



# St. Brigid School

## Parent & Student Handbook

**2016-2017**

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## **INTRODUCTION**

St. Brigid School staff is dedicated and committed to providing a quality education and maintaining discipline in an environment where religion and Christian values play a primary role. Only if parents and teachers truly communicate and support each other, will the education at St. Brigid have a positive influence in your child's life. Let us unite our efforts throughout this year. If there is a problem, misunderstanding, or tension about any aspect of the school program, please bring it to the attention of the teacher and/or principal.

This handbook will answer many of your questions about school policies and regulations. Please read it carefully and keep it on hand for reference throughout the 2016-2017 school year.

## **VISION STATEMENT**

St. Brigid School is a school that calls forth and supports the discipleship of Jesus in all its dimensions. Everyone involved comes to think and to act like Jesus. The emerging kingdom of God is evident so that people are drawn into this vision.

## **MISSION STATEMENT**

St. Brigid School, a faith-filled community, is a place where, in collaboration with families, Gospel values are shared and modeled so that the Catholic heritage and tradition continue to flourish in the community and all students are challenged to achieve their highest potential throughout the curriculum.

## **PHILOSOPHY**

St. Brigid School endeavors to treat its students as individuals, to educate and work with the whole child. Our school values the family, who provides the fundamental experience of Church on which to grow and develop. It sees the parents as the primary educators of their children. In working closely with parents, it builds on this foundation by helping each child reach his/her maximum ability, intellectually, spiritually, socially, and physically.

As a Catholic school, St. Brigid seeks to prepare its students to live and proclaim the Good News by teaching Catholic doctrine, building community, and providing opportunities for giving service to others. Both at home and school, we need to be a prayerful community, modeling values that we hold deeply. In this way we strengthen ourselves and our children to become active, knowledgeable, and caring adults.

St. Brigid School provides an updated curriculum, current educational programs, and the necessary resources to meet the needs of the individual student.

## **BELIEF STATEMENTS**

We believe we are called to be disciples of Jesus.

We believe each child is unique in the eyes of God.

We believe that prayer and worship are integral parts of a Catholic education.

We believe that St. Brigid School, as an extension of St. Brigid Parish, strives to prepare students to be followers of Jesus and contributing citizens for the twenty-first century.

We believe that service to parish, school, and local communities, is the foundation for future service to the global community.

We believe in the value of, and respect for, all students and staff.

We believe it is the responsibility of the parents and teachers to work together to nurture and educate each child.

We believe it is our mission to meet the needs of each student and provide a positive and safe environment in which to learn.

We believe all students are capable of learning and that instruction must address many learning styles.

We believe that children should have the opportunity to experience the richness of varied cultures.

## **HISTORY OF ST. BRIGID SCHOOL**

The first St. Brigid Parochial School was opened in 1855 for the elementary grades in a small, rented frame house at the northwest corner of West Second and South Galloway Streets. The second St. Brigid Elementary School was established in August 1856 in a two-room clapboard frame structure near the original church on South West Street. A second story addition was added to the front of the building in 1869 or 1870.

The Sisters of Charity were welcomed to Xenia during Christmas vacation of 1879, and they assumed direction of the school in January 1880. A Parochial School Board was established during February 1898 to raise sufficient money to support the school without relying on ordinary church collections. Enrollment at this time was 145 students, and the teaching staff composed of five Sisters of Charity. Because of the large enrollment, one class was held in the nearby convent.

Early in the 1900's, overcrowding at the school was relieved when the 8<sup>th</sup> grade was relocated to a small frame dwelling at the corner of Second and Mechanic Streets. The expansion of the parish school became known as St. Anthony's Academy, and soon contained not only grade 8 but a three-year high school.

In 1913 construction began on a new school located on West Street; this school building served the parish until the tornado of 1974. The new St. Brigid School was considered a "model" for the entire Archdiocese and was equipped with panic bars on the doors, heated by hot air from a triple gravity-fed furnace, ventilated by an exhaust fan in the basement, and furnished with a central stationary vacuum cleaner, and bubbler-type drinking fountains on each floor. In addition to an auditorium that could accommodate 350 people, there were six classrooms; two on the first floor and four on the second floor. Two offices were located on the second floor. The basement contained rest rooms and a fully-equipped kitchen for social affairs of the parish.

St. Brigid High School: In 1920, the new four-year St. Brigid High School graduated its first class of four seniors. After the State of Ohio initiated its process of high school accreditation in the early 1930s, St. Brigid High School achieved accreditation status in 1934. On June 1, 1958, St. Brigid High School was closed due to its inability to meet the new Ohio State Department of Education's ruling that required a minimum enrollment of 150 students and at least five full-time teachers to qualify for accreditation. During its last school year, St. Brigid High School had an enrollment of 61 students and three full-time teachers. Since its beginning, the high school had 39 graduation classes with a total of 319 graduates.

School Enrollment Statistics: From parish statistics, the grade school had 145 students in 1898. Since 1927 (Catholic Schools Office records), the lowest enrollment was in 1939 with 98 students, and highest was in 1963 with 426 students. The high school had its greatest number of students in 1955 with 74 enrolled; the lowest high school enrollment was in 1944 with 32 students.

## **PARENTAL RIGHTS/RESPONSIBILITIES**

**Parents have a right to:**

- A school atmosphere free from disruption and conducive to the education process
- Be informed about educational programs
- Competent teachers and school staff
- Be informed of a child's progress
- Examine their child's school records
- Be informed of the rules and regulations
- Have school administrators fairly and consistently enforce reasonable rules and regulations
- Discuss the grading system with individual teachers
- Confidentiality of school records
- Have their children treated with respect

**Parents have a responsibility to:**

- See that your child attends school regularly and on time
- Make certain that your child is clean and dressed according to the uniform code
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions
- Teach your child by word and example, respect for all people, for the law, for school rules and regulations, and for the rights and property of others.
- Exhibit actions in compliance with our Vision/Mission statements

8/22 Monday	Ice-cream social & New Family Welcome 6:30 PM-7:30 PM
8/24 Wednesday	First day of school for students
9/5 Monday	NO SCHOOL – Labor Day
9/8 Thursday	Meet the Teacher Night 6:30 PM
9/30 Friday	Grandparents' Day
10/14 Friday	NO SCHOOL Faculty Professional Development
11/2 – 11/3	Parent/Teacher Conferences
11/4 Friday	NO SCHOOL
11/18 Friday	End of 1 <sup>st</sup> Trimester (60 student days)
11/29 Tuesday	Report Cards Go Home
11/23 – 11/25 W/Th/F	NO SCHOOL – Thanksgiving Break
11/28 Monday	Classes resume
12/21 – 1/2	NO SCHOOL – Christmas Celebration and Holiday!
1/3 Tuesday	Classes resume – Welcome 2017!
1/16 Monday	NO SCHOOL – Martin Luther King Jr. Day
1/29-2/4	Catholic Schools Week
2/2 Thursday	CSW School Open House 6:00 – 7:30 pm
2/16 Thursday	Parent/Teacher Conferences 1-7 pm, Early Dismissal @ 12:30pm
2/17 Friday	NO SCHOOL Conference Comp Day
2/20 Monday	NO SCHOOL – Presidents' Day
2/26 Sunday	Family Life Session 5 <sup>th</sup> -8 <sup>th</sup>
2/28 Tuesday	Family Life Session 5 <sup>th</sup> -8 <sup>th</sup>
3/1 Wednesday	Ash Wednesday
3/5 Sunday	Family Life Session 5 <sup>th</sup> -8 <sup>th</sup>
3/7 Tuesday	Family Life Session 5 <sup>th</sup> -8 <sup>th</sup>
3/1 – 3/24	IOWA Testing
3/3 Friday	End of 2 <sup>nd</sup> Trimester (60 days)
3/10 Friday	Report Cards Go Home
3/17 Friday	NO SCHOOL – Teacher Inservice
4/9 Sunday	Palm Sunday
4/14 – 4/23	NO SCHOOL – Spring Break Easter Celebration and Holiday! Easter is April 16.
4/24 Monday	Classes resume
4/28 Friday	Kindergarten screening
5/16-5/19	Glen Helen Outdoor Learning Center (Grade 6)
5/29 Monday	NO SCHOOL – Memorial Day
6/1 Thursday	Wacky Water Day
6/1 Thursday	8 <sup>th</sup> grade Graduation
6/2 Friday	Last day of school – report cards sent home (57 student days)

The State of Ohio requires 1001 instructional hours for a school year. St. Brigid's calendar provides 1168 hours (this includes three Faculty Professional Development days and two Parent/Conference Days)

School day begins at 7:45 A.M.

