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NEASC ACCREDITED

# PARENTS'/STUDENTS' HANDBOOK 2019-2020

## *School Mission*

*Saint Bridget School: A Catholic community that encourages love of God, respect for all, and academic excellence.*



\*\*Significant changes noted via highlight

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## **MISSION STATEMENT**

*Saint Bridget School: A Catholic Community that encourages love of God, respect for all, and academic excellence.*

## **PHILOSOPHY OF SAINT BRIDGET SCHOOL**

SAINT BRIDGET SCHOOL IS A CATHOLIC ELEMENTARY SCHOOL WHO'S BASIC PHILOSOPHY IS STEEPED IN CATHOLIC TRADITION.

Beyond this, and in partnership with the family and local church, we are dedicated to the formation of committed, well informed Christians whose emotional, intellectual, cultural and spiritual development make them aware of the value and dignity of all people, regardless of race, sex, color, creed or ethnic origin. The value of work, in all its forms, is also taught as contributing to the betterment of society.

Through the proclamation of the gospel message, the students are made to appreciate the importance of following the example of Jesus. In this light we are better able to establish a faith community, which is motivated towards encouraging prayer, worship and service.

The students are also given an understanding of their service obligations in order that they will become responsible and ethical adults who are better able to serve all of humanity.

### **EDUCATIONAL OBJECTIVES:**

1. To develop a committed, well informed Christian
2. To equip students with knowledge and training, encompassing exposure to technology, where appropriate and available, which will help prepare them for the future
3. To make students aware of the world around them and to encourage them to be promoters of peace and justice
4. To promote a sense of civic responsibility necessary for good citizenship

## **ADMISSIONS POLICY**

Saint Bridget School espouses a policy that admits students of all religions, ethnic origins, race, color, gender or national origin in the administration of educational policies.

Registrations for new students are accepted during our bi-annual Enrollment Open Houses. Incoming enrollment acceptance decisions are not made until after In-house re-registration is conducted in January of the current school calendar year.

In accordance with the general laws of Massachusetts, the town of Abington has set the mandatory minimum age for school attendance as follows:

1. A child entering Preschool must be 3 years old by August 31<sup>st</sup>.
2. A child younger than 3 years of age may enter the Preschool program upon turning 3, as long as it is before December 31<sup>st</sup>. Said child will be required to repeat a year of Preschool in order to be 4 years of age to enter Pre-Kindergarten.
3. A child entering Pre-Kindergarten must be 4 yrs old by August 31<sup>st</sup>.
4. A child entering Kindergarten must be five years old by August 31<sup>st</sup> of the same year. Saint Bridget School will administer a screening to all Kindergarten applicants prior to admission. This screening will take place soon after Catholic Schools Week. Parents will be notified of the date of testing. The screening will help the teachers determine your child's readiness for the Kindergarten program.
5. A child-entering grade one must be six years old August 31<sup>st</sup> of the same year. The screening will help the teachers determine your child's readiness for grade one.

For an appropriate acceptance determination, all requests for admission to grades one through eight must include the following:

1. Official birth certificate (or acceptable copy) (Pre-S to 8)
2. Kindergarten progress report for grade one (if available)
3. Baptismal certificate (if applicable) (Pre-S to 8)
4. Application documents carefully and completely printed
5. Standardized testing results (Grades 3 – 8)
6. The school requests the presentation of all core reports and results of professional educational/psychological evaluations, all individual educational plans with associated chapter 766 materials and all chapter 1 materials.
  - a. Please be aware that Saint Bridget School has limited resources to provide for specific special needs services.
  - b. The Principal reserves the right not to admit or readmit a student if the proper educational services cannot be met.
7. Previous year's and/or present year's report card(s)
8. Medical history (Pre-S to 8)
9. First Communion certification (if Catholic)

The Principal may require an entrance exam, administered by a staff member, be taken and passed before an applicant is accepted.

The Principal and staff reserve the right to request an interview with the applicant and parents/guardians. An applicant may observe a classroom prior to acceptance if circumstances allow it.

If an applicant is accepted in grades 1-8, the school must have a parent's/guardian's signature that acknowledges that final acceptance and retention is subject to a 90 day predetermined date when progress, or lack thereof, will be evaluated.

## **ACCEPTANCE PRIORITY**

Children will be admitted to Saint Bridget School according to the following enumerated categories if their academic needs can be met by the educational program:

1. Brothers and sisters (siblings) of presently enrolled students
2. Saint Bridget preschoolers
3. Saint Bridget School alumni
4. Saint Bridget contributing parishioners
5. Active parishioners from other parishes

## **FINANCIAL POLICIES**

### **PRESCHOOL and PRE-KINDERGARTEN TUITION**

The **2019/2020** is a flex schedule: HALF day is 7:55 am – 11:15 am.  
FULL day is 7:55 a.m. – 2:00 p.m.

Any 2 HALF days \$3,020.00 per year  
Any 2 FULL days \$3,800.00 per year  
(2 day option pertains to Pre-School - 3 yr old program only)

Any 3 HALF days \$4,080.00 per year  
Any 3 FULL days \$4,495.00 per year

Any 4 HALF days \$4,530.00 per year  
Any 4 FULL days \$5,810.00 per year

5 HALF days \$5,450.00 per year  
5 FULL days \$6,425.00 per year

THE 2019-2020 BASE TUITION PAYS FOR FACULTY AND STAFF SALARIES AND FIXED EXPENSES.

**All tuition payments are processed through FACTS Tuition Management System.**

### **KINDERGARTEN THROUGH GRADE EIGHT IS AS FOLLOWS:**

FIRST CHILD--FULL TUITION	\$5,445.00	
SECOND CHILD--FULL TUITION	\$5,445.00	\$10,890.00 FOR 2 CHILDREN
THIRD CHILD (30% DISCOUNT)	\$3,811.50	\$14,701.50 FOR 3 CHILDREN
FOURTH CHILD OR MORE (50% DISCOUNT)	\$2,722.50	\$17,424.00 FOR 4 CHILDREN

### **METHODS OF TUITION PAYMENT ARE AS FOLLOWS:**

1. Full payment by July 1 – No FACTS enrollment fee
2. Two payments of fifty percent payable by July 1 and by January 1 – Reduced FACTS Enrollment Fee
3. Ten equal payments commencing July 1 and thereafter due before the first day of each following month until the April 1 payment is completed  
Full FACTS Enrollment Fee

NOTE: FACTS processed a \$30.00 fee for NSF

NOTE: Nonpayment of tuition may result in expulsion after two missed payments or for any owed tuition/fees/fundraising obligation after last tuition payment is due.

Please refer to your FACTS Tuition Management Agreement for all Payment Plan Terms & Conditions

The mandatory base tuition scale, including students' fees, per child is as follows:

	FIRST CHILD	SECOND CHILD	THIRD CHILD	FOURTH CHILD
TUITION:	\$5,445.00	\$5,445.00	\$3,811.50	\$2,722.50
STUDENT FEE:	<u>225.00</u>	<u>225.00</u>	<u>50.00</u>	<u>NONE</u>
TOTAL PAYMENT:	\$5,670.00	\$5,670.00	\$3,861.50	\$2,722.50

NOTE: Families may use the same scale for the fifth or sixth child as is used for the fourth.

