

# St. Bridget School

## Cheshire



## PARENT-STUDENT HANDBOOK

### 2025-2026

**ST. BRIDGET SCHOOL**

*A Ministry of Saint Bridget of Sweden Parish*

**171 MAIN STREET**

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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. St. 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 housed 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.

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 PreK class was offered, so that now both a PreK-3 and PreK-4 class were offered. 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. In the fall of 2009, the school was re-accredited by the New England Association of Schools and Colleges. For the 2013-2014 school year a second PreK-4 class was added.

On May 17, 2014 the Rev. Jeffrey 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 2017 the school received a grant from the Hoffman Foundation. With these funds, and additional funds raised by the generosity of the parishioners of Saint Bridget of Sweden Parish, the upper wing, (original building) had a complete renovation of the HVAC system. This enabled a new air conditioning and heating system. In 2019 the Hoffman Foundation awarded St. Bridget School another grant. This grant was used to continue to grow our one-to-one Chromebooks for all students in grades four through eight, and additional iPads were purchased for the lower grade students. Charging carts were also purchased and Smart Boards were continuously updated throughout each classroom in the school.

In the spring of 2019, Mrs. Catherine Szerszen was appointed to serve as principal. That fall, the school again received re-accreditation from the New England Association of Schools and Colleges. In the fall of 2019 due to health issues, the St. Bridget School community, with a heavy heart, wished Mrs. Szerszen well. Mrs. Marilu Rochefort, who served as assistant principal, was appointed as interim principal until the spring of 2020. For the 2019-2020 school year the position of intervention teacher was added full time.

On May 4, 2020, Dr. Nancy Testa began her tenure as principal. The school returned from the Covid 19 shut down in September of 2020. Families were offered the option of in person or remote learning for their students. The school was open all 180 school days.

The 2021-2022 school year brought an addition to our school when the computer lab was converted into a newly designed Makerspace to enrich STEM education. A third grant from the Hoffman Foundation was received in 2021 which was used for a complete renovation of the HVAC system in the lower wing.

During the summer of 2023, a second Pre K3 classroom was added. In order to accommodate this addition to the lower wing, our Makerspace classroom was relocated to a new space near the dining hall. This move was made possible thanks to the renovation of a nearby parish building. With the completion of that project, Father Romans was able to move the parish offices out of the school building, creating room for continued growth within our school community. As a result, we were provided with the space needed to add an additional Pre-K3 classroom, while also providing an improved location for our Makerspace program. We are deeply grateful for the collaboration and support of the parish, which allows our school to grow and better serve our students. A school counselor position was added starting in the fall of 2023. Dr. Testa led the school until June 30, 2024.

The current principal, Mrs. Angelita Kingston, began her tenure as principal on July 1, 2024. In the summer of 2024, the school acquired a weather station with a generous gift made in memory of Mr. Frank Loehmann from the John G. Martin Foundation. Through teacher instruction using the Global Learning and Observations to Benefit the Environment (GLOBE) Program, students will have the opportunity to participate in data collection and the scientific process and contribute meaningfully to our understanding of the Earth system and global environment.



The 2024-2025 school year celebrated the 30th year of the school. St. Bridget School continues to strive for excellence while attending to the spiritual, intellectual, social, emotional, and physical needs of our students.

The 2025-2026 school year will bring many wonderful additions and opportunities to our students. St. Bridget School is enhancing the Makerspace curriculum to include *Digital Literacy*, equipping students with essential skills for navigating and creating in a digital world. The space will foster creativity, collaboration, and hands-on learning in science, technology, religion, engineering, art, and math (STREAM). The 2025-2026 school year will also incorporate a SBS News broadcast within our 8th grade Makerspace program. This student-led school broadcast will provide real-time weather data straight from our school weather station, incorporating a unique connection between science, technology and communication.

## **OUR PATRON SAINT**

### **Saint 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 23<sup>rd</sup>. 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 VISION**

St. Bridget School will:

- develop faith-filled individuals through preserving and furthering its ministry in Catholic faith and traditions as a center of evangelization for students, families and teachers.
- create life-long learners by providing a challenging academic curriculum, integrating faith, culture, diversity and respect for life and the environment. Critical thinking skills and moral education are emphasized.
- offer its students leadership, service and social responsibility opportunities. Graduates of St. Bridget School will be productive, virtuous, compassionate global citizens and church leaders who have a positive impact on the lives of others.

## **SCHOOL CORE VALUES:**

To foster 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](http://www.stbridgetschool.org)

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

## **SCHOOL OFFICE HOURS**

**8:00 a.m. - 4:30 p.m. MONDAY THROUGH FRIDAY during the school year. Summer hours are 8:00-3:30 p.m.**

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. **The school asks that pick-up times occur prior to 2:30 p.m. as to not interfere with afternoon dismissal.**

## **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, FOX61 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.....9:00 a.m. - 10:40 a.m.

Kindergarten - Grade 8.....10:50 a.m. - 3:20 p.m.

Pre-K Full day.....10:50 a.m. - 3:10 p.m.

Pre-K Half Day .....Canceled

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

## **NOTES**

Please send a note or email to the office ([office@stbridgetschool.org](mailto: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 **FACTS**. 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 no later than 2:00 p.m. If the school does not receive your change of dismissal request by 2:00 p.m., students will be expected to do what they normally do after school (e.g.: be picked up by parents, take the bus, etc.). **All early dismissals must occur by 2:30 p.m.**

# **ADMISSIONS**

## **NOTICE OF NON-DISCRIMINATORY POLICY**

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

## **WAITING LIST**

In the event that a class reaches its maximum capacity, prospective students will be placed on a waiting list.

## **ENTRY REQUIREMENT**

### **PRE-K 3 PROGRAM**

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

### **PRE-K 4 PROGRAM**

To enter the Pre-K-4 program, students must reach the age of 4 by September 1<sup>st</sup>. Students must be toilet trained and no pull-ups can be worn.

### **KINDERGARTEN**

Kindergarten students must reach the age of 5 on or before September 1<sup>st</sup> of the school year in order to be automatically eligible to enroll in a school Kindergarten program. Before a student in grades K–8 can be formally enrolled, they are required to attend a shadow day during regular school hours. This visit allows the prospective student to spend time with peers in their current grade level and experience a typical day at the school.

### **GRADES 1-8**

Students must have successfully completed and received an accredited education from an educational institution to prepare them for the appropriate grade level of entry. Students may be assessed to assure that they are developmentally and academically prepared for appropriate grade placement. Before a student in grades K–8 can be formally enrolled, they are required to attend a shadow day during regular school hours. This visit allows the prospective student to spend time with peers in their current grade level and experience a typical day at the school.

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 formal 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.