School day ends at 2:40 P.M.

## SCHOOL DAY



School Day Begins 7:45 AM \*  
Dismissal 2:40 PM

\* Students arriving after 7:45 AM (first bell) will be considered tardy.

Grades 5-8 Lunch/Recess 11:10-11:55  
Grades K-4 Lunch/Recess 11:40-12:30

### **Morning Arrival (Car and Bus)**

The school doors will open for students at 7:30 A.M. This is 15 minutes before the first bell. If you arrive before this time, you are to keep the children in the car until the doors open. The children arriving at 7:30 will go to the lunchroom. The tardy bell rings at 7:45 A.M.. Anyone arriving after 7:45 is considered tardy.

Parents of Kindergarten students may walk their child to the classroom ONLY during the first week of school. Parents of students in grades 1-8 may NOT accompany their children to the classrooms.

### **Dismissal Procedure**

Parents who wish to pick up their children before the 2:40 dismissal time are to report to the office to sign them out.

All others will be dismissed according to the following procedure:

1. At the first bell, Beavercreek and Fairborn bus riders are dismissed through the front doors. All car riders are taken out the back door to the sidewalk in the front of the PAC (or inside the PAC in inclement weather) for dismissal.
2. At the second bell, grades K-4 Xenia bus riders are dismissed through the front doors.
3. Afterwards, students in grades 5-8 riding Xenia buses are dismissed through the front doors.

### **Emergency School Closings**

ONE CALL: As soon as the school is notified of a closing or delay, the administration will use the ONE CALL system which will call every phone number that each family has given to the school.

In the event of any emergency school closing, all local radio and television stations will have the information. Check the website: [www.whio.com](http://www.whio.com) for Xenia school closings.

RADIO: WHIO 1290 AM/99.6 FM  
TELEVISION: WDTN-Channel 2  
WHIO-Channel 7  
WKEF-Channel 22

Because of bus transportation, St. Brigid School will follow the schedule of Xenia Community Schools with regard to closings and delays due to inclement weather. You will be notified by *One Call*.

Parents are asked to complete a form during the first week of school stating the method the school should use when there is an emergency early dismissal. Please make sure your child(ren) understand what they are to do. If you change your mind about the method you wish the school to use, please notify the school in writing.

**ST. BRIGID EDUCATION COMMISSION**  
**2016-2017**

**Ex Officio Members:**

Fr. John Krumm, Pastor	372-3193
Mr. Terry Adkins, Principal	372-3222
Mrs. Janell Klippel, Parish School of Religion	372-3193
Youth Minister	372-3193

**Elected/Appointed Members:**

Mr. Christopher Goecke, President  
Mrs. Lynn Doohen  
Mrs. Wyncee Fleisher  
Mrs. Lori Hallmark  
Mrs. Rebecca Shelek

Purpose: The Parish Education Commission is the basic unit for educational planning and policy making. Parish Education Commissions see to it that the educational needs of everyone in the parish are being served. Parish Education Commissions have the responsibility for determining the educational needs of the parish community in order to establish plans to meet those needs.

Meetings are held on the second Monday of each month. For a topic to be placed on the agenda, it must be submitted in writing to the principal and/or any Education Commission member no later than ten days prior to the next scheduled meeting.

**ST. BRIGID PARTNERS-IN-EDUCATION (P.I.E.)**

The St. Brigid Partners-in-Education is an organization open to all parents of school-age children. Partners-in-Education fosters activities to benefit all children of the parish and school. The Partners-in-Education treasury receives money for programs from several activities such as the Christmas Bazaar and Kroger gift cards. Notification of meetings will be sent home with your child.

### **SCHOOL PERSONNEL**

Mr. Terry Adkins	Principal
Mrs. Denise Brown	Secretary
Mrs. Kim Brown	Preschool Teacher
Mrs. Heather Ayers	Kindergarten
Mrs. Nancy Sandlin	Grade One
Mrs. Carol Keating	Grade Two
Mrs. Julie Haynes	Grade Three
Mrs. Pam Greco	Grade Four
Miss Rachel Katula	Grade Five
Mrs. Theresa McGlothen	Grade Six
Miss Julie Wittmann	Grade Seven
Mr. Royce Silverwood	Grade Eight
Mrs. Angel Harlow	Grade 8 Algebra/Advanced 6 <sup>th</sup> and 7 <sup>th</sup> Math Teacher
Ms. Jan Abel	Physical Education Teacher/Assistant Business Manager
Ms. Annie Shoup	Music Teacher
Mrs. Deb Rudd	Technology Coordinator/Teacher
Mrs. Cathy Tate	School Aide/Auxiliary Clerk
Mrs. Peggy Wiles	School Aide
Mrs. Angela Keferl	Pre-School Aide
Mr. Roger Duffy	Business Manager

### **AUXILIARY PERSONNEL**

Mrs. Dorothy Weiss	Reading and Intervention Specialist
Mrs. Kim Cole	Speech and Language
Mr. Steve Harris	Counselor

## **SCHOOL POLICIES**

Each policy and its guidelines shall appear in the Parent-Student Handbook. The guidelines shall be in compliance with the Cincinnati Archdiocesan Education Policies and the Ohio Revised Code where applicable.

### **Guidelines for Admission of Students to St. Brigid School**

All new students must register with the principal or school secretary. All new students must submit their birth certificates as proof of age. Baptismal certificates must be submitted if the child has been baptized. Those transferring from another school must submit school records. This will expedite the registration process and permit proper placement. Also, a new student entering St. Brigid School must present documented proof that he/she has received all immunization shots prior to September as required by the State of Ohio.

Students must be 6 years old by September 30 to be admitted to Grade One. Kindergarten students must be 5 years old by September 30.

Selection of new students will occur in the following order:

- a. Parishioners with children currently in school/preschool.
- b. Parishioners who do not currently have children in school/preschool, with priority given to those parishioners with earliest registration in parish.
- c. Non-parishioners with children currently in school/preschool with priority given to Catholics from neighboring parishes which do not have schools or whose enrollments are full.
- d. The Principal and/or Pastor may make exceptions to this policy on a case-by-case basis.

Class size will be limited to 30 (thirty) students. However, the number *thirty* may be exceeded in the case of retention. This does not include kindergarten.

Students who give promise of being capable of successfully completing the educational program shall be admitted to St. Brigid School. All new students will be screened.

### **Integration Policy**

St. Brigid School has a policy of racial and cultural integration. The school is non-discriminatory. St. Brigid School upholds the following values:

1. To refrain from granting entrance to those seeking to avoid integration or state testing.
2. To encourage diversity.
3. To develop Christian attitudes toward racial and cultural integration.

### **Tuition Guidelines**

The tuition rates shall be set by the Finance Committee. Collection shall be automatic withdrawal from a bank account in 10 payments or paid in full by July 1 before the start of the school year. Late payments and tuition reimbursement will be handled on an individual basis by the Parish Business Office.

## **Eligibility for Parish-assisted Tuition at St. Brigid School**

“A parish school, in addition to providing religious instruction, provides secular benefits (at a verifiable cost) which parishioners can rightly be expected to pay for. Furthermore, a certain level of involvement on the part of the parents is an essential part of any school program. Therefore, it is appropriate for parishes to establish criteria for eligibility for ordinary access to the parish school. These criteria may include payment of tuition, participation in the liturgical life of the parish and in the parish’s other activities, some volunteer involvement in the school, etc.”  
(Archbishop Pilarczyk, in a letter to all pastors, August 1997)

St. Brigid School is established to provide a quality religious and secular education for the children of parishioners of St. Brigid Parish and for others who may choose to participate in this wonderful ministry. With this in mind, the following are the basic criteria of eligibility for parishioner tuition rates at St. Brigid School.

At the time of school registration, parents/guardians must meet the following criteria to receive the parishioner tuition rate:

1. At least one parent/guardian and the student(s) must be baptized Catholic and registered in St. Brigid Parish or in another Catholic parish that does not have its own school. To be registered in the parish means that up-to-date registration information is on the parish records at the parish office, the family has collection envelopes, and the family receives normal parish mailings.
2. The Catholic parents(s)/guardian(s), along with the students(s), will attend and participate at Mass at weekend liturgies.
3. The parent(s)/guardian(s) and other family members will regularly support the parish financially and in volunteer roles as they are able and/or to give support to the numerous financial and ministerial needs and ministries of the parish and school.
4. The parent(s)/guardian(s) will keep up with payments of the established tuition, and/or speak in a timely manner to work out any adjustments with the Business Office if/when circumstances may arise that require some adjustments in time, etc.

