
- 12) Return any test or assignments requiring a parent's signature;
- 13) Obey all rules and regulations pertaining to transportation;
- 14) Assume responsibility for learning;
 - a) Be attentive in class
 - b) Come to school prepared and ready to learn
 - c) Be organized
 - d) Use time wisely
 - e) Cooperate with peers and teacher;
- 15) Refrain from bringing iPods, cameras, electronic games, or other valuable possessions to school except with special permission from a teacher and a parent;
- 16) The school will not assume any responsibility for such item;
- 17) Walk at all times, especially in the hallways and classrooms;
- 18) Follow the "Acceptable Use Policy" related to expulsion;
- 19) Students should eat and drink in designated areas such as the dining hall and classrooms;
- 20) Refrain from bringing to school or carrying anything that might be considered a weapon or dangerous such as matches, knives, guns, tobacco, alcohol, or illegal substances of any kind failure to comply may result in expulsion;
- 21) 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 and face possible exclusion from school.

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

1. Be assigned a writing assignment, such as a letter of apology, which may require a parent's signature;
2. Be removed from the class for a specified period of time;
3. Forfeit a portion of recess;
4. Be required to remain after school to complete work (parents will be notified);
5. Receive a detention;
6. Receive a Conduct Referral;
7. Receive an In-School Suspension;
8. Be suspended from the school;
9. Face expulsion;
10. Other.

EXPULSION

A student may be expelled from school when he/she: has engaged in conduct which constitutes a serious violation of school policy; is seriously disruptive of the educational process, which endangers persons or property; or has engaged in repeated violations of school policies, rules and standards of conduct; and when other means of discipline have failed. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence) are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion. This policy is intended to cover serious misconduct which occurs off school grounds and which does not directly involve the school but which can be harmful to the education process of the school.

OFF CAMPUS CONDUCT

The administration reserves the right to discipline the student for off campus behavior that is not in line with the behavior expectations of students during the course of the school day or that is detrimental to the reputation of the school. **This includes, but is not limited to, postings on social media, words and actions at sporting events, etc.**

CHEATING

Cheating will not be tolerated. This includes plagiarism. Students who choose to cheat, face a failing grade, detention, suspension, and/or expulsion.

HARASSMENT

St. Bridget School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment includes unwelcome sexual advances.

Verbal harassment includes derogatory comments, jokes, or slurs; it also can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

A student who harasses another student shall be disciplined and may be expelled from the school.

DETENTION SYSTEM

Detention will be given by a teacher or by administration for infraction of rules and school policies. Detention will be held as soon as possible for one hour (3:25 to 4:25). 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 parents may be by phone call and/or email.

Detentions are given when deemed necessary. Suspensions are extremely serious and are preceded by involvement of the Principal and the parents.

Any sports team member who receives a detention will forfeit the next practice or game.

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

The issuing of a third (3rd) detention within one (1) trimester 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 six (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. No remote learning will be permitted during an out-of-school suspension.

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 Pastor/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.

For all after school activities, both before and after school, all students must be under the direct supervision of a coach/activity moderator/or parent/guardian.

SEARCH AND SEIZURE

The principal/chief administrator and/or his/her designee may search student desks, lockers or personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug-detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

ACADEMIC POLICIES

St. Bridget School joins all Archdiocese of Hartford Schools in the Trimester system. The school year is divided into three (3) equal trimesters with mandatory Parent Conferences in the fall and optional conferences in the spring.

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 such as:

- 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-Parent 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.

PRE-K CURRICULUM

St. Bridget School offers a Pre-K 3 and a Pre-K 4 Program. Children may participate in either half- or full-day for three (3) days (Monday, Wednesday, Friday) or five(5) days a week.

The purpose of this program is to provide opportunities for learning for younger children in a nurturing environment where they can grow socially, spiritually, emotionally, intellectually and physically.

The Pre-K 3 Program allows for the continued growth from the home environment into the school setting. The growth of social and motor skills, development of self-concept and concept of others around them as well as the world, intellectual growth, and religious faith development of beliefs and understandings are stressed.

The Pre-K 4 curriculum is a kindergarten readiness program. It consists of a faith lesson, circle time, art and science projects, reading, writing and math readiness, and language arts. All are offered through concrete hands-on activities. Each week a letter of the alphabet is showcased with various activities such as cooking or baking an item that begins with the letter of the week. Special classes offered throughout the week include art, music, gym, Spanish, MakerSpace and library. The students become familiar with technology, using the SMART Board, iPads, robots and computers to enhance lessons and learning.

PRIMARY CURRICULUM

Academic success in the later years depends on having a good foundation in reading, writing, speaking, and math. These subjects are the core of the primary curriculum. Cross-curriculum teaching and integration of subjects unifies the primary grade learning for the whole child and recognizes each child as a unique gift from God with his / her own gifts and talents. Religion is taught as a core subject and integrated into all aspects of curricula.