Mandatory student fees are as follows:

\$225.00 per student with a \$500.00 cap per family

NOTE: Student fees pay for textbooks, consumables, gym, computer, various materials and equipment, magazine subscriptions and standardized testing.

Fee is nonrefundable if school has committed to purchasing the aforementioned items before a student is transferred.

METHOD OF STUDENT FEE PAYMENTS ARE AS FOLLOWS:

Student fees are \$225.00 per student, capped at \$500.00 per family. The \$75.00 deposit paid at registration is applied to the fee. All student fees are due by June 1. Non-payments mean a student will not be admitted at school's opening.

## **TUITION ASSISTING PROGRAM**

There are assisting positions in different areas available each year, on a limited basis. Parents/guardians who do not have an assisting position shall have a \$500.00 increase added to their base tuition plus fees bill. The Principal shall designate the areas with which a family may obtain the credit. The assisting parent(s)/guardian(s) will earn the assisting credit upon successful completion of a full, uninterrupted, yearlong, appointed assisting position. Any parent(s)/guardians(s) that is/are unfaithful or irresponsible, performing the assigned position, shall be automatically removed, and an assessment equal to the credit they had received shall be added to the affected tuition bill. The Principal will issue one yearly letter for selection of assisting positions, and the school will issue a yearly basic tuition payment preference form. Assisting positions will be assigned on a first-come, first-served basis. The school cannot guarantee a position to a family once all positions are filled.

- The fee will be assessed to each family immediately at the start of the financial cycle for payments, June 1<sup>st</sup>. This is to allow families the ability to spread out the fee over all ten payments within the FACTS Tuition Management System.
- If you select to perform an Assisting Position, as noted on the Tuition Payment Preference Form, you will see a posting of the fee and a credit of the fee within your first billing statement.
- If you have successfully performed an Assisting Position in the previous school year, said position will remain yours if you continue to choose to participate for the following school year. Please make sure to note your choice on the Assisting Position Declaration Form.
- There is now a tiered system of Assisting Positions Offsets and Credits,

<b>Tier 1 - \$500.00 - Offsets Assisting Fee</b>
<b>Jobs:</b> Bingo – Multiple Positions (Begins on June 1 <sup>st</sup> ) A.M. Duty – 4 Daily Positions Lunch Duty – 3 Daily Positions P.M. Duty – 1 Daily Position Office Duty – 1 Daily Position Enrichment Coordinator – 1 Position Basket Ball Coach – 6 Positions Cheerleading Coach – 1 Position Respect Life Coordinator – 1 Position Various additional job/duties as assigned by the Pastor/Principal
<b>Tier 2 - \$750.00 - Offsets Assisting Fee and will result in a \$250.00 tuition credit</b>
PTO Secretary – 1 Position PTO Treasurer – 1 Position Basketball Coordinator – 1 Position Hot Lunch Coordinators – 2 Positions Parent Development Liaison – 1 Position School Nurse – Multiple Positions Various additional jobs/duties as assigned by the Pastor/Principal
<b>Tier 3 - \$1,000.00 - Offsets Assisting Fee and will result in a \$500.00 tuition credit</b>
PTO Chair – 1 Position Various additional jobs/duties as assigned by the Pastor/Principal

The tiered system was established to create equitability in terms of hours and responsibilities associated with each Assisting Position.

Assisting Positions that are assigned after July 1<sup>st</sup> will receive offsets/credits in FACTS when assigned.

## **FINANCIAL AID**

Saint Bridget School has two resources for financial aid. The Catholic Schools Foundation (CSF) assists Saint Bridget School in awarding funds. Each year the CSF determines Saint Bridget School's eligibility in participating in the various aid funding programs that CSF offers. The School is notified after the start of the school year about what programs may be utilized.

In order for any family to receive financial aid, it is required that a Financial Aid Application be completed within FACTS Tuition Management System. The School uses the information within the Financial Aid Application to apply for funding from the CSF. Families are notified if they receive aid.

Additionally, families may apply for a St. Vincent DePaul Scholarship in early spring for the upcoming school year. Please contact the school office if you are interested in receiving information.

## **FUND RAISING COMMITMENT**

Each family is responsible for a \$600.00 mandatory fundraising commitment from Preschool – Grade 8. Choices are as follows: Full participation in the fundraising program. Each family will have a commitment to sell \$600.00 worth of calendars. (30 at \$20.00 each). \*\*Preschool and Pre-K families who do not have older children in the school have a prorated scale for calendar sales.

2 Days (Sell 10 Calendars) or \$200.00 fee, 3 Days (Sell 15 Calendars) or \$300.00 fee

4 Days (Sell 25 Calendars) or \$500.00 fee, 5 Days (Sell 30 Calendars) or \$600.00 fee

Families that do not choose to participate in the fundraiser will pay their respective fee. This payment is due by December 1, 2019.

## **RECORDS POLICY**

The Buckley Amendment allows a twenty-four hour period for the school to address any situations that may arise. The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents/guardians. In the absence of a court certified order to the contrary, the school will provide the noncustodial parent/guardian with access to the academic records, including an unofficial copy of report cards, and to other school-related information, regarding the child. If there is a court certified order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the certified court order of the divorce or separation decree. Divorced or separated parents must file a court certified copy of a custody arrangement. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **ABSENCES**

If a student is to be absent, parents/guardians must contact the school by 8:30 a.m. Calls from students are not acceptable, so the parent/guardian shall be contacted if he/she is available by telephone. A note from the parent/guardian must accompany the student on his/her return to school. All missed homework and schoolwork must be done, with the teachers' approvals. Each teacher shall determine his/her requirements. Persistent absenteeism creates a definite hardship for students, trying to master sequential curricular offerings. Massachusetts' law requires a doctor's certificate if a child has been absent due to a contagious disease or absent for five or more consecutive days. Eighty-five percent (85 %) attendance shall be required for promotion or graduation unless medical documentation is on file. Excessive absenteeism shall be reported to proper authorities for legal action.

## **TARDINESS**

Excessive tardiness disrupts classroom procedures and may cause loss of learning for a student and class. For excessive tardiness the following procedures will be set in place:

- After 5 unexcused tardies per term, a call home from the classroom teacher and notification that any additional tardies will warrant a loss of recess on said day.
- If not resolved a referral will be sent to the Principal who will contact parents to set up a conference to determine further action.
- If tardiness is still not resolved the parents will meet with the Principal.
- Continued chronic tardiness is unacceptable and could jeopardize a student being allowed to continue as a member of the student body due to state laws and archdiocesan policies and regulations.

## **TRUANCY**

Absence(s)--without the knowledge of parents/guardians--is a serious infraction of school policy and is considered grounds for suspension. No missed work shall be accepted.

## **ALCOHOL AND OTHER DRUGS**

The use of controlled substances (e.g. tobacco, drugs, alcohol) by students shall be seen as a very serious problem. If a student uses or has in his/her possession a controlled substance, this includes before, during and after school immediate disciplinary action shall be taken. A student may be initially suspended or expelled by the Principal, who may seek faculty input to suggest specific recommendations to the parent/guardian before a suspended student will be allowed to return to school. A second violation of the rule shall mean automatic expulsion. THE PROPER AUTHORITIES WILL BE NOTIFIED.