Persons who do not qualify for parish-assisted tuition (e.g. non-Catholics, non-registered Catholics, and/or non-involved Catholics) are still most welcome to register at St. Brigid School, but it will be at the non-parishioner tuition rate

## **Student Record Guidelines**

Students’ records are available to the parents within forty-eight hours of request. Current student records will be stored in the school office. All student records shall be stored in the school office for 5 years from the date the student leaves St. Brigid School. Student records will be stored at the church business office if the school is discontinued. Permanent records will be kept permanently. Parents who complete a Transfer of Records form from the receiving school will have the records mailed to the receiving school or appropriate agency. Records will only be transferred to the receiving school or appropriate agency. Records will not be released to anyone other than the receiving school or appropriate agency. Records will not be released if a family still owes money to the school.

## Custody Papers

At the time of registration, or when there is evidence of a dissolution of marriage, St. Brigid School requires the residential parent to produce any court document that puts limitations on the rights of the non-residential parent. A copy of this document shall be kept in the student's file. Those school personnel, e.g., principal, secretary, student's teacher(s), student's counselor who might have contact with the non-residential parent, should be made aware of any limitations on the rights of the non-residential parent that exist. In the absence of such court documentation, both the residential and the non-residential parent shall be accorded the same rights and privileges with regard to access to their child's/children's records, teacher, conferences, etc. School fax: 937-374-3622

## Withdrawal Guidelines

When a parent chooses to voluntarily remove a student, the parent should notify the school. All records will be released to the receiving school after the receipt of a "Transfer of Records" form. The parent will be asked to complete and return an exit survey. Graduating 8<sup>th</sup> grade parents will also be asked to complete and return an exit survey. Parents are asked to fulfill all tuition and parishioner obligations when removing their children.

## Absence Guidelines

When a child is absent, **parents are to call the school office before 9:00 A.M.** stating the reason for absence. ***As required by the State of Ohio, you must send a signed note on the day the child returns to school.***

An excused absence is one of the following:

- Illness of student
- Illness in family
- Death in family
- Quarantined due to contagious disease
- Events approved by principal upon written request by parent/guardian
- A natural disaster or Act of God

Three (3) consecutive absences due to illness of the student require a doctor's note upon student's return to school.

Absences due to vacation trips and other similar-type activities are **unexcused and are greatly discouraged**. Teachers **are not** required or expected to know what objectives will be covered "before" a student leaves for vacation. It is the student's responsibility, upon his/her **return**, to ask the teacher(s) about missing assignments. The teachers will inform the student when the assignments are due.

The scheduling of doctor and dentist appointments during the school hours is discouraged. If a child must be excused from school during any part of the regular school day, a written note stating the reason is required BEFORE the requested absence. The student will be called from the classroom upon the parent's arrival. No child is permitted to leave the school premises without the consent of the principal.

Students will be given a reasonable amount of time to make up work missed during absences. The reasonable amount of time will be determined by the teacher based upon the circumstances due to the absences.

### **Excessive Absenteeism Guidelines**

Written assignments can be made up during absences, but valuable teacher instruction and class discussions are missed. Frequent absences have a serious detrimental effect on the student's educational development.

Any absence from school for eighteen (18) days during the school year may result in retention of the student. At the accumulation of thirteen (13) days' absence, a warning letter will be sent to parents/guardians. Parents may request a conference with the principal if extenuating circumstances exist.

### **Tardiness Guidelines**

Any student who arrives at school late (after the first bell in the morning at 7:45) must report to the office. The student will then be given a written permission to enter the classroom. Tardiness interferes with learning. Repeated tardiness (other than necessary medical reasons) interferes with learning and will be brought to the attention of the parents in order to resolve the situation.

In the case of repeated tardiness, a student will lose recess after the third tardy in a trimester; with excessive tardiness, the principal will send home a letter and request a conference with the parents.

### **Participation in Extra-Curricular Activities Guidelines**

St. Brigid School places a high priority on academics and proper conduct. A student's participation in extra-curricular activities will be contingent upon the following terms:

- Student must maintain a cumulative average grade of at least a C (2.0 GPA) or above. For eligibility purposes, this GPA is calculated using only the core classes that meet 5 days per week. An F in any class will also result in ineligibility. (Consideration may be given to students who are working to their abilities as determined by teachers and principal).
- Eligibility status is calculated every Thursday.
- If a student has been expelled or is serving an in-school or out-of-school suspension, no extra-curricular activities will be permitted.
- Loss of extra-curricular activities is a possible consequence for needed disciplinary action.

Parents play an essential part in helping their children place the proper emphasis on the importance of sports, band, choir, etc. Participation in extra-curricular activities can be an excellent way for children to learn many important social skills such as teamwork and cooperation. However, when games or practices are considered more important than attendance at church or school functions, we are sending the children very confusing messages. We count on you to help them make mature decisions.

### **Band**

Students in grades 5-8 may take band through Carroll High School. The band teacher comes to St. Brigid School and the fee is paid directly to Carroll High School.

### **Field Trips**



Field trips are sponsored by the school if they are educational; if they are the outgrowth of materials and subjects taught; or if they are for cultural growth.

Teachers will plan the trip. The written plan will be presented to the principal for approval. The sponsoring teacher has ultimate responsibility for the supervision of the activity but may employ the assistance of other adult (parents) to accompany the class. All chaperones must be VIRTUS trained. Buses will be used for transportation unless deemed unfeasible. No child may attend unless a permission slip has been signed by the parent/guardian and returned to the teacher. Field trips are privileges, and a student can be denied participation if he/she fails to meet academic or behavioral requirements.

### **Birthday Parties**

Parents may send treats or goodie bags into the lunchroom to celebrate a birthday. Please coordinate the day and time with your child's teacher. Individual teachers may have certain restrictions or need to inform you of food allergies in the classroom. Please check with your child's teacher to be informed of the classroom policy of sending in birthday invitations.

### **School Parties**

Halloween:

Grades K-4 parties and costume

Christmas:

Grades K-8 parties

Shrove Tuesday:

Grades K-8 Pancake lunch

### **Volunteers**

St. Brigid School encourages parents, grandparents, and other interested parishioners who are able to assist the school in a variety of ways to volunteer. At the beginning of each school year those who wish to volunteer should sign up to help as homeroom mothers, classroom and office aides, librarians, or as computer room assistants to name just a few possibilities. All volunteers must sign in at the office upon arriving, and check out when leaving. **All volunteers must attend a Virtus *Protecting God's Children* session and have an approved Selection.com background check.** Please check with the Parish Safe Environment Coordinator, Jan Klippel, for requirements.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled in the fall and spring. Notification of these days will be sent home. The purpose of these individual meetings is to better communicate the academic achievement of each student, note areas of strengths and weaknesses, and endeavor to establish between school and home some plans for the child's growth and improvement. Spring conferences are at the teacher's or parent's request.

The faculty is always available for conferences. If you wish to arrange for a conference or to speak to a teacher over the phone, please call the school office before 1:45P.M. or send a note directly to the teacher. This enables ample opportunity for the teacher to respond. Contacting teachers at their homes should be done only at their request. The school personnel appreciate your consideration in this regard. At no time will conferences be held during school hours when the teacher has a responsibility to the students in the classroom. It is best to ascertain early in the school year the times and days that your child's teacher is able to meet with you.

***When a concern arises with a teacher, meet with the teacher. If you are not satisfied after speaking with the teacher, meet with the principal. If you are not satisfied after speaking with the principal, meet with the pastor.***

### **School Newsletters**

Weekly School Office Newsletters are sent using e-mail. If a family wishes a hard copy, the office needs to be notified of that request. Reading these carefully will keep you informed of events taking place at school. Some materials sent home from school may request your signature. If so, please follow the direction concerning response and return. If a question should arise about any materials, contact the person from whom the information was sent.

Teacher newsletters will be sent home on a regular basis. Your child's teacher will inform you of the manner in which newsletters will be sent.

### **Telephone**

The school telephone is used for school business only. It is not to be used by students who forget their homework, lunches, etc. Becoming responsible for these items is an excellent way to begin to learn personal responsibility.

Students will not be called to the phone. After-school arrangements are to be clarified with your child(ren) before school. Please call the school early if you need a message delivered as it is difficult to have office personnel deliver messages at the end of the day.

### **Visitors**

All visitors including parents/guardian/volunteers/spouses must sign the register in the school office upon entering the building. Classes may not be interrupted during the school day except in an emergency. Parents who need to speak to a child or a teacher during the school day must have permission from the principal. Visitors/parents may not go to a classroom at any time unless prior arrangements have been made. **This rule is part of the Ohio Revised Code and is intended to promote the safety of our students and staff by allowing us to continually monitor who is in the school and for what reason.**

Parents wishing to observe their child's classroom must make arrangements at least one day in advance of observation.