## **TRANSFER STUDENTS**

Students may transfer into St. Bridget School at any time during the school year. Acceptance is based on space availability, readiness and willingness to assume the responsibilities outlined in this handbook, as well as the results of an entry assessment and successful completion of a student shadow day.

## **WITHDRAWALS**

An exit interview is available before a student is withdrawn and records are 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.....8:50 a.m. - 3:20 p.m.  
Pre-K Full Day.....8:50 a.m. - 3:10 p.m.  
Pre-K Half Day.....8:50 a.m. - 12:00 p.m.

## **EARLY DISMISSAL**

Kindergarten - Grade 8.....8:50 a.m. - 1:20 p.m.  
Pre-K Full Day.....8:50 a.m. - 1:10 p.m.  
Pre-K Half Day .....8:50 a.m. - 12:00 p.m.

## **DELAYED OPENING**

AM Extended Day Program.....9:00 a.m. - 10:40 a.m.  
Kindergarten - Grade 8.....10:50 a.m. - 3:20 p.m.  
Pre-K Full Day.....10:50 a.m. - 3:10 p.m.  
Pre-K Half Day .....Canceled

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 School offers an Extended Day Program. Children who are not picked up by 3:30 PM will be placed in the Extended Day Program to wait for their parents. Parents will be responsible for any associated fees.

## **SCHOOL PROPERTY**

Students are expected to respect all school property including textbooks, iPads, Chromebooks, laptops, computers, 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 in grades 4 – 8 will be assigned a locker for the year. 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 the guidelines stated above will result in disciplinary action.

## **LUNCH**

Children may bring their lunch to school or it may be purchased through our lunchtime food vendor.. Lunchtime behavior is carefully monitored. Students are to treat others respectfully and focus on eating their lunch. Each student is to clean up his/her own area and dispose of trash in the appropriate containers. Inappropriate and disrespectful lunchtime behavior may result in a student's removal from the lunchroom environment. The lunch menu can be accessed through the school website and the **FACTS platform**.

## **RECESS**

Students in Pre-K through 8th grade enjoy daily recess as part of their school day. This time provides an opportunity for students to play in designated areas and socialize with friends. All students are expected to be outside during recess unless they are under the supervision of a teacher or receiving care from the school nurse. During recess, students are expected to behave respectfully and follow established guidelines. Recess guidelines are posted in each classroom, and all students are encouraged to become familiar with the expectations for their grade level. Students who have difficulty respecting recess guidelines will be asked to spend their recess time indoors for reflection on their behavior. The amount of time and days will be determined by the classroom teacher and administration. Recess will take place outdoors when weather permits. Generally, outdoor recess will be held when the wind chill is 25°F or above.

## **SNACK**

Students may bring a snack and water bottle daily (water only, no soda, coffee, tea, hot chocolate, Gatorade, etc.). Snacktime will occur in the classroom. Snacks consumed in the classroom, including birthday treats for the class, should adhere to a no nut restriction. **Drinks outside of water must be consumed prior to entering the building.**

## **LABELS**

All uniform clothing and personal items, including lunch boxes, should be clearly labeled with your child's name. This helps prevent confusion over ownership, and also allows lost items to be returned.

## **BOOKS**

**All books must be securely covered with book covers at all times.** Our textbooks are purchased to ensure students are provided with the most effective, engaging, and current curriculum materials. We ask that these books be treated with gratitude and respect as they are quite costly. Students are responsible for lost or damaged books. **Parents/guardians will be responsible for replacing any school materials damaged by a student.** In addition, all students must carry their books to and from school in an appropriate backpack.



## **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 scheduled throughout the school year to provide students with valuable educational and cultural experiences beyond the classroom. Families will receive advance notice of upcoming trips, and all students are encouraged to participate. To attend, students must return the official permission slip provided by the school. For safety and accountability, we are unable to accept handwritten notes or verbal consent. Field trips are considered a privilege. Students must meet academic and behavioral expectations in order to participate. If a student is unable to attend, arrangements will be made for them to spend the day in another classroom. Each trip has a limited number of chaperone spots based on the venue and student age, as determined by the teacher and administration. All chaperones must be VIRTUS-trained and background checked. In cases where more parents volunteer than needed, chaperones will be selected through a lottery system. To allow more families the opportunity to participate, parents who have already chaperoned a trip during the school year may not be selected again unless additional chaperones are needed.

## **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

Members of St. Bridget School's Athletic 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. 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 disciplinary action will forfeit the next practice, game, or club meeting. Any further infractions will result in missing a week of designated athletic or extra-curricular activities. Students with repeated disciplinary action will be removed from an athletic team or extra-curricular activity.**

Extra-curricular activities include, but are not limited to, Student Council, National Junior Honor Society, Chess Club, Robotics Club, Rosary Warriors, Debate Club, Instrumental Band and Children's Choir (grades 4-8).

The Extracurricular Code of Conduct for athletics and extracurricular activities will be enforced with all students participating in any and all school activities (e.g.: sports, after school clubs) whether school is in session or the offense occurs on or off school property or a school-related event.

- Students will be courteous and respectful to everyone at all times;
- Students are expected to maintain appropriate behavior on all social media platforms;
- Students are expected to follow the school's code of conduct. Failure to do so will result in disciplinary measures related to the student's participation in extracurricular activities.
- Students in grades 4-8 are required to maintain a C average to participate.

## **CELL PHONES/ELECTRONICS**

**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 devices (e.g.: smart watches, Apple watches, etc. for texting and or communicating) while they are in school. Any remote/cellular phone use, including text/voice messaging, during the school day is prohibited. The use of any device 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. Per diocesan guidelines, all cellular phones/any electronic devices including smart watches, must be **turned off** and placed in lockers/cubbies during normal school hours. Cell phone usage is permitted only after school dismissal when the student is off school property. Students who do not comply with these policies shall have their phone/electronic device taken away until a parent/guardian comes to the office to retrieve the phone/electronic device.

## **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. Students should dress in clothing appropriate for a parish school. If children's birthdays are celebrated in school, children may bring a nut-free treat to share with their classmates. Please be aware that many children have food allergies. Students may distribute invitations to classmates if all classmates are invited. **Out of respect for privacy, teachers are unable to share family contact information.**

## **LOST & FOUND**

The Lost and Found Bin is located in the Main Office. Items not claimed within one month will be donated to a charity organization.