Kindergarten through Grade 3, students progress through a basic and sequential reading program which includes all areas of language arts: phonics, reading, writing, grammar, spelling, vocabulary and oral language. Through grouping and the use of manipulatives, students develop the essential math skills and concepts needed for daily life and problem solving. Social studies include geography, world cultures, government, and community. Science provides a basic "hands-on" approach covering the areas of life, earth, and physical science. Skills are developed for exploration, problem solving and use of the scientific method.

All subject areas use technology as a major tool for engaging students in the material being taught and for learning to work independently. Students are taught to use word processing, spreadsheet, and presentation programs in conjunction with concept mapping, to write about and illustrate what they have learned. It is particularly helpful in this age group to allow students to work at their own pace.

The use of the Smart Boards®, age-appropriate devices/software and time in the MakerSpace give students an introduction into the ways technology can be used to practice the skills they need to succeed, find information they need, and share that information with others.

INTERMEDIATE CURRICULUM

The intermediate grades build on the foundation begun in the primary grades. The Religion curriculum for fourth grade emphasizes the 10 Commandments, while fifth graders study the seven sacraments. Both grades work on parts of the Mass, The Beatitudes, Works of Mercy, and Child Lures.

The Language Arts program teaches students to use a variety of techniques to progress from being able to write short paragraphs to a well-developed essay. The elements of a research paper are also introduced. In reading, students gain an appreciation and understanding of various literary genres: fiction, non-fiction, historical fiction, poetry, etc.

In math, students continue to use basic operations and skills are further developed using interactive learning tools, manipulatives, and cooperative grouping.

Social studies classes teach students about the history of the United States, including Native Americans, the birth of our nation and the regions of our country. Fourth grade students study the state of Connecticut. In geography, students learn how to interpret maps and charts. Civics and economics are part of social studies and integrate Catholic social teaching.

The science curriculum covers biological science, physical science, and earth science. Biological science is taught through the study of plants and animals and health and life structures. Physical science is taught through the study of matter, energy, sound and light. Earth science is taught through the study of conservation of energy, weather, oceans, the Earth and the solar system. Field trips for this grade level are related to the science and social studies curriculums.

Technology plays a big part in all areas. The use of the Internet, Smart Boards, Chromebooks, iPads and robots offer students ways to make the curriculum come alive. Concept mapping, word processing, presentation and spreadsheet programs give students the tools they need to complete their assignments.

MIDDLE SCHOOL CURRICULUM

Middle school students progress through each subject over the course of the three (3) years they spend there. All subjects move students from a basic understanding to a more advanced level to prepare them for high school. Students begin the day with a lesson in Religion and/or Family Life. Grade 6 studies the Old Testament, birth to aging and death in Family Life. Seventh graders learn about the symbols, rituals and sacraments and discover the value of deepening their relationship with Jesus. They discuss family relationships, values and virtues, and Christian Life as "Disciples of Jesus."

Eighth grade students discuss morality, church history, and becoming witnesses to their faith “as members of the Church.” They also take a trip to the Franciscan Life Center to participate in a team building program. All middle school students participate in other social action projects where they can share their faith with others.

In grammar, the students study parts of speech and their applications to writing. They are taught the seven parts of speech and the parts of sentences and their related structure. Students are required to demonstrate understanding of these key concepts and to apply acquired knowledge to their own writing through a variety of assignments and assessments. This course is cyclical and each of these concepts is repeated in Grades 6, 7, and 8. SAT writing prompts and document-based questions are assigned across the curriculum.

The Literature course covers a variety of genres and introduces the students to the concepts of short stories and novels, both fiction and nonfiction. Students are given an opportunity to respond to literature and discuss reactions. Students learn writing concepts and analyze various types of writing. In addition to the anthology, students are introduced to novel study appropriate to grade level. Some of the novels that have been studied are The Egypt Game, Johnny Tremain, and To Kill a Mockingbird. Students write across the curriculum and are encouraged to write in a variety of genres. Skills necessary to write a research paper are further developed and the subject matter is generally cross-curricular.

Sixth grade History class takes students back to ancient cultures of Egypt, Greece and Rome. Seventh graders begin the study of American History starting with the Colonial Period and ending with the Civil War. Eighth grade students study Reconstruction, World War I, The Great Depression, the Holocaust, WWII, Vietnam and current events. These subjects are brought to life with discussions, videos, WebQuests and 3D projects.

Seventh and eighth grade students travel the world in their geography classes. With extensive use of the internet and several guest speakers, they can learn about other cultures and actually see what life is like in other areas of the world. Seventh grade concentrates on Latin America and Europe while the eighth grade focuses on Russia, Asia, Africa and Australia. The culminating activity is participation in a Multicultural Fair at the end of the school year.