## **INSTRUCTIONAL PROGRAM/ACADEMICS**

### **ASCEND**

St. Brigid School uses ASCEND as its on-line grading system. It is expected that parents will log in and utilize ASCEND regularly to keep informed about their child's current grades and other important information. ASCEND is the primary communication between teachers and parents concerning current academic progress.

### **Progress Reports and Report Cards**

Report cards for grades 1-8 are issued three times a year. These are distributed one week after the close of the trimester. Parents, as well as students, should study the code used for reporting and evaluating students' performance. If unsatisfactory performance is indicated, the parent and child, along with the school, will take action in an effort to bring about improvement in specific identified areas. Report cards will be sent home in an envelope; a space will be provided on the outside of the envelope for parent signatures and request for a conference. Students will return the signed envelope to the teacher. The report card does not need to be returned to school.

Midterm deficiency reports will be sent home with any student who has a grade of C or below (grades 3 – 8) and Needs Improvement (grades K – 2) in core subjects. Deficiency reports will be sent home on the same day by all teachers. The school, parent, and child will take action to bring about improvement in a specific area if needed.

Kindergarten report cards are sent home two times a year starting with the 2<sup>nd</sup> trimester. Parent conferences are scheduled in the first trimester and as needed to assist the kindergarten parents in interpreting the progress of their child.

### **Report Cards**

The Primary Card (Grades 1 & 2) informs parents of the student's progress in relation to each individual student's rate of development. It reports specific skill areas and the degree to which the child has acquired the skill. The child is measured against standards appropriate for the grade level of the class.

O Outstanding Progress - the child moves through the continuum of skills at a rapid rate.

S Satisfactory Progress - the child moves through the continuum of skills at a steady rate.

N Needs Improvement.

Effort: 1 = Good 2 = Satisfactory 3 = Indicates Improvement Needed 4 = Lack of Effort

### **Grading Scale for Grades 3-8**

The following scale is used for the academic subjects:

99-100 : A+	79-82 : C
95-98 : A	77-78 : C-
93-94 : A-	75-76 : D+

91-92 : B+	72-74 : D
87-90 : B	70-71 : D-
85-86 : B-	0-69 : F
83-84 : C+	

Effort: 1 = Good 2 = Satisfactory 3 = Indicates Improvement Needed 4 = Lack of Effort

### **Honor Roll (4-8)**

There is an academic honor roll which consists of first honors (3.5 - 4.0 point average) and second honors (3.0 - 3.4 point average). No grades of C or below for first honors; exception may be made for 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> advanced math.

Points are awarded for the subjects taught five (5) days a week.

### **Promotion/Retention/Placement Guidelines**

If a student receives an F average in two major subjects, he/she cannot be promoted to the next grade. Major subjects include the following: religion, language arts, math, social studies, and science.

Summer school may be required for promotion to or placement in the next grade.

### **Home Study**

Homework is assigned at the discretion of the teachers.

The teachers will have an established method of helping students keep track of daily assignments. They will communicate this at the fall parent meetings. Questions concerning homework should be directed to the teacher.

When written work is not assigned, the time should be spent in reading or reviewing class work.

### **Missing and Incomplete Assignments**

The school day does not allow sufficient time for the practice necessary to implant the various skills the child must learn. Daily assignments reinforce these skills and prepare the children for new material. It is essential that they are completed each day. Longer assignments may be given over a period of several weeks. These are intended to help children learn to budget their time and to work on more complex activities. Parental supervision and encouragement are very helpful to accomplish these goals and also help to emphasize the importance of learning.

Parents should log in to ASCEND for notification of missing/incomplete assignments. Teachers may inform you of your child's missing assignment(s) via e-mail or written notice. If a student repeatedly has missing or incomplete assignments, disciplinary actions will be taken. These measures include, but are not limited to, loss of special privileges and/or recess for a certain amount of days, or being ineligible to participate in extra-curricular activities for a specified amount of time.

### **Book & Electronic Device Care**

Pupils are responsible for the proper care of all school materials. Books are to be covered at all times and should be carried to and from school in book bags of some durable material. Chromebooks, iPads, desktop computers, and printers, etc., are to be handled respectfully and with appropriate care. Students may be charged for misuse of text books (torn pages, pencil/ink marks, broken binding, etc.) and damage to electronic devices beyond normal wear and tear expectations. Electronic devices may not leave the school premises without prior arrangements and permission.

# CONDUCT

## **Code of Conduct Guidelines**

The word ***discipline*** is derived from the word *disciple*. Since the parents, students, and teachers at St. Brigid Catholic School profess to be disciples of Jesus Christ, it follows that the actions of all demonstrate that this school is a community striving to act out the Gospel values. The school staff will enforce school policies and rules in a manner that is fair, firm, and consistent. The school staff intends to develop and maintain a strong bond of cooperation between home and school; this is clearly in the best interest of our students. For this reason, parents/guardians are expected to cooperate with the school staff to support and reinforce school policies.

St. Brigid staff strives to create a positive learning environment in which the teacher is able to teach and the student is able to learn in a manner that is respectful to the rights of all. All discipline has as its objective the creation of a positive and safe environment in which teaching and learning can take place.

Discipline is fundamental in Catholic education. Parents are asked to assist the teachers in guiding their children to grow in the acceptance of responsibility. Children should be taught to accept the consequences of their own actions. Our discipline is based on the philosophy that all students CAN and WILL behave appropriately at school.

Teachers' expectations are clearly communicated to the students at the beginning of the year by means of classroom discipline plans. These plans may include specific classroom rules and may include positive reinforcements to support good behavior, as well as negative consequences for those students who choose not to behave appropriately. Any discipline procedure is intended to achieve our goal, namely behavior modification that exemplifies Gospel values.

For students who have an Individual Education Plan (IEP/Service Plan) as established through testing and evaluation by the Xenia Community Schools psychologist and the Reading and Intervention Specialist, every effort will be made to meet the accommodations as required on a student's IEP/Service Plan. If a parent/guardian feels that a child needs educational accommodations, a meeting with the school's Intervention Specialist must be requested. Special accommodations for a student as requested by a parent/guardian without the prescribed educational testing or a doctor's note will be considered on an individual basis.

A Discipline Solutions Team composed of the principal, intervention specialist, counselor, and three teachers may assist the principal in determining consequences for inappropriate student behavior. The team will also be available to assist teachers with discipline strategies for individual students or their classrooms.

Any school employee present at the time of misbehavior will intervene immediately. The staff member will act prudently according to the situation.

### **Guidelines for Student Behavior**

Guidelines for the expected behavior of students include, but are not limited to the following:

1. Students are expected to respect and obey all school personnel. School personnel include teachers, aides, maintenance staff, lunchroom and playground staff, and volunteers.
2. Students may leave the classroom only with the permission of the teacher.
3. Students are expected to do their own assignments. This guideline includes homework and long-term assignments.
4. Students are expected to be respectful and obedient and to exhibit a positive attitude towards themselves, others, and their environment. Insubordination, disrespect, and insolence will not be accepted at St. Brigid School.
5. Students are expected to refrain from the use of obscenities. The use of obscene language, verbal or written, obscene drawings, and the use of obscene gestures will not be tolerated.
6. Students are expected to respect school property and the property of others.
7. Students are expected to act appropriately and to work cooperatively with others during class or other school/church activities.
8. Students are expected to behave appropriately in the restrooms.
9. Students are expected to obey the playground and lunchroom regulations, which are designed to provide structure and ensure their safety.
10. Students are expected to demonstrate appropriate behavior during drills. Proper behavior for drills is discussed in the classroom on the first day of class.
11. Students are expected to walk in the hallways for their safety and the safety of others.
12. When a parent signature is requested on school papers, students are expected to comply with this request and obtain their parent's signature.
13. Students are not permitted to chew gum on school grounds.
14. Students are expected to adhere to the uniform code. In emergencies, a note signed by the parent/guardian must accompany the student and be approved by the principal. If a student comes to school out of uniform and does not have a note of explanation signed by the parent, the student will be sent to the office where the parent will be called to bring the uniform to school. If no change of clothes is available, one will be provided in the office (if available).
15. Students who wear their uniform, but consistently do not adhere to the dress regulations, will be sent to the principal who will decide on further action.
16. Students may not mark personal items such as book bags, lunch bags/boxes, book covers or any other items brought to school with obscene, pornographic, or gang related graffiti.
17. Students are not permitted to have pen/ink/marker words, pictures, drawings on their skin.
18. Students are not permitted to use video game players or cartridges, cd players, or i-Pods, e-readers, or other electronic devices during school (7:15 am – 3:00 pm) unless permission is granted by a teacher for use in his or her class for educational purposes. Such items will be confiscated and held in the school office or parish office to be retrieved by a parent or guardian.

