

St. Brigid Catholic School  
Student/Parent Handbook  
2024-2025 School Year



312 Fairground Rd. Xenia, OH 45385  
Heather M. Ayers M.E.d. , Principal  
Reverend Jason Bedel, Pastor

School Hours:

7:45 a.m.-2:45 p.m.

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# WELCOME

## Principal Letter

### Welcome to the 170th School Year at St. Brigid Catholic School!

It is with great joy and gratitude that I serve as your principal. At St. Brigid, we value the strong partnership between our parents and staff, which is essential to our community's success. As parents, you play a crucial role as the primary educators and catechists of your child(ren).

Our dedicated staff is committed to providing high-quality education while fostering an environment where Catholic beliefs are central. Effective communication and collaboration between parents and teachers are essential for fostering a successful school environment. Together, we can create a strong partnership that supports our students' growth and achievement.

Let us come together in our efforts throughout this year. Thank you for entrusting St. Brigid School with the privilege of nurturing your child's academic and faith-filled journey. Let us grow in holiness as we strive to imitate the virtues of the saints.

Heather M. Ayers M.Ed. Principal

"Catholic education aims not only to communicate facts but also to transmit a coherent, comprehensive vision of life, in the conviction that the truths contained in that vision liberate students in the most profound meaning of human freedom." - St. John Paul II in his Address to the Bishops of the Ecclesiastical Regions of Chicago, Indianapolis, and Milwaukee (USA) on Their "Ad Limina" Visit, May 30, 1998, #3

## History of School

St. Brigid School has been in existence in Xenia, Ohio since 1855. It was staffed by lay teachers until 1879. That year the Sisters of Charity arrived from Cincinnati and were a presence at St. Brigid until 2005.

St. Brigid Commercial High School was opened in 1905 and operated until 1958. A newer school was built on Fairground Rd. in 1956. First through fourth graders attended the new school while fifth through eighth graders continued to attend the old school on what was then West St.

The 1974 Xenia tornado destroyed the church, West St. school, and the convent. Students in grades five through eight were transported to the vacant St. Mary's parish school in east Dayton to complete the 1973-74 school year and for two more years for the 1974-75 and 1975-76 school years. Classes for grades one through four were not interrupted at the undamaged Fairground Rd. school. In 1976 the Fairground Rd. The site was expanded to accommodate all classes from first through eighth grade as well as the parish church. Kindergarten classes were added in the 1979-1980 school year, and a preschool was added in the fall of 2007.

As a result of the 1996 Parish Expansion Program, two new structures were added to the school campus. A dining room was added to the main school building, and a Parish Activity Center (PAC) was built behind the school. The PAC and the school are connected by a 50 foot covered walkway. The PAC includes a gymnasium, kitchen, storage areas, and office space. A remodeled school library was completed in 1996 and again remodeled in 2008.

The 2007-2008 school year brought the opening of a preschool for three, four, and five year olds.

## **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.

## **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.

## **Philosophy Statement**

Be it known to all who enter here that Christ is the reason for this school, an unseen ever present teacher in its classes, the model of its faculty, the inspiration of its students.

## **Student Pledge**

I am a student at St. Brigid School.

As disciples of Christ I pledge to do my best in everything I do today.

I will come to school prepared to learn.

I will listen and follow directions.

I will obey the rules of my class, my school and the gospel.

I will treat others with respect and kindness at all times.

I will be responsible for what I say and do .

Together we follow Jesus and be the best we can be today. Go Irish!

## ACCREDITATION

St. Brigid Catholic School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

Our Accreditation Goals:

Academic Performance Goal: Students will increase their knowledge and application of written communication skills across the curriculum

Catholic Identity Goal: Students will improve their knowledge of the theological virtues of faith, hope, & love and increase the application of them in their lives.

## ADMINISTRATION

St. Brigid Catholic School is a parish school which operates under the authority of the Pastor, Fr. Jason Bedel under the direction of the school principal Mrs. Heather Ayers .