The mathematics curriculum is designed to help students develop self-confidence and recognize math as a necessary and daily life skill. The goal is to fully prepare each student for high school mathematics. Pre-Algebra (7th – 8th grade) and Algebra (8th) are offered for students who qualify. Students of all levels are encouraged to join our after-school MathCounts Club, which meets once a week and participates in a national math competition in February of each year. Sixth grade science students first learn what it means to be a scientist. They learn to use lab equipment while studying matter, the Periodic Table, energy and the organization of living things. Cells, heredity, bacteria, plants and the systems of the human body are the focus of seventh grade studies. They also learn about the Six Kingdoms and complete a Life Sciences project where they research a plant and then grow it from a seed. Eighth graders learn about forces and energy using simple machines. They also study the Periodic Table, the reactivity of elements, and the characteristics of matter and how they relate to energy.

All middle school grades learn Spanish. Classes focus on basic language skills (listening, reading, writing, speaking), grammar and the customs and culture of Hispanic countries.

Students in middle school develop advanced skills in computers, projectors, Smart boards, Chromebooks, and iPads to prepare and present their work. As time permits, they mentor students in the lower grades in the use of new technology.

HOMEWORK

On all levels, homework is an extension of classroom study and is an important phase of the school curriculum. Homework involves:

- Practicing new skills introduced in class;
- Reviewing skills to prepare for an assessment;
- Enriching background knowledge;
- Expanding or integrating learned knowledge.

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 (approximately);
- Intermediate (4, 5) - 60 minutes daily (approximately);
- Upper Grades (6, 7, 8) - 90 minutes daily (approximately).

Parents are asked to establish certain hours of the afternoon or evening when assignments can be completed without the distraction of television, computers 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 always do your best;
- All written work done in grades 4-8 is in cursive or typed.

GRADES 4-8

If a student fails to hand in required assignments, parents will be notified. Three (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

Kindergarten through 8th Grade Report Cards are distributed three (3) times each year: November, March and June. A parent-teacher conference is required for all full day students. Pre-K Progress Reports are issued in January and at the end of the year.

Parents may check progress of students via the EduConnect system for assignments and grades throughout the academic year. Information on logging into the system will be shared prior to the start of the school year. The first Report Card is issued directly to the parent during a parent-teacher conference held at the end of the first marking period, A Report Card envelope is sent home with each Report Card. This 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 (3) 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 CODES FOR PRIMARY GRADES 1—3

The purpose of grades is to assess and report learning. Grading practices must enhance, not hinder, teaching and learning (Policy 4.134). In the primary grades, the main purpose is to report progress of the development of the whole child: academically, socially-emotionally, and in terms of work skills/habits. The goal is to strengthen the home-school partnership and to inform parents concerning their child's progress in school. Teachers use classroom assignments, assessments, and observation of your child to determine progress made or how close he/she is to meeting criteria for grade level expectations. Each term, the teacher will report to parents/guardians of each student a numbered descriptor that best reflects this progress.

5 - Consistently exceeded grade level expectations for this term.

- This is not to be confused with an "A" This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level;
- Students at this level have mastered **95-100%** of the objectives taught at a mastery level;

4 - Consistently achieved developmentally appropriate skills and/or expectations for this term.

- This indicates consistent performance at achieving grade level mastery. This is where we would expect all students to achieve in a given grade level;
- Students at this level have demonstrated a mastery of **87-94%** of objectives taught.

3 - Approaching mastery of developmentally appropriate skills and/or expectations for this term.

- This indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level;
- Students at this level have demonstrated a mastery of **80-86%** of objectives taught.

2 - Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.

- This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area;
- Students at this level have demonstrated a mastery of **70-79%** of objectives taught.

1 - Difficulty meeting developmentally appropriate skills and/or expectations for this term.

- Indicates a student needs intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency;

- Consistent support and intervention strategies required to meet expectations;
- Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.

Incomplete work for this term.

- The students did not do enough work or submit enough work to assess a level of mastery;
- Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining as not yet achieved/met standard and may result in an incomplete or failing grade.

Descriptors

An Indicator of **5** is for a student who is consistently exceeding standards and specific objectives. Students receiving a **5** are being provided with extended learning opportunities to ensure intellectual growth. An Indicator of **4** shows the expectation of mastery and is the goal for students to receive by the end of the year in any subject area. A **4** indicates students are doing well and reaching or exceeding grade level expectations. A descriptor of **3** or **2** indicates areas where growth is possible. It should be perceived as an area where goal setting and extra focus/practice is needed. An Indicator of **1** indicates significant attention is needed. It is important for the teacher and student’s family to meet to discuss and devise intervention plans and support. If at any time you have any questions regarding your child’s performance in school, please contact your child’s classroom teacher. Parent/guardian support of their child’s journey during these formative and developmental years is truly appreciated by teachers and administration..