## **PHOTOS/PUBLIC RELATIONS**

Throughout the school year, St. Bridget School celebrates student achievements, programs, and special events through various forms of communication, including local newspapers, our school website, and our official Facebook page. These efforts allow us to share the many positive aspects of a St. Bridget School education with both our school families and the wider community. Publications may be shared in different ways depending on their purpose and audience. For example, printed materials might be mailed to current families, alumni, and alumni parents, while other content may be publicly accessible through our website or local media. To ensure we respect the preferences of all families, we ask that you indicate your wishes regarding photography by completing the **SBS Photo Permission Form**. If you prefer that your child(ren) not be photographed or included in any publicity, please check the appropriate box on the form. These preferences are legally binding and will be strictly followed. Please note that while parents/guardians and visitors are welcome to take photos at school events, we kindly ask that these images not be shared on social media out of respect for all students' privacy. If you would like a photo to be considered for posting on the official St. Bridget School Facebook page, please email it to Mrs. Gina Alden at [galden@stbridgetschool.org](mailto:galden@stbridgetschool.org). We appreciate your understanding and cooperation in helping us keep all students safe while celebrating their school experiences.

## **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, or on Holy Days of Obligation. Students' active participation is expected. Parents are encouraged 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 loves us." Community outreach programs and service projects are conducted throughout the year in conjunction with St. Bridget of Sweden Parish, as a model of faith in action.

# 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. Drivers may not interfere with the drop-off progress of the Cheshire Public school buses. Cheshire Public School buses have the right of way.

## **ARRIVAL for Pre K Students**

Parents must park and walk their Pre-K children to the door at the end of the courtyard across from the athletic field where teachers/aides will meet the children. Only park in designated parking spaces and please use extreme caution while walking through the parking lot. Exit by joining the dropoff line and exiting through Cherry Street.

## **RIDERS' ARRIVAL for Kindergarten — Grade 8**

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

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

- **For safety reasons there should be no stopping at the entrance of the building.**
- **Please do not drop your child at the front door. This could result in an accident.**
- No parking along curbs and/or in designated fire lanes.
- Respect and follow all traffic signs on the school/church property.
- **The school is a no-idle zone. Please do not leave your car running.**
- **Please do not leave a minor child unattended in the car.**

## **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 - Revised**

When picking up children, you **MUST PARK YOUR CAR IN THE PARKING LOT AND WALK DIRECTLY TO THE SIDEWALK ADJACENT TO THE SCHOOL**. Once on the sidewalk, walk to the gated area of the side driveway of the school. The students will be dismissed from the designated areas marked on the side driveway near the field. Please enter and walk to the designated pickup area to meet your child. We ask that parents wait until your child(ren) is dismissed to you, (or the designated person picking up) 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 pick up your child of the dismissal procedures. Upon your child being dismissed, please walk your child to your car or vehicle.

*\*Children may not walk to a vehicle or playground unattended.*

**PLEASE UTILIZE THE SIDEWALK ADJACENT TO SCHOOL TO RETURN TO YOUR VEHICLE AND ONLY CROSS THE PARKING LOT PERPENDICULAR TO YOUR VEHICLE AREA IN AN EFFORT TO ELIMINATE PEDESTRIAN TRAFFIC IN PARKING LOT.**

TRAFFIC AT THIS TIME IS A SERIOUS CONCERN, please follow all traffic patterns. Our children's and your safety is our primary focus. PM traffic will be allowed to exit out from Main Street. **ALL TRAFFIC SHOULD EXIT VIA THE SOUTH EXIT NEAR THE CHURCH ONTO MAIN STREET.**

### **Pre K**

Pre-K will be dismissed from the designated area/lower wing courtyard at their designated 3:10 pick up time. **ALL TRAFFIC SHOULD EXIT VIA THE SOUTH EXIT DRIVEWAY NEAR THE CHURCH ONTO MAIN STREET.**

### **KINDERGARTEN - GRADE 3**

Kindergarten - Grade 3 students will be escorted out the lower wing doors to the side driveway near the field. They will walk within the closed gated area to the designated area labeled by grade level. Parents should meet their child at their designated line.

### **GRADE 4 - GRADE 8**

Fourth through Eighth Grade riders will be dismissed out the middle school doors utilized for morning drop off. They will be escorted to the side driveway near the field and will walk within the closed gated area to the designated area labeled by grade level. Parents should meet their child at their designated line.

## **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 child(ren)'s safety and that of their fellow passengers is in the hands of the Cheshire Public Schools' 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;
- 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 and disciplinary action by the school.**

# **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**

To support the health, safety, and well-being of students, staff, administration, and visitors, video surveillance equipment has been installed throughout the St. Bridget School and parish grounds. The use of this equipment is an integral part of our safety and risk management plan, with the goal of fostering a secure learning environment, protecting individuals on campus, and helping to prevent damage or loss of school or parish property.

Surveillance cameras may be installed in both interior and exterior areas of the school and parish campus. These may include, but are not limited to, main entrances and exits, as well as common areas inside and outside the buildings. Cameras will not be placed in areas where there is a reasonable expectation of privacy, such as restrooms, locker rooms, the nurse's office, staff lounges, or private offices. All cameras are video-only and do not record audio.

Cameras may operate 24 hours a day; however, the school and parish administration reserve the right to determine when surveillance is active. It is important to note that video feeds are not continuously monitored, and therefore, surveillance footage should not be relied upon for real-time response to incidents. The administration also reserves the right to determine the length of time surveillance footage is retained, based on the needs of the school and in accordance with applicable laws.

Access to recorded footage is restricted to school administration, the pastor, and other authorized personnel. All recordings are stored securely to maintain confidentiality and compliance with privacy regulations.

Surveillance footage may capture violations of the student code of conduct or other inappropriate behavior. The school reserves the right to use such footage as part of any disciplinary investigation or enforcement of school policies. When appropriate, video recordings may be shared with legal authorities or other 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 emergency/emergency drills, 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. This is for everyone's safety.

## **WEATHER DRILLS**

(Announcement over PA) – severe weather drills are practiced 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 St. Bridget School students, parent volunteers, and school personnel are permitted on the playground.

## **VISITORS**

Visitors are welcome at 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 in the building at dismissal. This can be 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. Thank you for your support.

## **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 students, it is MANDATORY that the VIRTUS PROGRAM (Protecting God's Children), as well as a background check must be completed before you can volunteer. The VIRTUS program is offered online. When you have successfully completed the training, you will receive a Certificate of Completion via email. Please send in a copy of the certificate for the school's file.

\*Confidentiality is very important and expected in respecting student privacy.

## **ATTENDANCE**

**Students must attend school punctually and regularly, as well as conform to the attendance policies and procedures established by the school. It is expected that students arrive in time to prepare and enter the classroom by 8:50 for prayer.**

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 voicemail). 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 half the school day in order to be counted present for a full day. Students who are not present for half the school day 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.

## **ABSENTEE POLICY**

**When a child is absent, the parent/guardian must call the school office by 9:30 a.m. each day of the absence. Parents may also send a note in advance or report the absence in person on the day of the absence.**

- **Level 1 Absences:** The first 9 absences will be **excused** with a note, in person notification or phone call from the parent/guardian.
- **Level 2 Absences:** Absences of 10 or more will be excused, with a note from the parent/guardian (and in some cases will require additional documentation), in the following instances:
  - **Student illness**, with a note from an appropriately licensed medical professional who can verify all student illness absences, within 10 days of absence.
  - **Student's observance of a religious holiday.**
  - **Death in the student's family** or other emergency beyond the control of the student's family.