## RIGHT TO AMEND

This handbook is not a binding contract with St. Brigid Catholic School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

## ADMISSION AND REGISTRATION

### **Non-Discrimination Statement**

The school of St. Brigid Parish admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, financial assistance, and other school-administered programs and in hiring certified and non-certified personnel. It does not discriminate on the basis of a student's handicap provided reasonable accommodations can be made.

### **Registration Requirements for All Students**

The opportunity to attend St. Brigid Catholic School is to be extended first to Catholic students who are members of a family which is registered and supporting the St. Michael the Archangel Family of Parishes and are active parishioners.

New Family/Student Applications are to be submitted through our FACTS portal.



## **School Age**

In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

## **Educating Students with Special Needs**

St. Brigid Catholic School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll.

## **Admissions Process**

Acceptance of registration at St. Brigid Catholic School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration.

The following is required at the time of registration:

1. Completed Registration Form (through FACTS)
2. Birth Certificate
3. Baptismal Certificate (Required for Catholic students)
4. Immunization Record (in accordance with regulations from the State of Ohio)
5. Registration Fee (through FACTS)
6. Tuition Agreement Form (through FACTS)
7. IEP (Individualized Education Program) and/or ETR (Evaluation Team Report), 504 plan or IAT from the previous school. (If the student had one previously)
8. Transfer of Records Request (request academic/health records from previous school)
9. Custody papers (if necessary)
10. EdChoice application materials

These procedures are in accordance with Section 33313.672 of Senate Bill 321, legislation which deals with missing children and which became law on April 9, 1985. This law states: “A pupil at the time of his initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of birth and copies of those records pertaining to the student maintained by the school that he most recently attended. If the pupil does not present copies of the items as required by this section, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code.”

Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish. All students are enrolled on a one-year basis. New students in Kindergarten must complete an assessment through the school before a decision to enroll them is made by the school. St. Brigid Catholic School reserves the right to require an interview with the family by the school principal before making an enrollment decision. When a student in grades one through eight transfers from any approved public or non-public school, his or her grade placement is accepted. Standardized test results, cumulative records from the school previously attended, and parental recommendations are considered for appropriate placement. St Brigid Catholic School reserves the right to place a student in the appropriate grade based on all educational factors.

Order of admission of students will then be determined by the following criteria:

1. Students currently enrolled in grades Pre-Kindergarten through 8 at Saint Brigid Catholic School.
2. Siblings of students currently enrolled in grades Pre-Kindergarten through 8 at Saint Brigid Catholic School.
3. Parishioners who registered their children for Saint Brigid Catholic School the previous year but were not admitted due to lack of space.
4. Remaining parishioners will be prioritized based on the date of registration in the parish.
5. All other non-parishioner students. Such families must demonstrate that their primary motive for attending Saint Brigid Catholic School is their desire for a Catholic education. No child will be excused from attending Religion classes and participating in Masses and other religious activities.

A waiting list will be maintained for those children registered but not admitted. Notwithstanding the above guidelines, a child will be dropped from the list if he/she is offered an opportunity to attend but the offer is refused. This child must re-register to be considered for the next school year.

All children accepted into the school must provide records of immunizations as prescribed by the Greene County Health Department, in accordance with established rules from the State of Ohio.

In no case will students already enrolled in school be excluded from the school in order to make room for new students in the parish.

Continued non-payment of school tuition and school fees will make a family a candidate for dismissal from the school.

In addition to the EdChoice Scholarship Program, scholarships may be available to families who demonstrate financial hardship. Families will be encouraged to complete a scholarship survey form for the purpose of possible tuition assistance. Prior application and awarding of an EdChoice Scholarship will be a prerequisite to this offer.

The principal will make the final decision on all admissions.

Class size limits and Ratios are:

Pre-Kindergarten	21	1:11	(One Lead Teacher and One Full Time Aide)
Kindergarten	30	1:15	(One Lead Teacher and One Full Time Aide)
First Grade	30	1:15	(One Lead Teacher and One Full Time Aide)
Second Grade	30	1:15	(One Lead Teacher and One Full Time Aide)
Third and Eighth Grades	30		(One Lead Teacher and Aide Scheduled As Needed)

St. Brigid Catholic School has one homeroom per grade. Classes are also scheduled in the Music, STEM LAB, Gymnasium and Library.