The sale of a controlled substance to students is clearly a violation of state law and school rules; it shall be treated as such. The sale of tobacco, drugs and alcohol by a student shall be a strong reason to request a student to permanently leave Saint Bridget School. The proper authorities will be notified.

## **ARRIVAL**

Students enrolled in the Before School Care Program may arrive at 7 am and should enter the school through the main door. The school door will be locked until 7:30 a.m., so parents dropping off for the Before School Care Program must walk their child(ren) to the door and ring the bell.

No student should arrive prior to 7:30 a.m. unless enrolled in the Before School Care Program. Early drop off is available for \$5.00 per day, but it must be prearranged.

There shall be no supervision on the playground before 7:30 a.m. Students will be required to be in the schoolyard for the **8:00 a.m.** bell, so parents/guardians should plan to leave students by **8:02 a.m.** ~~Students that arrive after the 8:15 a.m. bell shall be marked tardy.~~ which may mean the student, may ultimately receive a penalty such as detention. It is extremely important that all students respect the time that may be taken from classmates. Constantly absent and tardy students will not be tolerated. Excessive absenteeism/tardiness, combined with other factors, may require a reporting of the situation to the proper authorities. The school will note chronic lateness and enforce the procedures for excessive tardiness.

## **DISMISSAL**

Non-bused kindergarten students will be dismissed at 2:10 p.m. Parents/guardians shall be responsible for pick-up and be prepared to receive their child(ren) at dismissal. Next, grades one through eight will be sequentially dismissed. Carpoolers and walkers shall remain in the dismissal area until properly released. It is desired that nobody will return inside the building. Nobody should be roaming the corridors.

Bus riders will be provided with free after school care until they are picked up by the bus.

THE SCHOOL WILL PROVIDE LIMITED SUPERVISION, AT DISMISSAL, so parents/guardians will be responsible to arrange proper protocols. The school must also be provided with a copy of court restraining orders and custody sections of divorce decrees to properly handle how and when a student may be dismissed in the care of an involved parent/guardian.

Parents/guardians are strongly discouraged from entering the building during inclement weather days, as the school's interior waiting area is not large enough to accommodate them and the children. Parental cooperation shall be expected.

### **PLAYGROUND DISMISSAL POLICY**

At dismissal students and families are permitted to play in the main playground until 2:45 pm, at which time the after-school program will be using the playground. It is expected that Parents/Guardians supervise their children from within the playground. If your child/(ren) is playing in the playground you must be within the playground, or in the immediate area to supervise.

A reminder, the playground is rated for the age range of 5 yrs old to 8th grade and this should be kept in mind when using the playground equipment. Please understand that if you choose to use the playground after dismissal, Saint Bridget School is not liable for providing supervision and or any injuries that may occur during this time.

### **COMMUNICATION**

A **TENTATIVE YEARLY CALENDAR**, the prime basis of which will be the Archdiocese of Boston Catholic School Office, will be sent home for the beginning of each year. Most communications will be sent home with students. Parents/guardians should check school bags and ask daily for possible school communications. If there is a tear-off portion at the bottom of a notice, a parent/guardian should sign it and return it with the student to the classroom teacher or other designated person. Cooperation in the matter will be greatly appreciated and will allow for clear lines of communication.

A **MONTHLY CALENDAR** will be sent home each month. All other correspondence will be sent home as needed. Parents/guardians are encouraged to check their students' book carriers or ask for such communications. Some notices will be sent electronically. Be sure your e-mail address is on file with the school.

### **CRISIS SITUATIONS**

Though rare, any crisis situation will set into action a planned response, and the proper authorities will be notified. Parents will be notified if the protocol requires it.

### **FIRE DRILL**

All students shall walk in absolute silence to designated areas. Students must be quiet while waiting and while returning to the building. Directions are posted in classrooms. Any person tampering with the system or pulling a false alarm shall be prosecuted.

### **DISCIPLINE**

Our school shall strive to create and to nurture an environment of caring, courtesy and cooperation, the expected norm among students, faculty, parents and administration. This code of conduct applies to any student who is as follows: 1) on school property; 2) in attendance at school; 3) at any school-sponsored activity; and 4) whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

Current fads, electronic games, digital music players and smart phones shall not be brought or used on school property. Please refer to the Acceptable Use Policy for information specific to e-readers and tablets. The school shall not assume any responsibility for any such item that becomes lost or broken. Cell phones, if necessary, must be kept in a student's backpack. **Apple watches are considered a potential distraction for students and are not acceptable for use during the school day.** A faculty member may remove such devices from a student after a warning has first been given. Teachers will hold it, for the day, if a student uses it during the school day.

Our school's intention to create a nonviolent, zero tolerance environment which means any student bringing, attempting to bring or using weapons/drugs/alcohol of any kind on school property or into the school building shall be immediately subject to expulsion. A weapon is any instrument that can be used for bodily harm. Children in the primary--and upper grades--shall not be allowed to bring any "toy-like" weapons to school. Cards depicting violence shall not be brought to school. Violent comics shall, also, not be allowed. Any student that in any violent manner threatens excessive/severe bodily injury to another student, parent, visitor, staff member or others may be automatically removed from the school and may be returned if a required written recommendation from a psychiatrist/psychologist is presented, and the administration is willing to receive the student back into the school's program. Further, parents/guardians shall receive a written notice that a second weapons/drug offense shall result in automatic expulsion.

The Principal is the final recourse in all-disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

### **GRADES KINDERGARTEN THROUGH FOUR**

Inappropriate behavior will necessitate a parental conference.

### **GRADES FIVE THROUGH EIGHT**

THE FOLLOWING MAY RESULT IN A DETENTION:

- 1) Showing disrespect toward any teacher, parent or fellow student
- 2) Showing disregard for school policies
- 3) Neglecting assignments (homework, class work, reference work, etc.)
- 4) Choosing not to participate in classroom activities (i.e. singing, recitation, etc.)
- 5) Truancy
- 6) Damaging the reputation of the school any time and any place



Note: Notification will be sent home on the day of the infraction. Parent's/guardian's signature shall be required. Students are responsible to get form to parent/guardian, and for returning the signed form to the issuer.

SUSPENSION IS NOT A PUNISHMENT THAT IS UTILIZED LIGHTLY. SOME VIOLATIONS FOR A SUSPENSION WOULD BE THE FOLLOWING:

- 1) Fighting with others
- 2) Using obscene, lewd, vulgar or profane language that would substantially disrupt school operations or interfere with the rights of others or present a legitimate pedagogical concern
- 3) Disrespecting of fellow students, teachers, parents and school staff
- 4) Having/using illegal, controlled substances; backpacks may be searched
- 5) Leaving the building or classroom or controlled area without permission
- 6) Stealing anything
- 7) Damaging property
- 8) Being truant
- 9) Bullying and/or harassing (including sexually) other students
- 10) Performing inappropriate conduct unbecoming a Christian student

Three suspensions in a school year are grounds for expulsion. More than ten days is defined as an extended suspension. If a student is suspended, parents/guardians shall be notified and may be required to come to the school to get the student to take him/her home. A student on suspension may not make up any missed work and shall receive zero for class work and homework missed during the suspension. An extended suspension will result in a parental/guardian conference; so all parties concerned will clearly understand the situation. All suspensions shall be recorded on a form for the parents/guardians to sign and to return to the school with the returning student. The parent/guardian may be allowed to select--with the Principal's permission--the day of the suspension, so proper supervision may be assured. Extended suspensions will range from 1-10 days. The Principal shall determine each suspension. Suspended/expelled students shall not attend/participate in any school functions and shall not be allowed on school grounds during the consequences of their behavior.