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 assessments in daily class work, tests, quizzes and homework.

A+ 100-98	B+ 89-87	C+ 79-77	D 69-65	F below 65, Failing
A 97-94	B 86-83	C 76-73		
A- 93-90	B- 82-80	C- 72-70		

HONOR ROLL

Students in 6th, 7th and 8th grades will be eligible for the Honor Roll based on the following criteria: High Honors – All A’s (no A-) and above; Honors – All A’s with no more than 1 B (no B-). Both levels of Honors assume satisfactory marks in all non-academic classes and satisfactory behavior in every area. In addition, any grade lower than a “B” or lower than “S” in a special shall negate honor roll status. In the event that a student receives all A’s and B’s including B- in all other academic areas, the status of honorable mention may be awarded.

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

Students in grade 7 meeting the minimum requirements are eligible to apply for membership in the National Junior Honor Society in the spring. Students must have a 94 average over the prior 3 trimesters, 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 National Junior Honor Society.

ACADEMIC PROBATION

Students whose grades fall below 65 are considered failing in that particular subject area. If the grade(s) is/are not brought up to a passing grade within a 2 week period, the student will be placed on academic probation. Students on academic probation will not be entitled to participate in extra-curricular activities before or after school.

STANDARDIZED TESTING

NWEA AND THE MAP GROWTH ASSESSMENT OF BASIC SKILLS AND COGNITIVE ABILITIES TEST

As required by the Archdiocese of Hartford, students in grades 3 through 7 are administered the NWEA and the Map Growth Assessment of Basic Skills and Cognitive Abilities test every spring. Students in grades 5 and 7 are administered the same test for their grade level during this same time period. A report summarizing student performance is included in the Spring of each year. Once the results are available, parents, if desired, can make an appointment to review individual student results with the school Principal.

CRITERIA FOR RETENTION

Students are promoted once a year based on the student's satisfactory completion of the grade requirements. Students having the ability to obtain passing grades, but not achieving them, will be considered for retention at their present grade level. If the administration, faculty, and parents/guardians agree that it would contribute positively toward the personal development and academic progress of the student, the child will be retained. 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.

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. All records are kept in a secure location and are safe from vandalism and other damage.

LIBRARY

All students in Grades Pre-K 3 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.

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 parents 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.

FINANCIAL CONCERNS

REGISTRATION

In- House Registration for returning students and siblings of returning students takes place in February for the following school year.

RETURNING ST. BRIDGET SCHOOL FAMILIES

A \$150.00 non-refundable deposit (applied to tuition) for each student and a \$50.00 non-refundable Registration Fee for each student.

NEW ST. BRIDGET SCHOOL FAMILIES

A \$300.00 non-refundable deposit (applied to tuition) for each student and a \$100.00 non-refundable Registration Fee for each student.

GRANTS TO BE APPLIED

1. **Sibling Grant:** For each additional child, a \$200.00 discount will be applied.
2. **Parish Grant:** To qualify for the Registered Catholic Grant of \$500.00, you must be a registered, **active and participating** parishioner of a Catholic Parish. A parish confirmation form signed by the Parish Priest, or designated person, must be submitted by January 1 of the current school year.

PAYMENT POLICY

1. Tuition is due and payable according to the Payment Option(s) selected on the Family Tuition Contract. Tuition that is not received by the due date will be considered delinquent, and the school reserves the right to assess penalties on delinquent accounts.
2. Tuition Assistance is available on a limited, individual basis. Any family in need of assistance should contact FACTs Management.
3. Under no circumstances may a student continue for a succeeding term if a satisfactory resolution of delinquent tuition has not been achieved. A satisfactory resolution means the full payment of the delinquent balance, or an arrangement agreed upon by the Pastor and Principal and the family, prior to the end of the marking period.
4. If a student is to be dismissed at the end of a marking period due to delinquency, the family will receive a letter from the Principal outlining the delinquency, collection, and communication efforts, and the student's last day (last day of the marking period). **It is the family's responsibility to respond in a timely manner directly to the Principal to prevent dismissal becoming final on the date indicated in the letter.**
5. Any checks returned for insufficient funds will be charged a processing fee.

6. Prior to any student re-enrolling at St. Bridget School for the next school year, all outstanding financial obligations *must be* met on a quarterly basis. **This includes tuition, before & after care, annual fundraising assessment fees and graduation fees, if applicable.**

REFUND POLICY

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

FUNDRAISING

All Families: In addition to tuition payments, each family enrolled at St. Bridget School must contribute or raise through select fund-raising activities \$275.00 yearly towards the Home and School Budget Assessment. This HSA fund-raising/assessment goes entirely into the cost of educating your children and is a vital part of our school's annual budget. This includes a \$25.00 Home and School Association (HSA) membership fee. The obligation can be paid in full or met through designated fund-raising activities sponsored by the HSA and must be satisfied in full by June 1st of the current school year. **It can also be added to your FACTS Account by contacting the school Office.**

PROGRAMS, ORGANIZATIONS & COMMITTEES

HOME AND SCHOOL ASSOCIATION

All parents and guardians of the pupils of St. Bridget School are members of the Home and School Association (HSA). HSA members are required to pay a yearly assessment fee of \$275.00 per family. Members are encouraged to participate in the organization's activities and attend monthly meetings.