### **Non-Custodial Parents**

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

A parent of a student who is not the student's residential parent, upon request, shall be permitted access to any records or information concerning the student under the same terms and conditions under which access to the records or information is available to the residential parent of that student, provided that the access of the parent who is not the residential parent is subject to any agreement between the parents, or is subject to any court order issued pursuant to section 3109.051 of the Revised Code and any other court order governing the rights of the parents.

Please contact the school office to add or change contact information.

**Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension, expulsion, or the school contacting local law enforcement.**

A parent of a student who is not the student's residential parent, upon request, shall be permitted access to any records or information concerning the student under the same terms and conditions under which access to the records or information is available to the residential parent of that student, provided that the access of the parent who is not the residential parent is subject to any agreement between the parents, or is subject to any court order issued pursuant to section 3109.051 of the Revised Code and any other court order governing the rights of the parents.

Please contact the school office to add or change contact information.

## **Accuracy of Information Statement**

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

## **Voluntary Withdrawal of Students**

When students are voluntarily withdrawn from school, their parents/guardians are to return all property belonging to the school and pay any fines, tuition, or incidental charges that are due. If the student is being withdrawn during the school year, parents/guardians must provide a written letter to the school office. Workbooks that have been used may accompany the students. The custodial parent must complete a Release of Records form before student records will be transferred to the receiving school. Parents may not hand carry any school records. **All fees and tuition must be paid before academic records are forwarded.**

Parents/guardians have the legal right to review and inspect their child's educational records, to challenge the accuracy of the records, and to prohibit the disclosure of records in certain circumstances. Section 3319.321 of Senate Bill 321 authorizes school officials who handle records to provide law enforcement officers with access to students' records when the officer indicates he is conducting an investigation and that the student is or may be a missing child.

Parents/guardians wishing to review their child's school records can do so by making an appointment with the principal. The custodial parent alone can sign for record transfers.

It is the responsibility of the parents to inform the school anytime the custody of a child changes. Appropriate court documents need to be presented at the school to be placed in the child's records. Not only is this a law we must follow, but it is the best way to meet the needs of students who are the subject of custody disputes.

## **FAITH FORMATION**

### **Religious Education**

St. Brigid Catholic School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

St. Brigid Catholic School is a Theology of the Body Campus through Ruah Woods which means that we have an intentional focus on helping students grow in their God-given identity. TOB students gain an understanding of who God is, who they are as image-bearers of God and how they fit into the world.

St. Brigid Catholic School also uses the Word of Life Curriculum from Augustine Institute and Ignatius Press which provides teaching that explains why the faith is relevant in our modern culture. Word of Life is a comprehensive, multifaceted Pre-K–8 curriculum that calls children, parents, teachers, and

catechists to conversion and transformation in Christ.

### **Sacramental Preparation**

The fundamental purpose of St. Brigid Catholic School is religious education. Students are taught Catholic Christian doctrine in an atmosphere which reflects love, care, and respect for the uniqueness of each person. The gifts and talents each of us possesses is the means through which our commitment to the Christian challenge of service to others can be fulfilled.

Prayer is an integral part of the school day. The students pray as a community each morning. Classes pray together regularly, before and after lunch, and at the end of their academic day.

All-School Masses are celebrated on Wednesday morning .Parents have the responsibility to see that their children attend weekend liturgy. Attendance during the week does not replace the obligation to attend Sunday Mass. Should a Holy Day of Obligation occur during the school week, we will attend the Holy Day Mass instead of the Wednesday Mass.

Students who are baptized Catholics are prepared by our faculty for the celebration of First Eucharist and First Reconciliation in Second grade. Those students who are baptized Catholics are prepared during the seventh and eighth grade classes for the Sacrament of Confirmation. St. Brigid offers the Sacrament of Confirmation every other year for seventh and eighth grade students.

Our Sacrament Coordinators direct preparation for the reception of these Sacraments. Parents are the primary educators in the religious training of their children, and teachers and administrators facilitate this process.