19. Students may not use cell phones at school. Cell phone may be carried in the student's book bag, **but it must be turned off during school**. St. Brigid School and/or Parish will not be responsible for any lost or stolen items.

20. Water bottles may be used by students at the discretion of each classroom teacher and their class rules. The bottle may contain water only. If the use of the water bottle becomes disruptive during class time, it may be removed by the teacher.

**Failure to follow the school rules will result in the student receiving disciplinary action.**

## **Disciplinary Actions for Group A, Group B, and Group C Offenses**

Students are expected to conduct themselves according to the guidelines outlined in the previous section. St. Brigid School will not tolerate violent, disruptive, or inappropriate behavior by its students. Any behavior which adversely affects the school, its personnel, and/or its students, regardless of place or time, will be considered for disciplinary action. Offenses have been categorized as Group A, Group B, and Group C to designate the seriousness of the infraction. Group A offenses are the most serious.

We cannot list or anticipate all behaviors or actions by students. Please support the staff and talk with your child's teacher if you have concerns. The administration reserves the right to carry out disciplinary measures for any inappropriate conduct occurring at school even if not specifically mentioned in the following lists. If warranted, law enforcement agencies will be contacted.

Communication and collaboration with parent(s)/guardians regarding the need for disciplinary actions will occur on an individual basis. In the event a student has incurred a Group A or B offense, parents will be notified promptly.

### **GROUP A Offenses**

1. **Assault on School Personnel/Student:** A student shall not cause or attempt to cause personal injury or behave in such a way as would cause physical injury to a teacher, administrator, school employee, another student, or visitor.

2. **Possession, Use, Transmission, Sale, and or Concealment of Narcotics, Alcoholic Beverages and/or Drugs:** Students shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamines, barbiturates, marijuana, tranquilizers, prescription drug, non-prescription drug, inhalant, mood altering chemical of any kind on the school grounds during and immediately before or after school hours, and at any other time when the school is being used for any school or parish activity.

3. **Drug-like substance and/or Drug Paraphernalia:** Students shall not possess, sell, use, or transmit, or pretend to possess, sell, use, or transmit any drug paraphernalia, unknown powder or pills, caffeine pills, marijuana-like substance, or other counterfeit, facsimile, or look-alike type drug substances, prescriptions, and/or non-prescription drugs or substances.

4. **Possession, Transmission, Concealment, Sale, Creation, Handling and/or Use of Firearms:** A student shall not possess, transmit, sell, or conceal any type of firearm or facsimile of a firearm.

5. **Possession, Transmission, Concealment, Sale, Creation, Handling and/or Use of Dangerous Weapons:** A student shall not possess, transmit, sell, or conceal any type of weapon or

any item that by design, form, or function, in its original or altered state, can be a weapon or instrument of violence. Examples include, but are not limited to, knives, ice picks, night sticks, mace, brass knuckles, explosives (including firecrackers), and lighters.

6. **Arson:** A student shall not cause the willful and malicious burning of or attempt to burn any property of any school and/or parish property or the property of any person which may be located upon the school and/or parish grounds.

7. **False Alarm/Bomb Threat:** Students shall not cause a false fire alarm or cause a false warning of fire or impending bombing or other catastrophe.

8. **Sexual Misconduct:** Students are prohibited from engaging in offensive verbal, written, electronic, or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Examples of prohibited sexual harassment may include, but is not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

9. **Repeated Violations of Group B Offenses:** Offenses that may be considered less serious will be considered Group A offenses when the student repeatedly commits the same or different offenses that indicates a pattern of misbehavior.

10. **Act of Delinquency or Immorality:** Any action by a student that could result in commitment to a juvenile correctional institute and/or constitutes a definite menace to the safety of others or the morale of the school community will be considered a Group A Offense.

### **Penalty for Group A Offenses:**

Students may be suspended (in school/out of school), asked to withdraw, or be expelled from St. Brigid School. A student who has earned two previous suspensions may be expelled if and when another offense is committed that would have resulted in a suspension. Students may also be removed or suspended from a school trip, or become ineligible for extracurricular activities as part of any school or CYO program. For some Group A offenses the school may require that the student be assessed by a specialized individual or agency of a type determined by the school administration, with the results submitted in writing to the school along with a prescribed treatment plan, if deemed necessary by the assessor, that must be followed by the parent(s)/guardian(s) and the student in order to be considered for continued enrollment. In such case the parent(s)/guardian(s) are responsible for any fees incurred for the assessment and/or treatment. According to the Archdiocese of Cincinnati Decree on Child Abuse, "any adult who receives a report of child-on-child abuse should promptly report the same to Civil Authorities, to the Chancellor and to the Coordinator of Ministry to Survivors of Abuse."

### **GROUP B Offenses**

1. **Threatened Assault or Abuse:** A student shall not threaten to cause physical injury or abuse of any kind to a teacher, administrator, school employee, another student, or visitor in verbal, written, or electronic form. Any threat, whether transmitted directly to the intended target(s) or not, will be considered as a threat. For example, a threat of bodily harm made on social media, or in a text message, or spoken to someone else will be considered a Group B offense.

2. **Vandalism/Destruction of Property:** A student shall not damage, misuse, or destroy school or private property either on school/parish grounds or during a school/parish activity off the school property. This includes deliberate damage to books or school materials, marking or defacing books, marking or defacing other school property.

3. **Theft:** A student shall not take or acquire the property of others without the consent of the owner.



4. **Possession/Use of Tobacco:** The school prohibits the smoking, use, sale, transmission, or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, chewing tobacco, snuff, and any other tobacco, by any student in any area under the control of the school or parish, at any event off school grounds arranged by the school, and at any other time when the school is being used for any school or parish activity. In addition, smoking at the bus stop will be treated in the same manner as smoking at school.

5. **Truancy or Leaving School Grounds without Permission:** Upon boarding the school bus or upon arriving on the school grounds, the student is considered to be on school property and under the direction of school authorities. Students are not permitted to leave school property or a school sponsored event until the end of the school day unless they have an approved early dismissal. Students are to remain within the specific boundaries of the school building and the facilities specified for their use. Truancy is declared when a student is absent from school for the entire day or any part of the day without school authorization.

6. **Cutting Class:** A student shall not cut any class for which they have been scheduled.

7. **Fighting:** Students are not permitted to fight, which includes, but is not limited to, punching, slapping, kicking, hitting, shoving, pushing, and biting. Fighting at the bus stop will be treated in the same manner as fighting at school. Upon investigation, self-defense will not be considered an act of fighting.

8. **Bullying:** Bullying is a form of aggression different from normal conflict. Important to remember is that bullying is an imbalance of power that is characterized by intentional and repeated actions to create stress, injury or discomfort to another. Cyber-bullying through information technology is included as a forbidden activity. The duration, frequency, and intensity of the actions will be considered in determining if the offense is bullying. **Additional information about bullying and how it will be handled can be found following the consequences for Group C offenses.**

9. **Harassment:** Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcome and uninvited behavior that demeans threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Each student is expected to be considerate and respectful of the rights of the students, staff, and visitors at St. Brigid School. No person should be subject to harassment on the basis of race, color, medical condition, national origin, ancestry, citizenship, religion, disability/ability level, age, or gender. Therefore, harassment of any kind will be taken seriously and appropriately disciplined. St. Brigid School follows the Child Protection Decree as mandated by the Archdiocese of Cincinnati.

10. **Student Protest:** A student shall not participate or encourage any other student to participate in any protest march, picketing, or similar activities which cause or result in the disruption of school.

11. **Disruption of School:** A student shall not use in the school building, on school/parish grounds, on a school bus, or school sponsored event, violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass, forgery, throwing of object, any form of cheating, or any other conduct that causes the substantial and/or material disruption or obstruction of any lawful mission, process, or function of the school.

12. **Failure to Comply with the Archdiocesan Policy for Technology Use.**

13. **Repeated Violations of Group C Offenses:** Offenses that may be considered less serious will be considered Group B offenses when the student repeatedly commits the same or different offenses that indicate a pattern of misbehavior.