- **Mandated court appearances**, to include additional documentation such as a police summons, a subpoena, a notice to appear or a signed note from a court official.
- **The lack of bus transportation** that is normally provided by the Town.
- **Extraordinary educational opportunities** pre-approved by school administrators.

It is important to note that while the first 9 absences in a school year can be deemed excused for any reason by the parent or guardian, the 10<sup>th</sup> and subsequent absences establish a more stringent and specific set of reasons to qualify as excused.

In cases where a student's extended absence crosses levels, the rules should be applied as if there were two separate absences, one under Level 1 and the other under Level 2. (For example, if a student is absent for 5 days on a family vacation and those absences represent days 7 through 11, absences 7, 8 and 9 would fall under Level 1 and can be accepted as excused; absences 10 and 11 would fall under Level 2 rules and would not be considered excused.)

For absences due to student illness, Level 2 students must either provide a signed note from a medical professional (within 10 days of the absence) who has evaluated the student, can confirm the absence and provide an expected return date, or have the school nurse verify the student's absence with the medical professional treating the student.

If a student is absent for 5 consecutive days or more due to illness, a doctor's note for the absence is required upon the child's return.

Any child exhibiting symptoms of severe cold, fever, flu, diarrhea, or vomiting should be kept at home until the symptoms have been gone for 24 hours. **Parents must follow health protocol guidelines with regard to illness and travel.**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times, so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Students must be in school for half of the school day to be counted in attendance.

Excessive absences can cause a student to be retained in the current grade for another year.

Schools will make every effort to work with parents to address chronic absences and tardiness. If improvement in attendance does not occur, chronic absences or tardiness may be viewed as educational neglect and, as such, result in a report to the Department of Children and Families.

## **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 whenever possible.** 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. Students must be signed out before 2:30. **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 2:30 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. On early dismissal days students should be dismissed by 12:30.**

## **TRUANCY**

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 SHOULD BE IN COMPLETE UNIFORM at all times, including traveling to and from school.** We partner with three uniform providers, for your convenience: Blake's Uniform, Tommy Hilfiger Global Schoolwear, and Lands' End School Uniforms.

## BLAKE'S UNIFORM

203.375.5901

[www.blakesschooluniform.com](http://www.blakesschooluniform.com)

## TOMMY HILFIGER SCHOOL UNIFORMS

877.825.2860

<https://www.globalschoolwear.com/school/STBR02>

## LAND'S END

800.963.4816

<https://www.landsend.com/shop/school/>

## **PRE-KINDERGARTEN (Pre-K students are expected to wear gym uniforms daily)**

### **Summer/Spring Uniforms are worn: May 1 to September 30**

- Gray T-shirt with SBS logo (short sleeve) Navy blue mesh shorts with SBS logo
- Navy/white ankle socks
- Sneakers (No light up sneakers, please)

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

- Gray T-shirt with SBS logo (long or short sleeve)
- Navy blue sweatpants with SBS logo
- Navy blue sweatshirt with SBS logo (optional)
- Navy blue zip-up fleece with SBS logo (optional)
- Navy blue mesh shorts with SBS logo (optional under sweatpants)
- Navy/white ankle socks
- Sneakers (No light up sneakers, please)

## **BOYS: GRADE K-5**

### **Summer/Spring Uniforms are worn: May 1 to September 30**

- White or **light blue** polo shirt with SBS logo (long or short sleeve) - **New Addition 2025**
- 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 or **light blue** polo shirt with SBS logo (long or short sleeve) - **New Addition 2025**
- 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)
- **Additionally, one of the Cold Weather Options listed below:**

### **Cold Weather Option: October 1 to April 30**

- Navy blue cardigan sweater with SBS logo

- Navy blue pullover sweater with SBS logo
- Navy blue sweater vest with SBS logo
- Navy blue fleece vest with SBS logo
- Navy blue fleece jacket with SBS logo

## **GIRLS: GRADES K-5**

### **Summer/Spring Uniforms are worn: May 1 to September 30**

- White polo or 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 or 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)
- **Additionally, one of the Cold Weather Options listed below:**

### **Cold Weather Option: October 1 to April 30**

- Navy blue cardigan sweater with SBS logo
- Navy blue pullover sweater with SBS logo
- Navy blue sweater vest with SBS logo
- Navy Blue fleece vest with SBS logo
- Navy blue fleece jacket with SBS logo

## **BOYS: GRADE 6-8**

### **Summer/Spring Uniforms are worn: May 1 to September 30**

- **Light blue polo with St. Bridget logo - New Addition 2025**
- Light blue Oxford shirt (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)
- **Grade 8 boys have the 8th grade privilege of wearing black conservative Converse or Vans, or navy, black or brown “HEYDUDE” shoes (No slippers or fur on shoes, please).**

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

- Light blue Oxford shirt (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)
- **Grade 8 boys have the 8th grade privilege of wearing black conservative Converse or Vans, or navy, black or brown “HEYDUDE” shoes (No slippers, please)**

- **Additionally, one of the Cold Weather Options listed below:**

#### **Cold Weather Option: October 1 to April 30**

- Navy blue cardigan sweater with SBS logo
- Navy blue pullover sweater with SBS logo
- Navy blue sweater vest with SBS logo
- Navy blue fleece vest with SBS logo
- Navy blue fleece jacket with SBS logo

### **GIRLS: GRADES 6-8**

#### **Summer/Spring Uniforms are worn: May 1 to September 30**

- Navy blue polo with SBS logo (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)
- **Grade 8 girls may have the 8th grade privilege of wearing black conservative Converse or Vans, or black or brown “HEYDUDE” shoes (No slippers, please)**

#### **Fall/Winter Uniforms are worn: October 1 to April 3**

- Navy blue polo with SBS logo (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)
- **Grade 8 girls may have the 8th grade privilege of wearing black conservative Converse or Vans, or black or brown “HEYDUDE” shoes (No slippers, please)**

#### **Cold Weather Option: October 1 to April 30**

- Navy blue cardigan sweater with SBS logo
- Navy blue pullover sweater with SBS logo
- Navy blue sweater vest with SBS logo
- Navy blue fleece vest with SBS logo
- Navy blue fleece jacket with SBS logo

### **GYM UNIFORM: GRADES K-8**

#### **Summer/Spring Uniforms are worn: May 1 to September 30**

- Grey T-shirt with SBS logo
- Navy blue mesh shorts with SBS logo
- Navy/white ankle socks
- Sneakers

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

- Grey T-shirt with SBS logo (long or short sleeve)
- Navy blue sweatpants with SBS logo
- Navy blue sweatshirt with SBS logo (optional)
- Navy/white ankle socks
- Sneakers

## **HAIR ACCESSORIES**

Headbands, barrettes or elastics should be plain black, brown, navy or uniform plaid. Items in uniform colors purchased at uniform stores are acceptable. Embellishments are not allowed, unless for cultural reasons.