Expulsion of any student is a very serious action. It is an action that the Principal shall not hesitate to use should there be a student that is constantly undermining the values of Saint Bridget School and is interfering with the education of others. Conduct, whether inside or outside the school, that is detrimental to the school is a ground for expulsion. Any expulsion shall be carefully documented, and the parent/guardian shall be given a meeting with the Principal and other involved parties. Three suspensions (other than two for weapons/drugs/alcohol) in a school year shall be grounds for expulsion. The Archdiocesan Superintendent of schools will be notified prior to the expulsion. The Principal shall be the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Desks and lockers belong to the school, so the school reserves the right to search them as safety obligations outweigh privacy concerns.

The school always reserves the right not to invite any student(s) back for the following year if the administration and staff consider that such youngster(s) would be better served in another school situation.

## **GUIDANCE**

There is a part-time school guidance counselor available on Tuesdays and Thursdays to work with students individually or in a small group. Should you wish for your child to meet with the school guidance counselor or if you have any questions or concerns regarding your child or the guidance program, you may contact the counselor at any time. The guidance counselor also teaches lessons on a variety of topics to every student at every grade level as a part of the curriculum here at Saint Bridget School.

## **DRESS CODE**

### **Saint Bridget School Uniform Policy 2019/2020**

Saint Bridget School has a dress code for both boys and girls. A neat appearance demonstrates respect for others and bolsters each student's sense of self-respect. Parents/guardians shall be expected to ensure that all students shall be in proper uniform before coming to school. School Pride Uniforms is the school's classroom uniform supplies.

JB Pride Uniforms  
1471 Main Street (Route 18)  
South Weymouth, MA 02190  
Toll Free: 844-527-8643 Fax: 781-812-2973  
Website: [www.jbprideuniforms.com](http://www.jbprideuniforms.com)  
Hours of operation: Monday – Friday 9:00 am-5 p.m., Saturday 9a.m.-1:00 p.m.

## **PRESCHOOL AND PRE-KINDERGARTEN STUDENTS** (One free gym uniform provided with registration)

- A school uniform must be worn everyday – See "Options" below
- Gym uniform must be worn on gym day, school t-shirt and sweatpants. Navy Blue Shorts with school logo may be worn from the beginning of school to Columbus Day and after April vacation
- Students should wear sneakers on gym day
- Appropriate seasonal footwear should be worn, sneakers may be worn every day for Early Childhood

### **The Options include;**

- School logo t-shirt and sweatpants

- Girls may wear blue knit uniform dress on non-gym days, Navy/White Hosiery (knee socks, ankle socks, navy tights, or cable tights) or blue knit, or blue bike shorts are recommended under dress
- Both boys and girls may wear a school polo on non-gym days with school sweatpants or blue dress pants

**Fieldtrips, students shall be dressed in the following manner:**

- At the discretion of the coordinating teacher(s), students shall be dressed in either their school uniform, or gym uniform for all field trips

**GIRLS IN GRADES K-2 SHALL BE REQUIRED TO WEAR THE FOLLOWING:**

- Uniform jumper - navy pants optional November -- April 30<sup>th</sup>
- Blue round collar blouse, long or short sleeve
- Navy Blue crew, V-Neck, cardigan sweater, or navy fleece with school logo
- Navy leggings, Navy/white hosiery (opaque knee socks, cable knee socks, navy tights, or cable tights)
- Blue knit, or blue bike shorts are acceptable under jumper
- Light blue knit shirt only when wearing seasonal pants or shorts
- Navy Blue Dress Shorts, knee length, may be worn from the beginning of school to Columbus Day and after April vacation
- School Fleece may be worn in class from Columbus Day until April vacation
- Solid Black, brown or navy dress shoes—No work boots of any kind/color

**GIRLS IN GRADES 3-8 SHALL BE REQUIRED TO WEAR THE FOLLOWING:**

- School Plaid Skirt or Skort, four inches from the knee at most
- Blue knit, or blue bike shorts are acceptable under skirts
- Light Blue Knit Shirt – long or short sleeved – with the school logo, tucked in at all times
- Navy Blue Crew, V-Neck, Cardigan Sweater or Fleece with school logo
- Navy/White Hosiery (Opaque knee socks, cable knee socks, navy tights, or cable tights)
- Navy Blue Pants optional November 1<sup>st</sup> through April 30<sup>th</sup>
- Navy Blue Dress Shorts, knee length, may be worn from the beginning of school to Columbus Day and after April vacation
- School Fleece may be worn in class from Columbus Day until April vacation
- Solid-black, brown or blue dress shoes with no more than a 1" heel
- No high heels or work boots of any kind/color
- Basketball attire may be worn to and from school, not within the classroom during school day

**ALL GIRLS FROM GRADES KINDERGARTEN THROUGH EIGHT MUST ABIDE BY THE FOLLOWING:**

- Only one small, unobtrusive, stud earring per ear/ear lobe shall be worn
- Only religious jewelry items shall be worn – such as necklace with cross, communion jewelry
- Watches may be worn
- Bracelets may not be worn
- Make-up of any kind shall not be allowed under any circumstances
- Appropriate non-faddish hair styles shall be maintained
- Nail polish is allowed under these circumstances; all ten nails must be the same color, no embellishments, natural nails only – no acrylics
- No clogs, flip flops, strapless sandals, thick/high platform heels (>1")/soles, boot cut or sneakers are allowed
- Headbands must be unadorned, and be school plaid with/without bow, brown, black or navy with a width no more than 2"
- Hair ties should be nondescript and brown, black or navy – a school plaid scrunch is available

**ALL BOYS, GRADES KINDERGARTEN THROUGH EIGHT, SHALL BE REQUIRED TO WEAR THE FOLLOWING:**

- Light Blue Knit Shirt – long or short sleeved – with the school logo, tucked in at all times
- Navy Dress Pants, no logos, stripes, leather or non-leather labels, and no cargo-pants
- Navy Blue Dress Shorts, knee length, may be worn from the beginning of school to Columbus Day and after April vacation
- School Fleece may be worn in class from Columbus Day until April vacation (Fleece may be "Old Logo" for 2014-15)
- Navy Blue Crew, V-Neck, Cardigan Sweater or Fleece with school logo
- Solid-black, brown or blue dress shoes, non-sneaker styled, with rubber soles
- No work boots of any kind/color
- Earrings shall not be allowed
- Only religious jewelry items shall be worn
- Watches may be worn
- Appropriate non-faddish hair styles shall be maintained
- Basketball attire may be worn to and from school, not within the classroom during school day
- No low cut/below ankle socks

**MIDDLE SCHOOL BOYS AND GIRLS (GRADES 6 – 8)**

- Light weight navy blue ¼ zip pull-over, with school logo, may be worn all school year

**FOR THE ENTIRE GYM DAY, ALL STUDENTS SHALL BE REQUIRED TO WEAR THE FOLLOWING:**

- Light Blue long sleeve or short sleeve T-Shirt with school logo, OR School Pride T-Shirt
- Navy Blue Shorts with school logo may be worn from the beginning of school to Columbus Day, and after April vacation
- Navy Blue Sweatshirt with school logo
- Navy Blue Sweatpants with school logo
- Navy/White ankle high socks with sneakers, dress shoes are not appropriate gym footwear