### **Penalty for Group B Offenses:**

Students may be disciplined by verbal correction, teacher-student conference, parent conference, counseling, special assignment related to the offense, removal to another part of the classroom, detention, withdrawal of classroom privileges, removal or suspension from a school field trip or special event, loss of recess time, becoming ineligible for extracurricular activities as part of any school or CYO program, immediate referral to the principal, probation, referral to the pastor, emergency removal, suspension (in school/out of school), withdrawal, or expulsion from St. Brigid School. For some Group B offenses the school may require that the student be assessed by a specialized individual or agency of a type determined by the school administration, with the results submitted in writing to the school along with a prescribed treatment plan, if deemed necessary by the assessor, that must be followed by the parent(s)/guardian(s) and the student in order to be considered for continued enrollment. In such case the parent(s)/guardian(s) are responsible for any fees incurred for the assessment and/or treatment. According to the Archdiocese of Cincinnati Decree on Child Abuse, "any adult who receives a report of child-on-child abuse should promptly report the same to Civil Authorities, to the Chancellor and to the Coordinator of Ministry to Survivors of Abuse."

### **GROUP C Offenses**

1. **Disobedience:** A student shall not disregard or refuse to obey directions given by school personnel.
2. **Disrespect:** Students shall not intimidate, insult, ignore, disregard, show contempt or disdain for, talk back to, verbally, electronically or in writing abuse any member of the student body, school personnel, or visitors of St. Brigid School.
3. **Not on Task/No Materials:** Students are expected to come to class with the proper materials to complete their work. While in class, students are expected to pay attention and complete the work assigned for completion during class time.
4. **Lying/Cheating/ Dishonesty:** No student shall be dishonest in dealing with their teachers, administrators, or peers. Cheating on tests, homework, or other assignments will result in a grade of zero or a lowered grade as well as the possibility of additional consequences.
5. **Forgery/Plagiarism:** A student will not forge or plagiarize homework. This includes giving homework answers written or spoken to classmates or copied homework answers to classmates. Students will not copy another person's work and call it their own in research writing.
6. **Disruptive Behavior:** No student shall cause a disruption or obstruction of any class or school sponsored event.
7. **Profane Language, Obscene Gestures/Obscene Materials:** No student shall make rude remarks to others or use language which is considered to be profane. Obscene gestures shall not be made. No form of material which may be considered obscene or pornographic is to be brought to school.
8. **Tardy to School:** Students who are not in their classroom by 7:45 AM are considered tardy.
9. **Gum/Candy:** Gum is not permitted within the school. Candy is permitted only at lunch, and morning recess for grades K-4, unless permitted because of a special event.

### **Penalty for Group C Offenses:**

Group C offenses are typically violations of the Guidelines for Student Behavior that occur in the classroom setting. Teacher expectations for behavior will be clearly communicated through a classroom management plan explained to students at the beginning of the school year. It will include specific classroom rules with the type of teacher determined consequences for inappropriate behavior. Additionally, positive reinforcements will be given for displaying appropriate behaviors. Group C violations may be disciplined by a verbal correction, a look or gesture from the teacher,

withdrawal from classroom privileges, removal to another part of the classroom, reduced recess time, teacher-student conference, call or note to parent, parent conference, counseling, special assignment related to the offense, detention, removal or suspension from a school field trip or special event, becoming ineligible for extracurricular activities as part of any school or CYO program, immediate referral to the principal, probation, referral to the pastor, emergency removal, suspension (in school/out of school), withdrawal, or expulsion from St. Brigid School.

### **Bullying (Additional Information)**

Every student has the right to feel physically, socially and emotionally safe at St. Brigid School. Bullying behavior is contrary to our Catholic beliefs on how we treat one another and is counter to our mission statement.

Bullying is a form of aggression different from normal conflict. Important to remember is that bullying is an imbalance of power that is characterized by intentional and repeated actions to create stress, injury or discomfort to another. Bullying implies that a student is being targeted with either physical or verbal actions. These actions could include punching, shoving, tripping, name calling, gossip, teasing, humiliation, and/or ostracizing among many other types of hazing or intimidating behaviors. The duration, frequency, and intensity of the actions will be considered in determining if the offense is bullying.

### **Cyber-bullying**

Cyber-bullying includes harassing and intimidation through information technology, both of which could result in verbal and physical bullying. Information technology includes social media such as Facebook, Twitter, Snapchat, Instagram, etc. as well as texting and e-mail. All of these behaviors impact the faith lives of our children as well as their academics. While the central responsibility lies with parents who oversee students after they leave school, cyber-bullying impacts the school environment in a negative way and students and parents will be asked to help bring the behavior to a stop.

### **What should a student do if he or she is the target of bullying?**

- Clearly and firmly tell the person to stop
- Remove yourself from the situation
- Do not retaliate
- Do not ignore the incident, immediately report it to an adult at school
- Avoid being alone with the person involved
- Inform your parents

### **What should parents do if they are concerned that their child is the target of bullying?**

- First, focus on your child. Be supportive and gather information about the bullying. Listen carefully to what your child tells you about the bullying. Ask him or her to describe who was involved and how and where each bullying episode happened. Remember that children sometimes say or do mean things (which is inappropriate and may deserve disciplinary action), but the parent should ascertain whether the actions are repeated consistently over time in order to be considered bullying.
- Contact your child's teacher or the principal. Give factual information about your child's experience of being bullied including who, what, when, where, and how.

- Do not contact the parents of the student(s) who bullied your child. This is usually a parent's first response, but sometimes it makes matters worse. School officials should contact the parents of the child or children who did the bullying.
- Help your child become more resilient to bullying. Teach them the skills outlined in the above section. Teach him or her how to seek help from an adult when feeling threatened by a bully.
- Expect the bullying to stop. Talk regularly with your child and with school staff to see whether the bullying has stopped. If the bullying persists, contact the teacher or principal again.

#### **What will the school do when an incident is reported?**

- Respond quickly and sensitively to the report
- Maintain confidentiality, unless the victim is willing to confront the aggressor in the presence of the principal to resolve the issue
- Deal with bullying on an individual basis
- Provide immediate consequences for retaliation against students who report bullying

#### **What will the St. Brigid Community do to promote a safe environment?**

- Supervise students in all areas of the school and playground
- Watch for signs of bullying and intimidating behaviors and intervene when it happens
- Review the St. Brigid pledge with students on a quarterly basis
- Take seriously parent and student concerns in regards to bullying
- Provide appropriate discussions of child abuse, bullying, and safe environment training

#### **Protecting God's Children**

St. Brigid School follows the Archdiocese of Cincinnati's Decree on Child Protection when making decisions concerning child endangerment. If an incident occurs between students, then the recommended protocol will be followed:

1. Recommended counseling
2. Plan of action
3. Report to Children's Services
4. Report to the Pastor
5. Report to area Catholic School area Superintendent
6. Report to Chancellor of Archdiocese
7. Report to Coordinator of Ministry to Survivors of Abuse

#### **Suspension/Expulsion Guidelines and Due Process**

Suspension of a student means the denial of attendance at school for a period not more than ten (10) days. Expulsion means a permanent denial of attendance at St. Brigid School. The principal may suspend or expel a student when written notice is given to the student and parents with the reasons for the intended suspension or expulsion. When expulsion is considered, the parent/guardian will be contacted immediately and a conference scheduled within one day. The parent/guardian may be required to remove their child immediately until a conference can be held. After this conference, every effort will be made to reach a decision within three days concerning the child's future status.

Once a suspension or expulsion has been issued, the student will be given the opportunity for a hearing which is an opportunity to appear before the principal and the pastor to challenge the reasons for the suspension or expulsion and to receive an explanation on the reasons for the suspension or expulsion from the principal. The student may present evidence and bring witnesses to explain their

position. The essential requirement for due process is that each student be properly notified of the reasons for the suspension or expulsion and that the student be given a reasonable opportunity to explain his/her position.

When an out-of-school suspension is given, the student must complete and return assignments. It is the student/parent's responsibility to get the assignments. Students must return all completed assignments on their return. Tests will be taken the day the student returns. While suspended, the student is released from all school-related activities for no longer than ten (10) days. A parent must return the student to school after a suspension and confer with the principal.

### **Immediate Removal/Suspension/Expulsion**

Gross violation of school policies or any action which continually disrupts the learning environment or endangers another person or the school will lead to either immediate removal, suspension, or expulsion. The school administration may apply any of these actions when deemed necessary. The Pastor will be notified when such action is taken.

When a student's presence constitutes a serious disruption or threat, he/she may be immediately removed from the classroom. The school administrator, pastor or those who have been delegated authority may immediately remove a child or parent from the school if there is any clear or present danger to any person or persons in the school.