## **SPIRIT WEAR DAYS**

School Spirit Days are scheduled and are posted on the school's website/calendar. Students may wear t-shirts or jackets that represent St. Bridget School, which include Student Council, Chorus, sports teams, etc. The remaining school uniform should be worn. Hats should not be worn out of respect for our school and church, unless otherwise indicated.

## **SPORT GAME DAYS AND SCOUTING DAYS**

Players who have a game on a given school day may wear their team jersey, or team shirt, with their school uniform. Hats should not be worn out of respect for our school and church, unless otherwise indicated.

For boys and girls that are members of Boy or Girl 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.

Additional dress down days will be for ministry and charity fundraising.

Dress down clothing should be appropriate. All clothing should be appropriate for a parish school. Families who purchased dress down passes at the 2025 HSA Auction should follow the same guidelines. These dates are announced during the school year.

## **GROOMING**

All students are expected to be well groomed during the school day. Uniforms should be clean, neat and in good condition. All students are to wear their uniform shirts tucked-in. Girls and boys should wear hair styles that are conservative and adhere to school guidelines. Hair color should be of natural color. Colored highlights are not permitted. Boys hairstyles should not touch their shirt collars, cover their ears, be up in a bun or ponytail, and may not have defined lines (e.g.: long on top and shaved on the sides). Hairstyles should fall above the eyebrows.

Girls in grades six through eighth may wear **very subtle and natural looking** make-up only. Girls who have pierced ears are allowed to wear one pair of earrings (studs and small hoops only). Boys are not permitted to wear earrings during school days, unless for cultural reasons. Tattoos or body piercings are not permitted for any student.

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



# DISCIPLINE

At St. Bridget school, we believe that every student deserves to learn and grow in a space that supports their spiritual, emotional, physical, and academic development. Students, families and staff should work together to create a school environment where everyone feels safe, respected, and valued. Our classrooms are places of learning, curiosity, and discovery. Teachers are committed to making each classroom a welcoming and engaging space where students can thrive. We count on every student to contribute to this environment by showing kindness, respect, and self-control.

Positive behavior helps everyone succeed. When we treat each other with care and take responsibility for our actions, we build a stronger school community. To keep our school safe and supportive for all, serious behaviors such as physical aggression, biting, bullying (including online), and hurtful language (including racial or ethnic slurs) are not acceptable and will be taken very seriously. These actions may result in immediate out of school suspension to protect the well-being of all students.

## **RESPECT FOR TEACHERS AND ADMINISTRATORS**

Parents are held to the same standard as students with regard to respect for teachers, administrators and students. Enrollment of the child in the school implies a partnership between the school and the parents/child. We believe in a strong partnership between home and school, built on mutual respect and collaboration. In rare cases where this partnership cannot be maintained, families may be asked to consider alternative educational options that better support the needs of the child and the school community.

### **1.214 STANDARDS FOR SCHOOL PARENTS AND GUARDIANS**

#### *POLICY*

*Approved: September 1, 2009*

The education of the child is a partnership between the parent and the school. It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, and/or the partnership is irrevocably broken, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

#### *PROCEDURE*

*Approved: September 1, 2009*

*Revised: May 13, 2013*

Instances that may result in an irrevocable parent/school relationship include: a parent requires an inordinate amount of the teacher's or administrator's time, a parent refuses to accept the discipline meted out to his/her child, or a parent or child refuses to follow school rules/code of conduct.

If a parent/guardian disagrees with school corrective action or discipline and responds by directing the child not to speak with administration or appropriate school staff without their consent, this would constitute an irrevocable breach of trust and result in the school administration requiring the parent to withdraw their child from the school.

Parents/Guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children, and are encouraged to participate actively in the life of their parish or faith community.

## **5.101 ADMISSION OF STUDENTS**

### *POLICY*

*Approved: September 1, 2009*

*Revised: 2018*

The schools of the Archdiocese of Hartford admit qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of Hartford do not discriminate on the basis of race, color, ancestry, national and ethnic origin, or sex, except in the case of single sex schools, in the administration of educational policies, admission policies, and scholarship and loan programs.

Because of limits in their resources and programs, all schools of the Archdiocese of Hartford may not be able to provide an appropriate education to all students with special needs.

Preference for admission shall be given to students of the Catholic faith.

### *PROCEDURE*

*Approved: September 1, 2009*

*Revised: May 17, 2010; 2018*

The school's admission policy shall be clearly written in the Parent-Student Handbook.

The Principal/Head of School/President shall ensure that the school abides by the non-discriminatory policy regarding students and publish such policy in the school's Parent-Student Handbook.

Each applicant and his/her parents/guardians shall have a pre-admission interview with the Principal/Head of School/President or his/her designee.

High school territorial marketing areas established by the Center for Catholic Education & Formation will be maintained only for visits by the high schools to Catholic elementary schools and by Catholic

elementary school students to the high schools. High schools may pursue all other marketing efforts without regard to the territorial guidelines, but with a sensitivity to each secondary school's home town.

The school should make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition, and make an equally strong effort to make sure that those who are able to pay tuition do so.

Admission criteria shall vary from school to school, depending upon the objectives of the school, its resources, and the type of community served. Each school is encouraged to have a recruitment program. Schools may consider the following priorities for student admission:

#### Elementary and Middle School

1. Catholics who have brothers and sisters attending the school;
2. Catholic students from the parish(es) sponsoring the school;
3. Catholic students from other parishes in the Archdiocese of Hartford;
4. Catholic student from parishes outside the Archdiocese of Hartford;
5. Students whose parents/guardians are alumni of the school;
6. Non-Catholic who have brothers and sisters attending the school; and
7. Other non-Catholic students

The decision of the Pastor is final.

All new students are accepted on a conditional basis. If it is determined that the placement is not beneficial, or that the resources available to the school are not complementary for the student to meet with success, parents will withdraw the student. Tuition will be refunded on a prorated basis. Non-refundable fees are not considered tuition and thereby will not be refunded.

#### **5.501 STUDENTS CODE OF CONDUCT**

##### *POLICY*

*Approved: September 1, 2009*

Each school must have its code of conduct and discipline procedures published in the parent/student handbook.

**In enrolling a child at a Catholic school, parents acknowledge that the administration may engage in discussion with their child about matters pertaining to behavior and/or academics without prior parental notification.**

Parents are not entitled to knowledge of or access to academic, disciplinary, health, financial or other records of another student enrolled in the school.