**DRESS DOWN DAYS SHALL BE AS FOLLOWS:**

- Make-up is not allowed
- No bare midriffs
- Neat, clean play clothes
- No short shorts – no more than six inches from knee when standing
- No halters or tank tops
- Appropriate footwear – flip flops, strapless sandals and slippers are not appropriate school footwear
- Appropriately designed t-shirt – no offensive pictures or language
- No pajama pants
- No sunglasses or hats

**Fieldtrips, students shall be dressed in the following manner:**

- At the discretion of the coordinating teacher(s), students shall be dressed in either their school uniform, or gym uniform for all field trips

Students not in uniform will receive a warning slip, and will be responsible for informing their parents of said slip. Students who receive 5 warning slips will receive a detention to be determined by the Principal. Students who are found to be violating the dress code consistently may be informed to remain home until they are in proper uniform. Parents/Guardians shall be responsible to send their students to school in the correct uniform, daily or gym.

*The Principal shall be the final determiner as to what will be or will not be acceptable, in terms of clothing, shoe styles, jewelry, haircuts and hair styles.*

**EARLY AND EXTENDED DISMISSALS**

If it is necessary for a student to be dismissed before the regular daily dismissal time, a note must be sent to the teacher in the morning, by the parent/guardian. To insure the safety of each student, parents/guardians must arrive for the student or let the school know the identity of the person with whom the child may leave. Requests should not be made to allow a student to be dismissed without proper precautions: a legal designee.

All medical appointments should be planned at times other than during school hours.

Emergency situations shall be reasons for an exception to this requirement.

Parents/guardians may wish to take their children out of school for personal reasons for a short period of time. When the request is made, parents should consult with individual teachers and the Principal about the matter. The final decision shall remain with the parent, who shall be responsible for the decision. Students may be required to make up work they may have missed. The students will receive the missed assignments when they return to school. The work will be distributed and collected at a date set at the teacher's discretion, which is final.

**EMERGENCY SCHOOL CLOSING**

In the event of bad weather, parents/guardians should listen to major television and radio stations for the announcement for the closing of the Abington Public Schools. Whatever the Abington schools do shall determine what Saint Bridget School shall do. On occasion circumstances unique to Saint Bridget School, such as the distance students travel to school from area towns, shall require Saint Bridget School to differ in its decision in relation to weather cancellation. Parents will be notified of school cancellations/changes via an emergency notification system. **\*\*It is very important that Parents make sure their contact information is up to date.**

On delayed openings, our full day Kindergarten will be in session. Parents/guardians should not call the school. If weather conditions will be very poor, parents/guardians should follow their own best judgment.

There will be NO Before School Care Program on delayed opening days.

**FIELD TRIPS**

Throughout the school year, field trips may be planned for the students. They will include local trips as well as trips outside the south shore area. The trips shall be planned in conjunction with the various subject areas, so that students will benefit from the cultural and educational opportunities available outside the school building. Each parent/guardian must sign an official school field trip form and waiver form. Oral permission or written notes shall not be accepted under any circumstances. Students may be denied the privilege--a field trip is a privilege--because of a rears in tuition, poor attendance, academic deficiencies, or less than satisfactory behavioral expectations. Small children may not accompany the chaperones. Parents/guardians must also realize that no liability is assumed by the school or by school employees or chaperones for possible injuries to students or damage/theft of property while on a field trip. The student shall accept full responsibility for his/her actions while on the trip.

**TEXTBOOKS**

Textbooks, unless consumable, are loaned to a student. It is expected that parents/guardians will ensure textbooks are covered, carried in a book bag, and kept unmarked. Damaged or lost books will be billed to parents/guardians.

**HOME ASSIGNMENTS**

Of the many good reasons for homework, the following are a few:

1. Homework provides experience and activities that contribute to each child's total development.
2. Homework encourages supplementary reading and research.
3. Homework develops initiative, self-discipline, and a sense of responsibility. It is an extension of learning that occurs in school.
4. Homework gives practice and strengthens skills learned in the classroom. The amount of homework assigned shall be based upon what the average Saint Bridget child should be able to accomplish in the time prescribed in the following table:

KINDERGARTEN	10	MINUTES
GRADE ONE	10 - 20	MINUTES

GRADES TWO AND THREE	30 - 45	MINUTES
GRADES FOUR THROUGH SIX	40 - 75	MINUTES
GRADES SEVEN AND EIGHT	90 - 120	MINUTES

By means of projects and long-range assignments given in many of the subject areas, children will be encouraged to be creative and to display initiative in their use of talent and time. If home assignments cannot be completed because of home conditions, (e.g. sickness in the family, death of a relative, etc.), students may be permitted to defer doing the work. An explanation to the teacher should obtain such permission. Extra-curricular activities shall not be an acceptable excuse for not completing homework. All students shall be responsible for recording homework assignments and notifying parents/guardians of quiz and test scores. Homework shall be assigned Monday through Thursday and as necessary on a Friday and over the weekend.

Parents/guardians are encouraged to monitor the proper completion of home assignments. The responsibility to do and to complete homework is the student's, who should be allowed to have proper materials, to have a quiet study space, to have assistance when needed, and to have healthy self-esteem for a job well done. Teachers are not responsible for what is not done at home or what parents/guardians fail to monitor.

### **LIBRARY**

Library privileges are granted to all students and teachers. Books will be lent for one week and may be renewed. Students shall be fully responsible for all books that they borrow. Replacement or repair of lost or damaged books shall be paid for by the borrowing student. Reference books will be used only in the library or in a classroom under the supervision of a teacher.

### **LUNCH**

The lunch period extends from 12:00 to 12:40 p.m. Students, under the supervision of a teacher and assisting parents, must remain in their seats while eating in the school cafeteria. The noise level should be kept low. No one should be outside the cafeteria, in the corridors or in the lavatories without permission. Glass bottles, carbonated and/or caffeinated beverages shall not be allowed at any time. In the classrooms, food and drink are allowed only for snacks, for special occasions or for medical reasons. THE SCHOOL OFFICE ON A ONE-TIME SALE BASIS WILL CONDUCT A MILK PURCHASING OPPORTUNITY. Students may not use the soda machine. Students that lack a lunch for a given day are provided with a snack. Hot lunches are available on select Fridays, payment is due on day of hot lunch program.

### **RECESS POLICIES**

The Principal will make the decision about outdoor or indoor recess, based on weather conditions. Parents/guardians of children should send students to school in proper clothing (hats, mittens, gloves) for the weather conditions of each day. Recesses will allow the children to chat, to play quiet games.

On the playground areas, students shall be required to be aware of the rights of others and to refrain from overly rough running and overly rough behavior. At all times, students must obey, without questioning, the directions of the teacher or assisting parents in charge of the playground area. This set of rules shall apply at all times to the students that are on school property and/or using the playground area. No student may leave the playground area or school environs without permission.

Teachers and assisting parents shall supervise the playground area during recess periods. All children must remain within the bounds of the area in which they have been assigned to play. No student shall leave the playground, except to go to the school office in regards to a minor injury or an illness, reported by the assisting parents to the teacher(s) in authority at the time.