## **ACADEMIC PROGRAM**

### **Teaching of Academic Core Subjects with Catholic Identity**

St. Brigid Catholic School educators teach the core academic subjects through the lens of Catholic Identity. Students need to reflect on relevant human issues at all grade levels. All subjects are taught with lessons that integrate our faith and catholic beliefs. Reflection of beauty, goodness, truth, as well as the living of a virtuous life shall be incorporated into lessons in every grade.

### **Academic Expectations**

Students at St. Brigid Catholic School will be exposed to a rigorous curriculum following the Archdiocese of Cincinnati Graded Course of Study Standards for Religion, English Language Arts, Math, Science, Health and Social Studies. The Graded Course of Study provides curriculum standards to identify the content knowledge and skills students are expected to demonstrate within courses and across grade levels. These standards provide normative targets and expectations for student performance. When a student has successfully completed a course or grade level, he or she will have demonstrated competence in the knowledge, skills, or attitudes required of that course or grade level. This curriculum is aligned with Ohio's English Language Arts Learning Standards and infused with Catholic Identity elements sanctioned through National Catholic Education Associate (NCEA).

In addition to teaching core subjects, St. Brigid Catholic School also offers spiritual development through religion classes, service opportunities, and sacramental preparation. We offer enrichment classes to include: music, art, physical education, WINGS (Academically Gifted Program), intervention opportunities and spanish for grades 5th-8th. Additional support services may be available for students with learning disabilities as needed.

## **Homework**

Homework is assigned at the discretion of the teachers and should be assigned as a means of reinforcing concepts, preparing for assessments, completing a project and developing good study/work habits. Homework policies and practices will be communicated at the fall parent teacher meetings. Questions regarding homework should be directed to the teacher.

Most students will have homework each evening. At a minimum all students should read (or be read to) every evening, practice math concepts for retention and study for up and coming assessments.

## **Guidelines for Homework Completion**

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Homework is assigned when necessary and should never lead to stress or fatigue. Please establish a regular routine, appropriate space and environment for your child to complete home study. Reading and reviewing are important components as well as written work. It is imperative that the student bring home all necessary materials to complete homework. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently (Grades 3-8). The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Homework Time Guidelines:

- Pk- 10 minutes
- K-1- 15-20 minutes
- 2-4- 25-35 minutes
- 5-6- 50-60 minutes
- 7-8- 60 + minutes

Parents/guardians can assist their children be successful in several ways:

1. See that extracurricular activities such as sports, band, cheerleading, dance, etc., do not interfere with their children's academic progress.
2. Provide a study area for your child that is free of distractions.
3. Check your child's school planner, if applicable, their google classroom.
4. Check your child's grades in FACTS weekly for missing assignments, test scores, etc.

5. Set aside a specific time during which homework is to be done, preferably at the same time each day.
6. If your child is wasting time or is not cooperative, set a timer and do not extend the set homework time if your child has wasted and for that reason has been unable to complete all of the work. Let your child deal with the consequences at school.
7. Insist that book bags be packed and ready for school the night before.
8. Allow your child the opportunity to do his or her own homework (grades 3-8). Remember that homework is the responsibility of your child. It is not your responsibility. However, do communicate with your child regarding daily assignments, long-range assignments and various other projects that may be required of them.
9. Contact the teacher if your child spends an excessive amount of time, on a consistent basis, doing homework, or if your child has no homework at all.

## **Grades and Grading**

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

### Grading Scale for Kindergarten and Second Grade

- 4- Consistently Demonstrates/Exceeds Year End Proficiency (Above what is expected)
- 3- Frequently Demonstrates Year End Proficiency (Most common Trimester 3)
- 2- Progressing Toward Year End Proficiency (Most common Trimester 1-2)
- 1- Demonstrates Limited Progress Toward Year End Proficiency (Requires Intervention)
- N/A- Not Assessed This Grading Period

### Grading Scale for Grades 3-8

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 65 - 69 D
- 0 - 64 F

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

## Participation in Extracurricular 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:

- Students must maintain a cumulative average grade of at least a C (2.0 GPA) or above. 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 Tuesday and carries forward until the next Tuesday.
  - 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, field trips, and assemblies are possible consequences 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.