*PROCEDURE*

*Approved: September 1, 2009*

*Revised: May 17, 2010*

The school Principal, with the assistance of the faculty and the input of parents, must develop a code of conduct and disciplinary procedures based on Catholic values and the dignity of the human person. The purpose of the code of conduct is to develop sound moral character, responsibility, and citizenship.

Students may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school.

In registering and enrolling in the Catholic school, parents/guardians agree to comply with and support disciplinary decisions as outlined in the school's discipline policies and abide by the published Code of Conduct.

**5.201 STUDENT ATTENDANCE**

*POLICY*

*Approved: September 1, 2009*

Schools shall adhere to the statutes established by the Connecticut Department of Education regarding school attendance. The responsibility for compliance with this law belongs to the parent(s)/guardian(s) of the child. Students must attend school punctually and regularly and conform to the attendance policies and procedures established by the school and outlined in the parent/student handbook.

The school is required to keep an accurate record of attendance, tardiness, and absences.

A student not physically present at school, excused or unexcused, is marked absent.

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian.

If a truancy problem cannot be solved by the Catholic school authorities, the Department of Children and Families (DCF) shall be notified. Excessive or chronic tardiness and absences may also be reported to DCF.

*PROCEDURE*

*Approved: September 1, 2009*

*Revised: May 17, 2010, 2018*

A student's attendance must be recorded on the term report card and on the student's permanent record each year.

Local school policy shall determine when other absences or tardies are to be excused. With the exception of some medical cases, students are responsible for all work missed, and are subject to the local school policies for determination of whether absences are excessive, and to determine what consequences shall be enforced.

When a student fails to produce a required excuse, or when there is a reason to question the validity of the excuse, the Principal or appropriate administrator should investigate the situation. In some cases, conferences or referral to a guidance clinic may be helpful.

An excused absence does not mean a student shall not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent.

All written excuses shall be kept on file for one school year.

The attendance record must be kept on file for a minimum of fifty years and then destroyed.

Perfect attendance should not be a distinction that merits special recognition. Students may not participate in any school-sponsored event if they are not in school on the day of the event without express permission of the principal or chief administrator.

#### **New Policy: CHRONIC ABSENTEEISM, TARDINESS and TRUANCY**

Schools shall adhere to the statutes established by the Connecticut Department of Education regarding chronic absenteeism, tardiness and truancy.

Chronic absence is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out-of-school suspensions, and in-school suspensions that last more than one-half of the school day.

Truancy is a term that generally refers to four unexcused absences in one month or 10 unexcused absences in a school year. Responses to truancy are usually about school rule compliance and can lead to court intervention. Connecticut General Statutes (C.G.S.) Section **10-198a (b)(1) and (2)**

*A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Students are absent when serving an out-of-school suspension or expulsion.*

#### ***Excused Absences***

*A student's absence\* from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school and meets the following criteria:*

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and*
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:*
  - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);*
  - 2. student's observance of a religious holiday;*
  - 3. death in the student's family or other emergency beyond the control of the student's family;*
  - 4. mandated court appearances (additional documentation required);*
  - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or*
  - 6. extraordinary educational opportunities pre-approved by school administrators.*

#### *Unexcused Absences*

*A student's absence from school shall be considered unexcused unless they meet one of the following criteria for excused absences or meets the definition of a disciplinary absence.*

Chronic attendance could result in a student being retained in a grade level and/or not offered or rescinded registration for the following year, at the discretion of the Principal/Chief Administrator in consultation with the Superintendent.

## **BULLYING POLICY**

### **Grades K-8**

#### **INTRODUCTION**

Bullying is prohibited in all Catholic schools in the Archdiocese of Hartford. 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 goes against the core value of our mission statement, "to love one another as Jesus loves us." It diminishes respect for each person's dignity, does not align with our school's mission, and takes away from the safe, caring, and supportive environment every student deserves.

## **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 addressed in the "Expectations of the Student" section of this policy.

This policy will generally not apply to the pre-kindergarten program. 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 act 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. 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, racial slurs, 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.

## **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 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 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**

Any staff member who witnesses 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.

All 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. All staff members 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 item seventeen as listed on page 43 under "Expectations of the Student" section. Investigation of alleged bullying may 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.



## **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/guardians of any child involved will be notified of any consequences.

## **EDUCATIONAL MEASURES**

St. Bridget School faculty will incorporate age-appropriate lessons on the harm, culture, and injustice of bullying into the curriculum. The Religion and Choose Love programs in grades K–8 will address bullying as part of their regular instruction.

## **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 of any findings and inform them of the consequences.

### ***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. The specific disciplinary consequences imposed and reflected in the student’s educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

## **STUDENT EXPECTATIONS**

- The administration and faculty of St. Bridget School expects all students of our school community to behave in a responsible and caring way both on and off-the campus. The students shall:
- Accept the leadership and authority of principal, teachers and other staff members;
- Cooperate with teachers and other students;
- Cooperate with parent volunteers;
- Be courteous;
- Be honest in all class work and homework;
- Use acceptable language;
- Remain on school property until dismissed by a teacher or the principal;
- Be in the school building before or after school only with the permission of a teacher or the principal;
- Be in proper school attire while on school property;
- Show consideration and care for school property;
- Complete all assignments on time;
- Return any test or assignments requiring a parent's signature;
- Obey all rules and regulations pertaining to transportation;
- Assume responsibility for learning;
- Refrain from bringing iPods, cameras, electronic games, or other valuable possessions to school except with special permission from a teacher and a parent;
- Walk at all times, especially in the hallways and classrooms;
- Follow the "Acceptable Use Policy" related to expulsion;
- Students should eat and drink in designated areas such as the dining hall and classrooms;
- Refrain from bringing to school or carrying anything that might be considered a weapon or dangerous item. 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:
  - Be assigned a writing assignment, such as a letter of apology, which may require a parent's signature;
  - Be removed from the class for a specified period of time;
  - Forfeit a portion of recess;
  - Be required to remain after school to complete work (parents will be notified);
  - Receive an In-School Suspension;
  - Receive an Out-of-School Suspension
  - Face expulsion;
- 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. Incidents of physical assault, such as bullying or verbal abuse does not align with our schools mission statement and may result in disciplinary action.

## **OFF CAMPUS CONDUCT**

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 not aligned to the mission 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 and inappropriate use of AI. Students who make these choices may receive a failing grade, detention, or suspension.

## **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.

**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.

Harassment of another person shall not be tolerated and will result in serious disciplinary action.

## **DETENTIONS**

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

**Any sports team member who receives disciplinary action 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.

## **SUSPENSION**

Any suspension (i.e., in-school or out- of-school) automatically excludes a student from participation in extracurricular activities for a period agreed upon by the principal and coach or advisor.