The objectives of the Association are:

- To raise money (pre-determined in the Spring of the previous school year) as a line item in the school budget;
- 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

President: Lilia Bunick
Vice-President: Nicole Foss-Rugan
Secretary: Mary Beth Chamberlain
Treasurer: Bryan Meehan

HOME AND SCHOOL ASSOCIATION CONSTITUTION AND BY-LAWS

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 Center for Catholic Education and Formation. 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, advancement, strategic plan, 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.

SCHOOL BOARD CONSTITUTION AND BY-LAWS

Refer to Appendix 2.

ADVANCEMENT COMMITTEE

This committee provides assistance 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.

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 screenings and parental contact concerning health problems, care of minor illness and injuries, and assistance in health education. All students must have a State Health Form in their medical school record. This form is mandated by the state for students in Pre-K 3, Pre-K 4, 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 Monday through Friday during school hours.

IMMUNIZATIONS AND HEALTH SCREENINGS

St. Bridget School follows the Connecticut State Law mandates for immunizations, physical examinations and school screenings for vision, hearing, and scoliosis. Physical examinations by the child's physician are required for entry into the Pre-K program, Kindergarten, and 7th 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, 1, 3, 4 and 5. 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 into school. **PLEASE DO NOT SEND ANY MEDS IN TO SCHOOL 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 for 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) without medication.

If your child has a temperature of 100.5 degrees or above, has diarrhea, head lice (initial diagnosis) or any other contagious ailment, the child will be sent home. If a child vomits, accompanied with nausea and /or stomach pain 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 and contact your physician. 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 only check siblings and students who are complaining of an itchy scalp. Upon returning to school, the child must be examined by the school nurse before re-entry to 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.

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

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. 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. Long-term excuse from gym/recess requires a doctor's note. Re-entry to gym and recess requires a doctor's note.

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.

CHILD ABUSE AND NEGLECT

The identification and prevention of child abuse and neglect is of the utmost priority at St. Bridget School. All school personnel must abide by state law and Archdiocesan policy in regard to this subject. All school personnel and especially the Principal/Chief Administrators shall keep informed of their legal obligations under the law. Whenever there is a concern over legal requirements and obligations, the Superintendent must be contacted.

EXTENDED DAY PROGRAM

PURPOSE AND OBJECTIVE

St. Bridget School offers Before- and-After School Care for its students on a space-available basis. 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-confidence.

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 7:00 a.m. until 8:20 a.m. and from 3:20 p.m. until 5:30 p.m. **If your child is not picked up by 5:30 p.m., you will incur a late charge of \$5.00 every fifteen minutes you are late.**

The program does not operate if school is canceled due to inclement weather. If school opening is delayed 2 hours, the extension program is also delayed 2 hours (e.g.: if school is delayed until 10:50 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 administration has the authority to exclude the child from participation in the program.

A parent with a child with a medical condition requiring medication, needs to provide a separate set of medication for Extended Day.

If your child has food allergies, please send in a daily snack marked for Extension Time.

Extended Day will normally operate until 5:30 p.m. If there is an early dismissal for a holiday such as Easter, Thanksgiving or Christmas, Extended Day will operate until 4:30 p.m.

TECHNOLOGY

St. Bridget School Technology Acceptable Use Policy

St. Bridget School provides access to its network and school-owned computers, iPads, chrome books, etc., for use by students. We regard this as a privilege, not a right. In order to retain the privilege, students must follow the guidelines in this document, which serves as a contract between the school, students and parents regarding the use of these resources. All school equipment remains the property of St. Bridget School and must be handled and used in a responsible manner. Students who violate this policy may be subject to disciplinary action and/or financial responsibility for damaged equipment. Note: this policy is subject to change without notice.

The Network & Internet

The St. Bridget School network is to be used for educational and instructional purposes only. Prohibited uses of the network and internet include: 1)accessing inappropriate materials, 2)downloading programs or files (including mp3s), 3)illegal activities including violating copyright laws, 4)misuse of passwords, 5)jail-breaking or hacking, 6)bypassing network filters or using proxy sites,7) harassment, and 8)bullying.

Students may not share any personal information of their own, of any other students or of any faculty or staff member of St. Bridget School.