If a student's presence in the school is no longer of mutual benefit, or if there is a lack of willingness to cooperate on the part of the student or parent, the parent will be given the option to formally withdraw the student from school. If the student is not withdrawn upon the school's request, the student will be expelled from school.

### **Corporal Punishment Policy**

Corporal punishment shall not be a method of discipline employed at St. Brigid School.

### **Bus Transportation**

Bus transportation is provided by Xenia, Fairborn, and Beavercreek City Schools for students residing within their district and attending our school. All bus schedules, regulations, and routes are determined by the transportation office. Lists are kept in the Transportation Office of students eligible for bus service. Withdrawals, new enrollees, or changes of address should be reported to our school office so that this information may be forwarded to the proper authorities.

Students who do not reside in the above school districts or whose district does not provide certain transportation can receive transportation reimbursement. Parents need to ask the St. Brigid School Office for a letter stating attendance for the school year and then apply to the district in which they reside for transportation reimbursement.

During bus trips, children are expected to obey the regulations of the bus driver. Irresponsible and inconsiderate riders will be asked to find some other means of transportation to and from school.

Usually, two notices of misconduct sent to the school by the transportation department will be basis for suspension from the bus. Details are described on the bus notice.

Parents are responsible for the conduct of their children walking to and from the bus stop and while riding the school bus. The school bus drivers will report misconduct at bus stops to the school's principal.

Pupils will ride their assigned bus coming to school and returning home, unless parents request a variance from Xenia Transportation Department. Students may not ride buses that are not of their school district.

The privilege of riding a school bus will exist as long as proper conduct warrants this service. Whenever it becomes necessary to refuse transportation to a pupil, school authorities shall notify the parents in writing.

To maintain a safe and efficient bus service, it is necessary that all passengers obey the following bus regulations and that everyone fully understands the procedures.

1. Pupils are not to arrive at school bus stops more than five (5) minutes prior to their scheduled pick-up time. While waiting for the arrival of the bus, students shall not be in the street, on yards, or around homes.
2. Pupils will be permitted to carry aboard school bus all lap material required for their academic studies as well as carry-on parcels that will not require seating space used by another student.
3. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permitted.
4. Absolute silence must be maintained at railroad crossings and other danger areas.
5. If it is necessary to cross the road, the pupil, after receiving a clear signal from the driver that it is safe to cross, will walk in front of the bus,.
6. Without a signed permission slip from the school, pupils are not permitted to board or leave the bus at any stop other than their regularly assigned stop.
7. Pupil misconduct will not be tolerated.  
Examples of Misconduct:
  - a. Failure to obey the school bus driver.
  - b. Disorderly conduct on the school bus or at the bus stop.
  - c. Throwing objects in or from the school bus.
  - d. Hanging any object or part of the body outside the window.
  - e. Using profane or vulgar language.
  - f. Lighting a flame, eating, drinking, or smoking.
  - g. Marking or destroying property on the school bus or at the bus stop.
  - h. Opening the emergency door without driver permission.
  - i. Boarding the bus with animals, insects, fire arms, ammunition, explosives, and other dangerous materials.
  - j. Pushing and shoving while loading or unloading the bus.
  - k. Failure to sit in an assigned seat.
  1. Riding an unassigned bus without a signed permission slip
  - m. Standing while bus is in motion.
8. The school bus driver is required to report all infractions of the above misconduct.
9. Refusal to submit to the authority of the school bus driver shall be sufficient reason for refusing school bus transportation service to any disrespectful pupil.
10. Children who have been suspended from riding the bus must be picked up at the school no later than 3:00 P.M. The school cannot be responsible for students' supervision after that time.

Questions concerning bus routes should be referred to the Transportation Office: Xenia (372-5461), Beavercreek City (426-1522), or Fairborn (878-1772).

### **Lunchroom Rules**

1. Throwing of anything is never permitted.
2. Leaving the lunchroom during the lunch period is not permitted without the permission of the person in charge.
3. Children bring their lunch. Students may order pizza from Domino's on Wednesday. Lunch brought from home should be clearly marked with the child's name. Milk is sold each day under the Special School Government Milk Program
4. If lunches should be forgotten and parents wish to bring them to school, they should be clearly marked with name of student and brought to the office.
5. Proper table manners are expected from all students.
6. Respect is to be shown for each other and for lunchroom supervisors.

### **Hallway Rules**

1. Be respectful of classes in session. Quietly enter and leave the school building.
2. There is no running in the halls.
3. Hall passes may be required by some teachers.
4. Teachers will escort students to library, lunchroom, music and P.E. classes.

### **Playground Rules:**

- I. Students will:
  - a. Stay in assigned playground area.
  - b. Obey adults on duty.
  - c. Stop on first bell. Second bell walk to line. Once the student enters the line, silence is required.
  - d. Enter the building silently and in order.
2. **No** expensive or electronic toys, remote control cars, CDs, video games, PSPs, Ipods, Game Boy, etc., are permitted on the playground.
3. Unless requested by the staff, no items from home are allowed.
4. Playground equipment is to be used correctly and only when an adult is present. Grades 7 & 8 are not permitted on the playground equipment.

St. Brigid School and its employees and agents are not responsible for lost, damaged, or stolen items.

## **Dress Code**

**All garments, accessories, shoes, and other apparel must fit properly as determined by the form, design and intended function of the garment or accessory.**

**All garments, accessories, shoes, and other apparel must be in good repair, no holes or tears, no ragged edges, stains, and not faded.**

### **Girls and Boys – K-8**

#### **Leg and foot wear**

Socks must be worn and visible at all times. Only socks with the **predominant color** being white, navy blue or black may be worn. (If the teacher or principal looks at the student's socks, the impression must be that the student has white, navy blue, or black socks on.)

For girls - leggings or tights are permitted, but they must be completely white, navy blue or black with no lace or other decorations. Leggings must be full length (no capri length) and must be tucked inside the sock. Girls' knee socks must be completely white, navy blue, or black.

#### **Shoes**

1. Leather shoes or tennis shoes must be worn.
2. No high heels, sandals, flip-flops, cowboy or fashion boots, and/or fad shoes are permitted.
3. P.E. – see the PE section below.

#### **Jewelry**

The ONE rule: one ring; one wristwatch; one bracelet; one necklace.

#### **Tattoos and Body Piercings**

No tattoos or body piercings are allowed. (The exception is pierced ears for girls – see the Girls section of the Dress Code.)

#### **Slacks**

1. Navy dress slacks, designed and fitting properly at the waist, and as provided by the following companies. *Schoolbelles*: Jean Brinson, 317-372-0059 or *JC Penney* or *jcpenney.com*
2. Slacks are to be worn with a plain, solid navy blue, black, or brown belt worn at the waist at all times.
3. Slacks cannot be faded.

#### **Shorts**



1. Navy knee-length\* walking shorts, designed and fitting properly at the waist, as provided by the following companies, may be worn throughout the school year, **but never on Mass days.**

*Schoolbelles*: Jean Brinson, 317-372-0059 or *JC Penney* or *jcpenney.com*

2. Shorts are to be worn with a plain, solid navy blue, black, or brown belt worn at all times.

3. Shorts cannot be faded.

\* Measure the length by kneeling down on the floor. The distance from the floor to the bottom of the shorts must be less than 2 inches.

### Sweaters/cardigans/sweatshirts

White or navy cardigans purchased only from *Schoolbelles* (Style #'s **1970, 5912**) or St. Brigid gray sweatshirts purchased through the school can be worn, either of which must fit properly, not oversized, and not be stained or faded or with holes, rips, or tears.

### Physical Education uniform

The PE uniform may be worn only on the assigned PE days. Students wear the PE uniform all day on PE days. In the case of a field trip or special event, the student may be required to wear their regular uniform that day. Students and parents will be informed if that occurs.

The PE uniform consists of:

Shorts, T-shirt, and optional sweatpants. Shorts are not required under the sweatpants. Students who wear the sweatpants over the shorts, may remove the sweatpants during PE class. Students with sloppy looking T-shirts may be asked to tuck them in. All PE uniform items must be purchased through the school.

### PE shoes

All children must wear traditional style athletic shoes on P.E. days. The shoe must completely cover the sides and top of the foot. Shoes must have laces that are tied tightly or Velcro that is not worn out so that they can be kept securely on the feet. Shoes with laces that are left wide open and are tucked behind the tongue or in the sides of the shoe will not be permitted. Any student who arrives to P.E. with a shoe with laces tucked behind the tongue, or tucked in the sides of the shoe, or with laces so wide that the shoe is loose on the foot will not participate and will receive a zero for that day. Continued violations will result in further disciplinary action. Loose fitting shoes can result in injuries to the student wearing them and to other students when they fly off the foot when kicking.