## **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 administration 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, bullying, and/or the use of drugs, such a student is subject to expulsion at the discretion of the Pastor/Principal. **Conduct, inside or outside school, that is detrimental to the mission of the school can/may result in suspension or expulsion at the discretion of the principal.**

## **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 to search lockers if a situation requires.

# ACADEMIC POLICIES

St. Bridget School joins all Archdiocese of Hartford Schools in the trimester system. The school year is divided into three equal trimesters with mandatory parent & teacher 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 fostering a positive climate of high expectations for all students.
- By grades, which reflect the degree to which students demonstrate their mastery of subject matter;
- By the presence of formative and summative assessments requiring students to demonstrate their mastery of content and skill before receiving a diploma;
- By high school admissions requirements, which reinforce elementary/middle school standards;
- Through Parent/Guardian Student Handbook which states religious, academic, social/emotional, and behavioral expectations;
- By the content of all written and oral communication;
- By close monitoring of student progress within a carefully planned and articulated program;

## **HOMEWORK**

Homework is an extension of classroom study and is an important process in review and retention of skills.

Homework involves:

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

Homework 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 encouraged to extend learning at home. Twenty minutes of independent reading is encouraged each night. The amount of time a student is expected to spend daily on homework varies from grade level to grade level:

- Primary Grades (1, 2, 3) - 30 minutes daily (approximately);
- Intermediate Grades (4 & 5) - 60 minutes daily (approximately);
- Middle School Grades (6, 7, 8) - 90 minutes daily (approximately).

To support student success, parents are encouraged to help their children develop consistent homework routines at home. Setting aside a quiet, focused time each afternoon or evening free from distractions, can greatly improve concentration and academic growth. This dedicated time should be used not only for completing assignments, but also for reviewing material, reading, studying for assessments, or engaging in enrichment activities. Each teacher will share specific homework expectations at the beginning of the school year, and these general practices are designed to support those guidelines while promoting lifelong learning skills.

## **REPORT CARDS**

Kindergarten through 8<sup>th</sup> Grade report cards are distributed three 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 with students in grades 4-8 may check progress of students via the FACTS 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. Additionally, report cards are sent home in a white St. Bridget School envelope which requires a parent/guardian signature.

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

## **MARKING SYSTEM CODES**

### **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 and school partnership and to inform parents regarding 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 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.

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.

## Grades 4-8

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 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades will be eligible for the Honor Roll based on the following criteria:

- High Honors – All A's (no A-'s and above.
- Honors – All A's and three B's (with no B-'s).
- (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.)
- Honorable Mention - All A's and B's with one C
- No U in Specials to qualify for any honors

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 MAP (Measures of Academic Progress) Assessment

As required by the Archdiocese of Hartford, students in grades 3 through 8 are administered the NWEA (three times/school year—fall, winter and spring). 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 classroom teacher or school principal.



## **CRITERIA FOR RETENTION**

Students are promoted once a year based on the student's satisfactory completion of the grade level requirements. If the administration, faculty, and parents/guardians agree that it would contribute positively toward the social and emotional development and academic progress of the student, the student may be retained.

## **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 should 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 up.

Books are loaned for one week and may be renewed once. A student whose book is late or missing may not borrow another book. If a book is not returned after one month, it will be considered lost. Parents and guardians will be charged the cost of the book. The same applies to books that are damaged beyond repair.

# FINANCIAL OBLIGATIONS

## **REGISTRATION**

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 \$150.00 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 HSA fundraising assessment fees, and graduation fees.)**
7. ***Before student records can be released to another school all outstanding financial obligations must be resolved. (This includes tuition, before & after care, annual HSA fundraising assessment fees, and graduation fees.)***

## **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**

**Co-Presidents: DeAnna Riggi and Marissa Fusco**

**Vice-President: Melissa Durkee**

**Secretary: Lyndsay DellaVecchia**

**Treasurer: Claudia Imperati**

## **HOME AND SCHOOL ASSOCIATION CONSTITUTION AND BY-LAWS**

Refer to Appendix 1.

## **SCHOOL COUNCIL**

The St. Bridget School Council 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 Council 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 Council 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 Council may contact the principal, the pastor, or the chairperson of the council.

## **SCHOOL COUNCIL CONSTITUTION AND BY-LAWS**

Refer to Appendix 2.

# **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 7<sup>th</sup> grade.

Out-of-state transfer students are required to show evidence of a physical completed within twelve months prior to registration. Out of state 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, and 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 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. *For the safety of all students, please do not send any medication into school with your child.*

The school nurse will not administer Tylenol or Advil unless the child has their own 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. 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:** To support the health and well-being of all students and staff, we kindly ask that parents keep children home when they are exhibiting symptoms of illness, such as persistent coughing, sneezing, or a runny nose. Not only can these symptoms be uncomfortable for the child, but they may also pose a risk to others in the school community. We encourage families to allow their child to rest and recover fully at home before returning to school. Students should return only when symptoms have noticeably improved and they are well enough to participate in the school day.

Please advise the nurse of all **allergies** such as 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, however, will not be permitted to participate. 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, they may not participate in any after-school activity.

## **INSURANCE & ILLNESS OR INJURY**

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 participation during 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.

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of 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, age appropriate movie, 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 and emotional development are stressed in order to reinforce positive self-confidence.

## OPERATING POLICIES

St. Bridget School's 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, administration may result in a student's dismissal from 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. Only on the four early dismissal days for the Thanksgiving, Christmas, Easter holidays, and last day of school Extended Day will operate until 2:30 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. Students are required to follow the guidelines as outlined in this document. This 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 or bullying.

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

### **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/videos 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.
- For students in grades 6-8 with 1-1 devices, must have a cover or sleeve.

# 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 hereafter referred to as the HSA.

### Article II PURPOSE

The HSA is a non-profit organization. It shall be organized and operated for the following purposes. 1. To provide a means of communication between the school and parents. 2. To provide social/cultural/educational activities for the students and their families. 3. To raise funds for Saint Bridget School to the amount as predetermined each year by the school administration.

### Article III MEMBERSHIP

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

### Article IV OFFICERS

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

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

Section 3 – Election: A.- Nominations for a slate of officers shall be solicited from the HSA membership. B.- Executive Board shall send a written ballot to all HSA members. C.- Elections will be held yearly.

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

Section 5 – Whenever a vacancy occurs during the school year in any office, except the 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 safekeeping 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 Director and principal are non-voting members. Section 2 – The Executive Board shall exercise general supervision over the affairs and undertakings of the organization and shall meet once a month during the school year as agreed upon by all. Section 3 – The Executive Board may consider and formulate plans in the interest of the organization. Any major decisions, or any alterations, in the Constitution and By-Laws must be brought to a vote by the general membership and passed 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, the election may be voice-voted.