### **REPORT CARDS**

Grades are not merely a summation of test scores. All grades reflect a child's daily work, homework, and class participation, quiz marks, test marks, project work and extra credit work. Formal report cards will be distributed three times a year for kindergarten through grade eight (December, March and June). A parent's/guardian's signature shall be required on every card returned to the teacher. Student progress reports will not be issued. It is expected that Parents maintain an understanding of their child's academic progress by accessing the student information system on a regular basis. Parents may request a meeting to discuss their child's progress, with a teacher, at any time during the school year. Meetings can be requested via email or personal note to the teacher.

### **GRADING SYSTEM**

Grades Kindergarten through grade two are as follows: c=consistently; s=satisfactory; w=working with help; and n=needs improvement. Grades three through eight as follows:

- A (90-99)** INDICATES MASTERING GRADE LEVEL GOALS
- B (80-89)** INDICATES ATTAINING REQUIRED, ENRICHED GRADE LEVEL GOALS
- C (70-79)** INDICATES ATTAINING AVERAGE GRADE LEVEL GOALS
- D (60-69)** INDICATES NOT ATTAINING ALL REQUIRED GRADE LEVEL GOALS
- F (BELOW)** INDICATES NOT ATTAINING BASIC REQUIRED GRADE LEVEL GOALS

Please note habitual absence and tardiness may result in lower or failing grades for the student.

### **LEVEL 3 GRADING SYSTEM**

Three Categories: Weight of each category for final grade of each term

Tests/Projects	40%
Quizzes	35%
Homework	25%

Also,

- No extra credit will be assigned
- No homework passes will be distributed
- No grades above 100 may be achieved
- Classwork should be considered instruction (May be noted for conduct and effort – see below)

Homework Correcting, grades will be either...

Check Plus = 100 point value  
Check = 85 point value  
Check Minus = 70 point value  
Not Completed = 0 points

Or align with scale as noted within the Student Handbook

**A (90-100)**  
**B (80-89)**  
**C (70-79)**  
**D (60-69)**  
**F (BELOW)**

**\*\*Late assignments that are graded using (Letter Grade Rubric) will be marked down one letter grade for each day late, from date on which it is posted within RenWeb, in addition to being marked for completion/correctness**

Specific class teachers, based on class participation, and completion of work, shall determine conduct and effort marks.

**Posting of Grades on new Student Information System:** All tests, quizzes and homework shall be posted to RenWeb within 1 week of collection. All projects shall be posted in RenWeb within 2 weeks. Assignments

**PBJ Grading:** Students will now receive a conduct and effort grade for PBJ. To be determined by their participation and completion of work during PBJ sessions.

### **CLASSROOM PROCEDURES**

Each teacher shall establish his/her daily classroom procedures: filing, seating, home lessons, test taking, paper headings etc. All students are required to know the procedures and to follow them unless told otherwise by a person in authority. Parents/guardians should encourage and monitor students to be responsible and to adhere to each teacher's requirements and standards.

### **CHEATING**

Cheating compromises a student's integrity and shall not be condoned. Such a student shall have his/her work confiscated, and a failing grade shall be recorded. Suspension may result from continued offenses. Each teacher shall establish his/her classroom guidelines, and each student and parent/guardian shall be responsible to accept, to know and to follow the guidelines.

### **HONOR ROLL STANDARDS--GRADES SIX THROUGH EIGHT**

FIRST HONORS ARE AS FOLLOWS:

90 or higher average in each subject  
3 or 2 in conduct and effort  
Please be aware that a student in grades 6 – 8, with a rating of unsatisfactory in Spanish may not be eligible for first, see below.

SECOND HONORS ARE AS FOLLOWS:

83 or higher in each subject  
3 or 2 in conduct and effort  
Please be aware that a student in grades 6 – 8, with a rating of unsatisfactory in Spanish may not be eligible for second honors, see below.

### **SPANISH**

Spanish will be graded as **S**=Satisfactory, **U**=Unsatisfactory for all grades, K – 8. Students must have an academic average of 70 or above to receive a satisfactory rating in grades 3 – 8.

Please be aware that a student in grades 6 – 8, with a rating of unsatisfactory in Spanish may not be eligible for first or second honors. Eligibility for "honors" will be based on the student's effort and conduct within Spanish class, as determined by the Teacher in consultation with the Principal. Students should put forth their best effort at all times. Spanish is part of Saint Bridget Schools core programs and all children must participate, unless noted within an IEP or 504 Plan.

### **EXTRA-CURRICULAR ACTIVITIES**

Catholic Christian conduct, good sportsmanship, common civility and acceptable grades shall be the basis of acceptance and continued membership for cheerleading, basketball and extra-curricular school activities. A two or higher, in all subjects, shall be mandatory in conduct and effort for grades 6-8; a grade of 65% must be achieved in all subjects, or the Principal in conjunction with the teacher will remove under performing students from participation, these requirements shall apply at all times during the season. The removal of underperforming students from participation will be at the discretion of the Principal.

Students absent from school shall not participate in cheerleading, basketball, extra-curricular activities and or group dances on the evening of the day when they were absent.

### **PROMOTIONS AND RETENTION**

Promotions and retention shall be based on a careful evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention shall be as follows: 1) an indifference or lack of effort on the part of a capable student; 2) physical or social immaturity; and 3) frequent absences. Failing one or two major subjects for the year must result in attending an approved summer school and the passing of the failed subjects. Students failing more than two subjects will be required to be retained or to withdraw from the school.

Parents/guardians may properly assume their child will be promoted unless retention has been discussed with the teacher(s) and/or the Principal. Contacts will be made after the second report card. In a case where a parent/guardian chooses not to retain and doesn't follow the school's recommendation, the parent/guardian shall be required to sign a statement that places full responsibility for the decision on the parent/guardian.

### **SCHOOL PROPERTY**

All students shall be required to treat school property, as well as other property, with due respect and proper care. Vandalism: defacing school property, books, walls, lavatories, and desks, grounds et al. shall not be tolerated. This shall apply, also, to personal property belonging to any member of the school community. A lengthy suspension or detention or expulsion may result as a penalty. The school shall require that vandalism be paid in full before a guilty student may return to school, if at all. Gum chewing shall not be allowed at any time on school property--inside or outside.

### **VALUABLES**

The school administration and staff shall not be responsible for valuables, including cash, brought to school by students. Valuable items should be left at home or if it is necessary to have them in school, the valuables should be left at the office for safety.

### **TELEPHONE CALLS**

The telephone at the school is a business phone and is not to be used for general conversations. This policy encourages personal responsibility for the students; therefore, the school will allow only very important phone calls. The school secretary will be very willing to take important messages.

### **AHERA**

According to the environmental protection agency's **ASBESTOS HAZARD EMERGENCY RESPONSE ACT, 40 CFR, PART 763**, Saint Bridget School shall follow the re-inspection and updating of its management plan every three years. The last inspection was 2013 therefore, the next complete inspection will be conducted in 2016 the asbestos coordinator conducts 6 month reviews. The management plan is available for inspection.

### **AUDIO VISUAL MATERIALS**

In order to expand and enrich the subject matter, contained in the basic textbooks, audio-visual materials may be used. By means of such an approach, learning shall be reinforced. Students may at times use the materials on an individual basis as the need arises.