## **Girls K-8**

### Uniform Jumpers/skirts

#### Grades K-4

1. The knee-length\* uniform jumper is worn with a tucked-in, white, cotton, polyester, or blend blouse, or white polo shirt.
2. All girls must have a uniform jumper for special days.  
Provided by: *Schoolbelles* Jean Brinson, 317-372-0059

#### Grades 5-8

1. The knee-length\* uniform skirt is worn with a tucked-in white, cotton, polyester, or blend blouse, or white polo shirt.

2. All girls must have a uniform skirt for special days.

Provided only by: *Schoolbelles* Jean Brinson, 317-372-0059

\*Measure the length by kneeling down on the floor. The distance from the floor to the bottom of the skirt/jumper must be less than 2 inches.

### Shirts

A tucked in plain, white, cotton, polyester or blend blouse or polo shirt must be worn with the uniform slacks, shorts, jumper or skirt.

### Earrings

Matching earrings for girls with pierced ears are to be only button-style earrings no larger than a dime and only one earring per ear.

### Hair styles, Make-Up, Etc

1. Make up and colored nail polish are NOT permitted.
2. Fads and extremes in hairstyles are not permitted. Bangs should not go beyond the eye brows; nor should hair hang over the eyes.

## **Boys K-8**

### Shirts

A tucked in plain, white, cotton, polyester or blend shirt or polo shirt must be worn with the uniform slacks and shorts.

### Earrings

Not permitted for boys.

### Facial Hair/Hairstyle, Etc.

1. Facial hair is not allowed. Sideburns should not be below the ears.
2. Fads and extremes in hairstyles are not permitted. Hair should not hang below the eyebrows or beyond the top of the shirt collar.

## **Uniform Exchange**

There are uniforms available for either direct exchange or a nominal charge. Check with the office for details.

## **Grooming**

Personal cleanliness is a must in a group situation. Daily bathing, clean clothing, and use of deodorants by older students are necessary. The school will not hesitate to inform parents if children need special guidance in these matters.

## **Out of Uniform Policy**

Casual pants, jeans, capri length, and cargo pants may be worn on Out of Uniform Day; however, if skinny jeans, jeggings, or leggings are worn (or any type of form-filling pants), they must be worn with a top that extends to the knee. Skirts or dresses must be no more than 2 inches above the kneecap. Only blue uniform shorts may be worn. Dress shoes, tennis shoes, or sandals (no heels or slip-ons) may be worn. For safety sake, students may not wear flip flops. Tank tops, crop tops, midriff tops, low cut tops, tops with spaghetti straps, no straps, and low slung pants are not acceptable

attire. If clothing worn to school is deemed inappropriate by the School Administration, parents may be called and/or used uniforms (washed and kept in the School Office) may replace the inappropriate clothing.

## **HEALTH AND SAFETY POLICY**

### **Report of Injury**

Any injury incurred on school property should be reported immediately to the parents or legal guardians who will decide whether or not the pupil should be given professional attention. In case of grave injury which cannot wait for a decision from the parent or legal guardian, the directions on the pupil's Emergency Medical Authorization Form will be followed.

Whenever a student is injured in an accident on school property or at a school-sponsored event/activity, a report of the incident shall be made and a record kept in an appropriate file. A copy shall be sent to the parent/legal guardian.

### **Fire, Tornado, and Emergency Drills**

A fire or safety drill shall be held at least every month that the school is in session. A tornado drill shall be held at least once each month during the months of April, May, and June.

Fire/tornado/emergency drills shall be held at irregular times and without advanced notice.

The principal shall report all drills including lockdowns to the appropriate local and state officials. A lockdown drill shall occur at least once a year. A lockdown is in response to an intruder or emergency situation in the immediate area. Procedures for fire, tornado, and emergency drills shall be posted by the doors of each room.

### **Child Protection**

All suspected instances of child abuse and neglect must be and will be reported to the proper authority according to the provisions of the Archdiocesan Decree on Child Protection.

### **Missing Child Act**

At the time of his initial entry, a pupil shall submit a birth certificate and whatever school records were given to him by the school of most recent attendance. The school secretary shall request official school records from the school of recent attendance. If the school the pupil claims to have most recently attended indicates that it has no records of the pupil's attendance, or if the records are not received within 14 days of the date of request, or if the pupil does not present a certification of birth, the principal shall notify the local law enforcement agency of this fact and of the possibility that the pupil may be a missing child.

**Health and First Aid Screenings**

St. Brigid has a school nurse on duty one day per week. She will conduct routine checks (screening) on vision and hearing, and maintain complete health records for each child.

The school enforces rules that protect children from accidents. The emergency information card and the medical authorization form filed in the school office provide information and instructions given by parents which are followed in case of an emergency. This information is requested annually during the first week of school.

Students shall be sent home for illness on an individual basis, but some factors which shall be considered are fever, vomiting, diarrhea, health history, and recent illnesses.

**AIDS/HIV**

Each instance of AIDS/HIV infection involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs. Information concerning HIV infected persons shall be divulged strictly on a need-to-know basis.

**Immunizations**

The schools shall abide by Ohio Revised Code which states that no pupil shall be permitted to remain in school for more than 14 days unless the pupil presents written evidence to the person in charge of admission that he/she has been properly and legally immunized against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella, Hepatitis B or is in the process of being immunized. A pupil who has had natural mumps or natural rubeola and presents a signed statement from the parent or physician to that effect is not required to be immunized against mumps or rubeola. The Immunization Law requires that pupils entering seventh grade must have received a second dose of MMR vaccine, unless otherwise exempt. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease. Parents who for religious or good cause do not have their child immunized must complete and comply with the forms required for Legal Immunization Exemptions available from the State of Ohio or the school principal.

**Emergency Medical Authorization**

The school shall, within 30 days after the entry of any pupil into the school, provide the parent or legal guardian of such pupil, either as part of any registration form, or as a separate form, a copy of the Emergency Medical Form.

If a parent or guardian does not wish to give such written permission, the parent or guardian shall indicate in the proper place on the form the procedure school authorities should follow in the event of a medical emergency involving the child.

Even if a parent or guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of the school in which the pupil is enrolled shall make reasonable attempts to contact the parent or legal guardian before the treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment. (Cf. Revised Code 3313.712)

### **Administration of Medication**

The administration of any drug (prescription or over-the-counter) by school personnel without the order of a physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. **WHENEVER POSSIBLE, MEDICATION SHOULD BE SCHEDULED SO THE STUDENT DOES NOT HAVE TO TAKE IT DURING SCHOOL HOURS.** However, to ensure the full protection of school personnel and the physical well-being of students in need of medication during school hours, the following procedures shall be followed:

1. Written request must be obtained from the physician and the parent/guardian (see the Appendix) before any medication may be administered by school personnel. This request form must be completed in full on both sides.
2. The parent/guardian must submit a revised statement signed by the physician if any of the original information provided by the physician changes.
3. Medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist.
4. A new request form must be submitted each school year and for each new medication.
5. The medication and the completed form shall be brought to the school by the parent/guardian.
6. The principal of the school or his/her designee(s) shall supervise the storage and distribution of students' medications. Medication should be distributed from a central location.
7. A daily record of medication distribution shall be kept by the principal or his/her designee(s).
8. School personnel are authorized to distribute only oral medication, not medications such as ear drops, eye drops, or ointments.
9. If the required form is not on file or if the medication is not in the proper container, the parent/guardian must come and administer the medication himself/herself.

Handbook approved by Education Commission August 2016

**PHYSICIAN'S  
REQUEST FOR THE ADMINISTRATION OF MEDICATION  
BY SCHOOL PERSONNEL**

\_\_\_\_\_ is under my care and should receive

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

\_\_\_\_\_ at the following times \_\_\_\_\_

Name of Drug, Dosage, Route \_\_\_\_\_

Specific instructions for administration \_\_\_\_\_

Possible side effects to watch for \_\_\_\_\_

Expiration date of this request \_\_\_\_\_

Date \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

**PARENT'S REQUEST FOR THE ADMINISTRATION OF MEDICATION  
BY SCHOOL PERSONNEL**

I hereby request and give my permission to the principal or his/her delegate (school nurse or other responsible person) to administer the following medication to my child.

Name of Child \_\_\_\_\_

Name of Drug \_\_\_\_\_ Dosage \_\_\_\_\_ Route \_\_\_\_\_

at the following time(s) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Taken from: Montgomery County Health Association Guidelines