Student Responsibilities

Students are expected to take care of school equipment as if it were their own and adhere to the following:

- All equipment should be handled properly, taking care to protect screens on the laptops, Chrome books, and iPads.
- Books or other heavy objects should not be placed on top of laptops, Chrome books or iPads. Cameras, including those on tablets, may only be used under the direction of the teacher. They are not to be used to take inappropriate photos or videos.
- Devices with cameras may never be taken into restrooms.
- Photos/video cannot be taken of faculty, administration or other students without their consent during school hours or under school sanctioned events including the school bus. Under no circumstances may photos or videos be posted to the internet, Facebook, personal text messages, etc.
- Students may not interfere with the work of other students, threaten, harass, intimidate, or in any way violate the rights of others including students, teachers, administrators, or staff.
- Students may not establish any official representation of the school on the internet including creating websites or social media pages unless authorized by the Principal.
- Students must adhere to copyright laws and are not permitted to change or disrupt any settings on computers or, tablets, or the wireless network;
- Students may not use teacher computers;
- Students may not play computer games during class time unless the teacher has included a game in the lesson. When at school, students may not use their personal devices for personal or entertainment purposes of any kind during classes;
- Students may not download and/or display offensive messages or pictures or use offensive/obscene language;
- No food or drinks may be consumed when working on school equipment/devices;
- Student use of the network may be monitored or reviewed for appropriateness;
- Equipment belonging to students is subject to the same restrictions that apply to student devices owned by the school;
- Students are not to share their log-in information with each other or log onto any other student's account;

- Students are not to install unapproved software (apps, virtual machines, extensions, etc.) onto school devices/accounts;
- Students must fill out a technology form at the beginning of the school year detailing any issues they have with device(s) given to them for student use.

APPENDIX

APPENDIX 1 – ST. BRIDGET SCHOOL HOME & SCHOOL ASSOCIATION CONSTITUTION AND BY-LAWS

Article I NAME

The name of the organization shall be St. Bridget School Home & School Association, and shall be 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: The Executive Board shall consist of the Pastor/Priest-Director, the School Principal, the elected officers and the appointed committee members. The Pastor/PriestDirector 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 St. 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 the 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/ByLaws. The St. 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 – This committee works to plan and coordinate special events for the school community. These “Special Projects” include, but are not limited to, the opening school picnic, the Walk-a-thon (may be organized by a separate program head), the Memorial Day float, 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 through select fundraisers and activities. The fundraising committee schedules its most profitable fundraiser in the fall. 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 at the beginning of the year.
2. Open House for the start of Catholic Schools 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 – SAINT BRIDGET SCHOOL BOARD BY-LAWS



BY-LAWS FOR ST. BRIDGET SCHOOL BOARD

Adopted June 11, 2011

ARTICLE I

Name

The name of this body shall be the Saint Bridget School Board of Cheshire, CT hereinafter referred to as the "Saint Bridget School Board."

ARTICLE II

Mission

In conjunction with the Office of Catholic Schools, the mission of the Saint Bridget School Board is to further the advancement of excellence in Catholic school education for students at Saint Bridget School, in the town of Cheshire, CT by providing leadership, direction, and support.

ARTICLE III

Purpose and Function of the St. Bridget School Board

Section 1 Purpose: The Saint Bridget School Board is established by the Pastor of Saint Bridget Parish to be consultative to him and the school Principal. It shall make its recommendations after adequate hearing as determined by the Chair of the School Board and shall submit those recommendations in writing, or verbally, to the Pastor for approval.

Section 2 Function: The functions of the Saint Bridget School Board are to:

Be consultative to the Pastor and Principal on policies, programs, services, and strategic planning for Saint Bridget School

Conduct special studies and assignments as requested by the Pastor or Principal

Present Catholic schools to the public, to civic authorities, and to the Catholic community, as schools imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic

ARTICLE IV

Membership

Section 1 General Eligibility: Each member of the Saint Bridget School Board shall

Be at least 18 years of age

Have a genuine interest in Catholic school education

Be a credible witness of the Catholic faith; a member of a parish; or if non-Catholic, not be opposed to the tenets of the Catholic faith

Have the ability to work with others to achieve consensus

Have the ability to make the time commitment for meetings, committee work, and in-services.

Willing to maintain confidentiality and high level of integrity

Willing to support school philosophy and mission

Have a professional and personal life that is reflective of the teachings of the Catholic Church

Not be a member of the school staff, or the spouse, child, sibling, or parent of a staff member

Section 2 Number of Members and Representation: The School Board shall consist of no fewer than seven (7) members and no more than twelve (12) members. No more than two thirds of the members shall be parents of students currently enrolled in the school.

Section 3 Appointment: A member of the School Board shall be nominated by the Board and appointed by the Pastor for a term of three (3) years and may not serve for more than two (2) consecutive terms. The appointments shall be staggered equally over a period of three (3) years to provide for continuity of a majority of the membership from year to year. After a lapse of one year, a former member may then be reappointed. Any member of the School Board who cannot fulfill his/her obligation of office shall submit a letter of resignation to the Pastor through the Chairperson.