A connection to the Internet shall be available. A policy for Internet use shall be in place that shall require parents and students to sign a school form. No student may use the Internet without said signed form. The school's updated Acceptable Use Policy is attached.

### **BOOKS**

All textbooks and library books are the property of the school. Students that damage or lose a book shall be required to pay for it. All schoolbooks must be kept covered at all times. Book bags are mandatory in order to safely carry all books to and from school.

### **ALTER SERVERS**

Altar servers: boys and girls from grades three through eight will be encouraged to serve.

### **HEALTH**

No oral medication may be administered by school personnel, except in an urgent/emergency situation the Principal and Secretary may administer medication. If necessity demands a student to receive medication, a proper medicine form must be obtained from a doctor and filed in the nurse's office. The medication container should be properly identifiable and in the original container. The nurse, the school Secretary, or Principal can administer medications. The school nurse, barring complications, will be present daily from 8:00 a.m. until 2:00 p.m. Basic and temporary first aid may be provided to students.

Epi-Pens shall be administered by the nurse, an EMT, or trained staff. Those students that need Benadryl may be allowed to self-administer if the nurse is not available, and the parent/guardian has granted written permission to the school.

If any child is to be dismissed due to an injury or illness, he/she must be picked up as soon as possible, or other arrangements must be made. If a child is not feeling well at morning time, he/she should remain at home. Any child that has had a fever should be free of the fever for twenty-four hours before he/she returns to the school. Every child must have continually updated emergency telephone numbers on file, so an adult contact may be made if such a contact is necessitated. All changes in the medical condition of any student should be sent to the nurse, so she may update the medical information on file.

In emergency situations that require immediate attention, parental contact shall be attempted, and then the child may be properly taken by professionals to a hospital.

Any pregnant woman or person with a weakened/impaired immune system may call the school nurse and ask about **confirmed** illnesses that may be present within the student body. (i.e. fifth disease, chicken pox, etc.)

The school will follow state-mandated protocols in regards to certified, identified health conditions. (i.e. whooping cough, etc.)

#### **PHYSICAL EXAMINATIONS, IMMUNIZATIONS AND VACCINATIONS**

All students must abide by state regulations on physicals needed in grades four & seven.

State law mandates that every child be properly vaccinated and immunized at various stages of his/her educational preparation. Any child not in conformance with state regulations shall be sent home or denied access to school if the parents/guardians do not cooperate with the school nurse and school administration.

#### **NEWSPAPER ARTICLES**

Oftentimes, the school tries to have articles for publicity published in various local newspapers. Also, photographs may be taken for publicity: brochures etc. If any parent/guardian does not want his/her student(s) photographed or quoted, during his/her tenure at Saint Bridget School, the school office must be notified in writing as soon as possible.

#### **TESTING**

The Archdiocesan testing program constitutes one method of pupil assessment at our school. Designated achievement tests are administered to students in grades K through eight at times specified by the Archdiocesan school office. The results of the tests will be given to parents/guardians after the results are received, and the Principal issues them.

#### **TRANSFERS**

When a student transfers to another school before the completion of the school year or at graduation, parents/guardians shall be required to inform Saint Bridget School. Academic and health records will be forwarded upon a properly completed written request. Originals must be mailed: parents/guardians may obtain copies only of academic and health records.

#### **TRANSPORTATION**

Due to insurance constraints, Abington children that are not assigned to school buses shall not be allowed to ride on school buses to go home after school with a friend. Non -Abington students are not allowed to board the buses.

Parents/guardians shall be respectfully requested not to ask what the school cannot do. The Principal shall cooperate with the driver, who must enforce safety, insurance and behavioral rules. Students cited for inappropriate conduct shall be answerable to the Principal.

Parents/guardians are asked not to request early end-of-day dismissals unless very important conditions require it. Early dismissals must be at 2:00 p.m. and not interfere with classroom end-of-day procedures.

Everyone shall be respectfully asked to follow the procedure below for morning car pools, dropping off students. The procedure will apply under all weather conditions.

- Enter the properly signified lane
- Drive along the red-coned area, as directed by assisting parents
- Release children within the appropriately designated area
- Only leave via the properly designated lane
- Park in properly marked areas at dismissal time

#### **GROUPS MAINTENANCE LITTER POLICY**

Parents/guardians shall be responsible for their children at all times. The school campus shall be kept very attractive by our maintenance department. Trash receptacles shall be available. Children should not damage the two very special memorial trees, bushes and flowers in front of the friary by hanging on them or by breaking branches. Children should not be placed in preschool playground at any time. For the safety and concern of all, pets would be best kept in vehicles.

#### **LOST AND FOUND**

All articles of lost/misplaced clothing and other objects will be placed on a clothing rack, located at the top of the entrance stairwell. Parents/guardians/students are encouraged to reclaim lost articles. Children's names should be on clothing.

#### **OFF-LIMIT AREAS**

Our school shall be operated and maintained for the well being of our students. Common sense and safety considerations shall deny students access (unless given permission) to the boiler room, storage areas, teachers' lounge, kitchen maintenance area and trash collection areas. Students shall be required not to play in or to visit the areas without permission.

#### **EMERGENCY INFORMATION**

Every family is required to complete an emergency information card for every student. Parents/guardians accept responsibility to keep the information current at all times.

## **VISITORS**

Putting the safety of all students first, all visitors must report to the office. Visitors must sign-in and out at the front desk, and will be given a Visitors badge that must be worn while in the building. No one should be in the corridors without the knowledge of the school's office. Visitors must only enter the building by the front door and are absolutely not allowed to visit classrooms, teachers or students without an appointment/authorization during school hours. Only the Principal has the authority to allow any visitor--including parents/guardians--to propose any agenda that is intended for the school body and/or staff and parents. The school and its grounds exist for spiritual and educational matters only, so cooperation is obligatory.

Teachers are responsible for the classes that they teach and entitled to their personal time, so parents/guardians must not expect to talk to a teacher while school is in session or without an appointment, which should be made by parents/guardians to visit and to converse with teachers or other school personnel. Unexpected visits are not acceptable and forbidden.

## **PICTURES**

Individual student pictures will be taken in the fall; class pictures will be taken in the spring. A spring individual picture session may take place. Pictures will be made available for purchase.

## **VISITATION TO A CLASSROOM**

Parents/guardians may wish to set up an individual classroom or school visitation. The following guidelines shall be observed as relevant towards all parental requests:

1. The request must be made to the Principal at least twenty-four hours prior to the proposed visit.
2. The purpose of the visit must be clearly stated.
3. The visitor must sign in at the school office and be escorted to the classroom.
4. The visit is to be restricted to one class period.
5. The visitor must refrain from engaging the attention of the teacher or student(s) by means of conversation or other means.
6. At the end of each visit, the visitor must return to the school office for a brief conference with the Principal.

## **DANCES AND SIMILAR ACTIVITIES**

The principal must sanction any dances or similar activities held on or off school property. Without such a sanction, the school assumes no responsibility for any such non-sanctioned activities. Parents/guardians should be constantly alert to all situations. Children absent on function days may not attend without Principal's permission.