**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 letters 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 COUNCIL BY-LAWS



### BY-LAWS FOR ST. BRIDGET SCHOOL COUNCIL

Adopted June 11, 2011

#### ARTICLE I

##### Name

The name of this body shall be the St. Bridget School Board of Cheshire, CT hereinafter referred to as the “St. Bridget School Board.”

#### ARTICLE II

##### Mission

In conjunction with the Office of Catholic Schools, the mission of the St. 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 St. 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 St. 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 St. 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: Angelita Kingston, Principal

DATE: August 23, 2025

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 – VOLUNTEER CONFIDENTIALITY POLICY**



**ST. BRIDGET SCHOOL**

**171 Main Street**

**Cheshire, CT 06410**

### **PARENT VOLUNTEER CONFIDENTIALITY POLICY**

#### **CONFIDENTIALITY STATEMENT FOR PARENT VOLUNTEERS AT ST. BRIDGET SCHOOL**

**The parents of St. Bridget School (SBS) must fully understand, support and adhere to the confidential nature requested of all parent volunteers when they volunteer to assist when school is in session and/or students are present.**

**For SBS to promote an effective and safe school environment, all parent volunteers who assist in classrooms, Main Office, dining hall, recess, or in any other school-related event, will pledge to act accordingly during their time volunteering. This will include, but is not be limited to, classroom parties, HSA events and assisting at lunch and recess.**

## APPENDIX 5 – TECHNOLOGY ACCEPTABLE USE POLICY



### **Student Agreement:**

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 and/or replacement of the equipment. I agree to make safe, wise choices when I use school equipment and the network. I understand and agree that if I do not adhere to the guidelines in this document, my technology privileges may be revoked and result in disciplinary action.

### **Parent/Guardian Agreement:**

I have read, understand, and agree that my child will comply with the terms of this Technology 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 and digital citizenship protection through the use of the GoGuardian Filtering Program to ensure students thrive with streamlined web filtering, classroom management, and harm prevention. I understand my child's responsibility for making wise choices and abiding by the guidelines 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.

APPENDIX 6 - SBS PARENT & STUDENT HANDBOOK SIGNATURE FORM, VOLUNTEER CONFIDENTIALITY SIGNATURE FORM AND TECHNOLOGY ACCEPTABLE USE POLICY SIGNATURE FORM



Please sign and return this signature form to the school office by **Friday, September 12, 2025**. Every family **MUST** return this form. Any student who does not have a signed form on file with the Main Office will not be issued a device nor be allowed to access any network or online learning sites. In addition, any parent or guardian who does not have a signed SBS PARENT & STUDENT HANDBOOK SIGNATURE FORM, VOLUNTEER CONFIDENTIALITY SIGNATURE FORM AND TECHNOLOGY ACCEPTABLE USE POLICY SIGNATURE FORM on file with the Main Office will not be allowed to volunteer at all school events or in the classroom when school is in session.

My signature of the SBS PARENT & STUDENT HANDBOOK SIGNATURE, VOLUNTEER CONFIDENTIALITY SIGNATURE, AND TECHNOLOGY ACCEPTABLE USE POLICY SIGNATURE FORM indicates I have read, understand the 2025-2026 Parent/Student Handbook, the Confidentiality Policy For Parent Volunteers at St. Bridget School, and the Technology Acceptable Use Policy and agree to follow the school policies and procedures as stated.

*I have read, understand the 2025–2026 Parent/Student Handbook and agree to follow the school policies and procedures as stated.*

Family Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Parents/guardians and students must both sign.)**

SIGNED FORM DUE TO **St. Bridget School Office** by **Friday, September 12, 2025**

**APPENDIX 7 –Kindergarten Requirements for Enrolling into Kindergarten**



## **Saint Thomas Seminary**

**Center for Catholic Education and Formation**

**New England Catholic Biblical School**

**Diaconate Candidacy**

### **2025-2026 Requirements for Enrolling in a Kindergarten Program**

The Connecticut General Assembly has raised the minimum age for automatic entry into public school in Connecticut. Specifically, Section 1 of Public Act 23-208, states that children will need to turn five on or before September 1 of the school year in order to be automatically eligible to enroll in a school kindergarten program.

As a private school that receives federal Title funding, we must also comply with Section 1 of Public Act 23-208.

**The AOH Catholic early childhood programs will comply with the following state mandates:**

- Enrolling students for the 2025-2026 school year:
  - Students must be five years of age by September 1 to enter Kindergarten.
  - Students must be four years of age by September 1 to enter PK 4.
  - Students must be three years of age by September 1 to enter PK 3.

# St. Bridget School, Cheshire

## 2025 - 2026 School Calendar

August '25						
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						
25-27: Staff PD Days 27: Pre-K-Grade 8 Supply Drop Off Day:1:00-3:00 28: First Day of School for All Students						

September '25						
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				
1: No School for Labor Day 9: Back-To-School Information Night for Middle School 16: Back-To-School Information Night for PreK - 5						

October '25						
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	
1: No School for Archdiocese PD 9: Progress Reports Disbursed 10: Early Dismissal for PD 13: No School for Indigenous Peoples/Columbus Day 16-17: Early Dismissal for K-8 Conferences						

November '25						
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						
7: Early Dismissal for PD 13-14: PreK Conferences 16-22: Discover Catholic Schools Week 24: End of the First Trimester 26-28: No School - Thanksgiving Break						

December '25						
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			
2: Band and Choir Concert 5: Report Cards Distributed for K-8; Early Dismissal for PD 16: Christmas Pageant (K-3) 18: Christmas Pageant Snow Date 23: Early Dismissal - Christmas Break Begins 24-31: No School - Christmas Break						

January '26						
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
1-2: No School - Christmas Break 16: Progress Reports Distributed (PreK-8) 19: No School - MLK Jr. Day 25-31: Celebrate Catholic Schools Week						

<div>February '26</div> <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>1</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr></table> <div>13: Early Dismissal Day for PD 16-17: No School - Presidents' Day</div>							Su	M	Tu	W	Th	F	S	1	2	3	4	5	6	1	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	<div>March '26</div> <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table> <div>6: End of Trimester 2 12-13: Report Cards Distributed (K-8); Early Dismissal Days (PreK- 8) Parent/Teacher Conference Days 20: Early Dismissal for PD 24: No School: Archdiocese of Hartford Catholic Educators Mass &amp; Celebration</div>							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					<div>April '26</div> <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table> <div>2: Early Dismissal for Holy Thursday 3: No School for Good Friday 6-10: No School - Spring Break 24: Progress Reports Distributed for Trimester (K-8) 28: Band and Choir Concert</div>							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		
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No School
  Early Dismissal
  Faculty Reports (no students)
  First/Last Day of School
  Special Event