Section 4 Removal: The School Board may vote to recommend to the Pastor that a member be removed from the board for absences without advance notice. The Pastor may also remove an individual School Board member for cause.

ARTICLE V

Officers

Section 1 Officers: The officers of the School Board will be the Chairperson, Vice Chairperson, and Secretary.

Section 2 Chairperson: The Chairperson shall preside at all meetings of the School Board, shall make all committee appointments, shall prepare the agenda for all meetings of the School Board with the Principal (in collaboration with the Pastor as needed); and, in general, shall perform all duties pertaining to the office of Chairperson.

Section 3 Vice Chairperson: The Vice Chairperson, in the absence of the Chairperson, or at his/her request, shall perform the duties and exercise the functions of the Chair and, when so acting, shall have the authority of the Chair and shall perform such other duties as are delegated by the Chair.

Section 4 Secretary: The Secretary maintains written record of all acts of the School Board; handles all correspondence for the Board; preserves reports and documents; notifies members of date and time of meetings; distributes meeting agendas and committee reports at least seven (7) days in advance; distributes minutes following each meeting; e-mails materials if possible.

Section 5 Minutes: Minutes of all School Board meetings shall be prepared and filed at the School and forwarded to all board members.

Section 6 Election and Term of Office: Officers of the School Board shall be elected at the annual meeting and appointed by the Pastor for a term of one year. No officer may hold the same office for more than two consecutive years.

ARTICLE VI

Meetings

Section 1 Meetings: Regular business meetings shall be held at least four times per year from September to June or as otherwise decided by the School Board.

Section 2 Conduct of Meetings: The School Board shall operate in a spirit of collegiality, shall seek consensus, and shall conduct its business using "Robert's Rules of Order."

Section 3 Quorum: A majority of the full membership of the School Board shall constitute a quorum. Unless otherwise provided, when a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof.

Section 4 Policy Actions: The School Board shall not vote on recommendations regarding the adoption, modification, or rescission of a School policy at the meeting at which such policy adoption, modification, or rescission is introduced.

Section 5 Nominations: The Nominating Committee shall recommend nominees for the School Board to the Board, which shall make recommendations once consensus is reached to the Pastor for approval and appointment.

Section 6 Annual Meeting: The Annual Meeting of the School Board shall be held in June. That meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year; review and discussion of the school board self-assessment; and the recognition of those members whose terms have expired.

Section 7 Resignation: In the event of the resignation of a member(s), the remaining members shall appoint a replacement to fill the vacancy until the next annual election. The Nominating Committee shall meet to propose nominees from which the full Board shall make recommendations for appointment by the Pastor.

Section 8 Special Meetings: Special meetings of the School Board may be called at the discretion of the Chair, in conjunction with the Pastor, or, if the Chair is unable or refuses to act, by a majority of the members of the Board.

Section 9 Agenda: An agenda shall be distributed seven (7) days prior to the meeting. If any person, other than a Board member, wishes to present a matter to the School Board, that person must obtain the approval of the Chair prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing 2 weeks ahead and accompanied by an explanation of the item.

Section 10 Motions: After agreement on the wording of a motion is reached through consensus, a simple majority of those voting on a motion at a meeting at which a quorum is present shall constitute Board action on that motion.

ARTICLE VII

Committees

Section 1 Committee Membership: All School Board members are expected to serve on a standing committee. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the School Board Chair. The Chair shall assign committee memberships, including committee chairs, after consultation with the full Board.

Section 2 The School Board shall have the following Standing Committees:

A Strategic Planning Committee. The Strategic Planning Committee shall:

Assist in the development and annual updating of the long-range strategic plans and goals of the school.

B Advancement Committee The Advancement Committee shall:

Assist in the formulation and implementation of an advancement program, including public relations and marketing, fund development, alumni and constituency relations, and enrollment management.

C Finance Committee The Finance Committee shall:

Assist in developing the plans and means to finance the on-going educational program (i.e.: setting the tuition, negotiating the parish subsidy with the Pastor and parish finance council, developing the annual operating budget) according to the Archdiocesan format.

D Nominating Committee The Nominating Committee shall:

Recruit new members and develop a slate of eligible candidates, given to the Board Chair for discussion and consensus by the Board and submitted to the Pastor for appointment; orientate new members to the Board; facilitate election of officers; provide ongoing education for Board members.

Section 3 Ad Hoc Committees: The School Board may appoint such ad-hoc committees as it deems advisable and may discontinue the same at its discretion.

ARTICLE VIII

Periodic Review of By-laws

Section 1 At least once every five years, or more often if determined by the School Board, a review of the current By-laws shall take place.