## **UNAUTHORIZED USE OF SCHOOL NAME**

No student, or student's parent or guardian, without the express prior written authorization of the school's Principal (administrative head), may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation or other accommodations
- To post on any web site for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

## **ACCEPTABLE USE POLICY**

At Saint Bridget School, the primary purpose of any Internet connected device shall be education. The policy as outlined below applies to all technology resources including, but not limited to: school computers, laptops/other devices, cell phones, video/audio equipment, copying machines and information storage devices. Anyone using school devices, or accessing the network, is expected to use the resources in a considerate, ethical, moral and legal manner.

Online safety will be taught and stressed. Our goal is to promote intelligent use of computer/media technology. To that end, it is necessary to implement policies/practices designed to teach the appropriate use of media and information sources on school devices.

A copy of our basic policy is now in this handbook. As the technology is always changing, this document may need to be changed during the school year as well. Students will be informed of any relevant changes and the most recent written policy will be kept in the computer room, for your perusal. Consequences for misuse of the Internet or disregard for school policies may range from immediate removal from the Internet to suspension/revocation of all Internet privileges. Repeated or severe infractions may result in a loss of user privileges. The Principal is the final determiner of the appropriateness of any computer or Internet activity while on a school computer/device as well as the consequence for the misuse of this resource. Depending on the severity of the infraction, the Principal may determine if a suspension and/or an expulsion is necessary.

Students are responsible for good behavior on school computers/devices, just as they are in the classroom, the hallway, the lunch room or the playground. In addition to general behavior rules, there are other areas of concern which will be addressed in this document. These areas are roughly organized into the following categories of behavior, online safety, computer ethics, and "netiquette."



**Behavior:**

- General school rules for behavior apply.
- Access is available for users who agree to act in a responsible, considerate manner, and only for the purpose(s) outlined by the teacher of the class.
- Individual users are responsible for their actions and the consequences of those actions.
- Users are responsible for familiarizing themselves and following St. Bridget's policies regarding device and Internet use; computer and individual classroom teacher(s) will clarify these policies with the students prior to use.
- Users will not engage in plagiarism or in cyber bullying behaviors such as harassing, insulting, attacking or arguing with others on the Internet.
- Users will not engage in vandalism of the network, system, components, devices, or data.
- Users who accidentally access any objectionable material must report it immediately to the teacher/principal.
- Users will not utilize the school's/parish's name/photograph/logo without permission; refer to the current school handbook for further information.
- Users will not engage in any behavior while Online which may damage the reputation of the school; refer to the current handbook for further information.
- As school computers/devices are intended for educational use, students will only access the various social networking sites with a teacher's specific direction.
- Students will carefully save their work where the teacher directs; failure to do so may result in the loss of work.

**BYOD (Bring Your Own Device)**

- Students are not to use their phones during the school day, not even as e-readers.
- Students will only use their own devices during non-academic times for reading. Gaming during the school day is not an appropriate use of a personal device.
- Students using a device during academic time for reading assignments, in class reading activities or other teacher assigned tasks must use a device with a minimum screen size of 7 inches.
- Students are responsible for the care and safety of their own devices.
- Students will not take/touch another's device without express permission from the owner.

**Online safety:**

- Users will only have access to sites deemed appropriate for elementary/middle school students; St. Bridget School uses a filtering site.
- Students will not check personal E-mail/other accounts while at school.
- Students will not enter a non-approved chat room or send/receive a text/instant message on any device during the school day.
- Students are not to sign on under a school account from a computer off of the school grounds; this is a very serious violation of policy and will be dealt with accordingly.
- Students will tell an adult immediately if something seems scary, threatening, seems confusing or isn't working correctly.
- Users must safeguard their passwords, if one is given/chosen.
- Students will never give out their whole name, address, telephone number or other identifying information while on the Internet. The safety and privacy of their peers will be respected in the same manner.
- Students will never make arrangements to meet someone face-to-face they may have met Online.
- Students will not send a photograph over the Internet or via regular mail without prior, specific written permission from both their teacher and their parent/guardian.

**Computer ethics:**

- Users will be truthful in sending information; users will not pose as others while using school computers.
- Users will never go into an Online area that is going to cost additional money.
- Users will not be allowed to install unlicensed ("pirated") software.
- Users will not knowingly load/access a program containing a virus; if they are unsure, they should ask the teacher for help.
- Users will not install any item or use any software brought in from home without explicit, prior approval.
- Users will be forbidden from removing or copying any of the school's applications.
- Users will not use the Internet for commercial purposes or to perform an illegal or inappropriate act.
- Users will use their time wisely so other users have access.
- Users will respect the privacy of others.
- Users will not send/display/ask to receive information, messages, or pictures which others may find offensive.
- Students will not enter areas requesting a password unless they check it with an adult first.
- Users will not ask the passwords of others and will not use the password of others if they know it.
- Users will not violate copyright laws.
- Users will not read, alter, delete, or destroy any files, folders, data, etc. which do not belong to them. This includes changing icons and moving folders.
- Users who identify a problem with a computer, the network, or a security issue are to report it immediately to the teacher/principal; they should not demonstrate the problem to others.
- Users will not destroy, delete, modify, or abuse hardware or software in any way.

This list can and will be updated as necessary. Students will be informed of changes to this policy and be expected to follow any verbal rules/changes/guidelines as if written here.

**Netiquette:**

- Do use appropriate language at all times.
- Do remember anything written on a computer/device may be easily forwarded, so be careful what you write.
- If you don't know how to do something on our computers, ask for help; don't guess at how to do things. You are responsible for what you do on the computer!
- Do remember your actions will reflect on the school as a whole and act accordingly.
- Other policies will be added as necessary.

### **Classroom Internet assignments**

From time to time, students may be assigned a specific assignment which is to be done on a school computer/device. Regardless of which teacher, classroom or computer, is assigning the work, students are expected to complete the assignment to the best of their ability without intentionally wasting the limited resources of the school. Students who cannot do this may be forfeiting their use of the Internet. Students may be required to complete a worksheet based on a specific web site or series of sites. They may need to do a search of possible web sites centered on a specific topic. They may need to use the Internet as part of their research for a term paper for a classroom teacher.

### **Permissions**

The student, by signing the appropriate page in the handbook, understands it is his/her responsibility to seek out and follow the Internet Acceptable Use Policy of Saint Bridget School. He or she realizes he/she will only be allowed to use the Internet with a degree of adult supervision and his/her work/action is subject to monitoring by an adult. He or she agrees to comply with the rules of use while honoring all relevant laws and restrictions. **Any unauthorized Internet access by him or her may result in the loss of Internet privileges.**

As the legal guardian of the minor child, by signing the appropriate page of the handbook, give my permission for my child to have access to the Internet. I understand that some material on the Internet may be objectionable. I understand that individuals and families, not the school, will be held liable for violations of policies. The Saint Bridget School Handbook, under the section dealing with newspaper articles, gives permission for my child's photograph to be used for publicity as well as the mechanism to rescind this permission. The policy as stated in the handbook will apply to photographs posted on the web site as well. I understand that my child's picture also may be used on the school web site. My child may be identified by his/her first name and last initial. At no time will my child's last name be used. As these photographs may be updated frequently, I understand that I will not receive a specific notice that my child's photograph will be on the web site.

### **RIGHT TO AMEND**

Saint Bridget School reserves the right to amend this handbook at any time. Notice of amendments will be sent to parents in timely manner.