ARTICLE IX

Amendments to By-laws

Section 1 Amendments: These By-laws may be amended by a simple majority of the authorized voting members of the Board and upon approval by the Pastor, provided that any proposed amendments shall have been presented in writing

to the Board at the regular meeting preceding the meeting at which such a vote will be taken. The Pastor, Principal, and School Board Chair will sign the amendments.

APPENDIX 3 – ASBESTOS LETTER TO PARENTS, TEACHERS AND EMPLOYEES OF ST BRIDGET SCHOOL

***** NOTICE *****

TO: All Parents, Teachers and Employees of St. Bridget School
FROM: Dr. Nancy E. Testa, Principal
DATE: August, 2022

In compliance with AHERA regulations, we are required to inform all parents, teachers and employees associated with St. Bridget School of the Asbestos Inspection Report and Management Plan.

This report/plan is on file at the school office and is available for review by any parent, teacher or employee during normal business hours of the day.

Please make your request for reviewing this file to the Principal.

It is required that this notice be sent out at the beginning of each school year. It does not indicate any new or serious concern at St. Bridget School.

APPENDIX 4 - SIGNATURE FORM – HANDBOOK

Please sign and return all signature forms to the school office by Friday, September 9, 2022. Every family MUST return this form.

I have read, understand the 2022–2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____ (Please Print)

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Parents and students must both sign.

SIGNED FORM DUE TO St. Bridget School Office by Friday, September 9, 2022.

APPENDIX 5 – TECHNOLOGY ACCEPTABLE USE POLICY SIGNATURE FORM

Students and parents must sign and return this page before the student will be permitted to use the school network and equipment.

Every student must read this section and sign below.

I have read, understand, and agree to abide by the terms of the St. Bridget School Acceptable Use Policy. I agree that in keeping with the mission, spirit and philosophy of St. Bridget School, any equipment provided to me by St. Bridget School is my responsibility, including iPads, Chromebooks, school laptops and MakerSpace equipment.. If any of the aforementioned equipment is damaged, I am responsible for repairs of the equipment. I agree to make good choices when I use school equipment and the network. I understand and agree that if I do not adhere to the rules in this document, my privileges may be revoked and disciplinary action may be taken against me.

Print Name(s) : _____

Signature(s): _____

Date: _____

A parent or guardian must read this section and sign below.

As parent or legal guardian of: (Print names of all children)

I have read, understand, and agree that he/she will comply with the terms of this Acceptable Use Policy. I understand that network access is being provided for educational purposes only. I also understand that the school will provide reasonable content filtering, but that it is impossible for the school to restrict access to all offensive and controversial materials. I understand my child's responsibility for making good choices and abiding by the rules set forth in this policy. I understand that if my child violates the policy, he/she may be subject to disciplinary action and financial responsibility for damaged equipment. I hereby give my permission for my child to use school computers and iPads and to have access to the computer network and internet.

Print Name: _____

Signature: _____

Date: _____

This form must be signed and returned by Friday, September 9, 2022 before your child can have access to technology in our school building and/or be assigned a device.

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE

St. Bridget School

2022 - 2023 School Calendar

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

Important Dates

25 - Staff PD
 26 - Staff PD
 29 - Staff PD
 K-8 Supply Drop Off
 30 - First Day for Grades K-8

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

Important Dates

1 - PreK Supply Drop Off
 2 - No School
 5 - No School - Labor Day
 6 - First Day for Pre K
 24 - HOPES Collection
 25 - HOPES Collection

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

Important Dates

05 - AOH Conference
 10 - No school - Columbus Day
 14 - Progress Reports K-8
 18 - Early Dismissal - Conferences
 19 - Early Dismissal - Conferences

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

Important Dates

04 - Early Dismissal - Staff PLC
 11 - No School - Veteran's Day
 13 - Discover NECS Begins
 19 - Discover NECS Ends
 23 - Early Dismissal
 24 - No School
 25 - No School - Thanksgiving

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
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Important Dates

01 - Trimester 1 Ends
 02 - Early Dismissal - Staff PLC
 08 - Report Cards Distributed Grades K-8
 22 - Early Dismissal
 23 - No School - Christmas Break Begins

January '23						
Su	M	Tu	W	Th	F	S
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Important Dates

02 - No School - Christmas Break Ends
 06 - Early Dismissal - Staff PLC
 16 - No School - MLK Jr. Day
 24 - Progress Reports PreK - 8
 29 - CSW Begins

School Hours

Pre-Kindergarten

Full Day: 8:50am - 3:10pm
 Half Day : 8:50am - 1:10pm

Kindergarten - Grade 8

Full Day: 8:50am - 3:20pm
 Half Day : 8:50am - 1:20pm

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- No School
- Faculty Reports (no school for students)
- Half Day
- First and Last Day of School
- Event - Check Weekly Newsletter for Time and Details