### Field Trips

Field trips are an extension of classroom learning. All field trips are teacher-planned and correlate with the curriculum. Field trips are considered a privilege, not a right. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destinations. A student may be excluded from the field trip at the discretion of the school administration. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. Verbal permission from a parent will not be accepted.

### Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

In order to be promoted to the next grade level, the student must demonstrate competency in meeting the subject area objectives as stated in the Archdiocesan Graded Course of Study. The teachers and principal will consider the following factors in making promotion decisions:

1. The student's cumulative average in each of the following subjects: Reading, Language Arts, Math, Science, Religion, and Social Studies.
2. The student's basic skill development in reading, written expression and math computation.



3. The student's work habits and organizational skills.
4. The student's physical and social development.
5. The student's attendance record.

Retention will normally be recommended in the case of a student whose cumulative average Reading or Math is a "1, or F", or whose cumulative average in two or more major subjects is a "1 or F." However, a decision to retain a student will not be finalized until the factors listed above are considered, the parent/guardian is informed and additional options such as learning disability testing, summer school, etc. are considered. Parents/guardians whose children are being considered for retention will be notified no later than the end of the second trimester. The school reserves the right to place a child in the next grade rather than promote when the student has not met grade level criteria.

St. Brigid will not consider students in grades 7-8 for retention instead students will be asked to withdraw if they are not successfully completing the course of study. Parents/guardians whose child(ren) are failing in two or more core subjects and at risk for not being promoted will be notified and given the opportunity to withdraw and enroll in another school of choice.

### **Records Review**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Withdrawal/Disenrollment for Academic Reasons**

A student may be asked to withdraw for academic reasons from St. Brigid Catholic School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Brigid Catholic School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

### **Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians**

To support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school on any social media sites. (Any concerns are to be addressed through the appropriate channels.)
- Abusive and/or threatening electronic, written, or verbal communication.

- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

Email and text messaging is not to be used to resolve any serious problems. Too often, the writer's intended meaning is not clear in an email or text. Instead, problems should be resolved using personal contact, such as a telephone call, in-person meeting, or hand-written note.

St. Brigid Catholic School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

## **Curriculum**

St. Brigid Catholic School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's New Learning Standards and infused with Catholic Identity elements sanctioned through National Catholic Education Associate (NCEA).

[Link to Archdiocese of Cincinnati Graded Course of Study](#)

## **Standardized Testing**

St. Brigid Catholic School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

## **Reporting Student Progress**

St. Brigid Catholic School issues report cards to the families at the end of each trimester. Additionally, interim reports may be issued throughout each grading period. Student grades can be accessed at any time via FACTS Family Portal.

Graded classwork and tests will be sent home periodically to keep parents informed of their child's growth. While much of our communication is electronic, please check regularly with your children for any papers or information sent home in their folders.

## **Academic Awards**

Recognition of Academic Honors will be given at the conclusion of each trimester for students in grades 5-8. Academic honor roll consists of Honors (3.0 - 3.4 point average) and High Honors (3.5 - 4.0 point average) No grades of C or below for High Honors; exceptions may be made for 6<sup>th</sup>, 7<sup>th</sup>, & 8th grades advanced math. Points are awarded for the subjects taught five (5) days a week.

## **Student Support Programs**

St. Brigid Catholic School follows applicable guidelines for student support programs offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

Special Education Intervention

Title 1 High Dosage Tutoring for Reading and Math

Speech Language Intervention

School Psychologists

## **WINGS**

St. Brigid Catholic School offers WINGS- A Specific Academic Ability Gifted Support Program. Students who meet the state and Archdiocese of Cincinnati requirements for academic giftedness (student performs at or above the ninety-fifth percentile at the national level for two consecutive years - ELA /Math ) will be invited to participate in the WINGS program. Students will meet in small groups with Mrs. Rachel Katula, the lead teacher for this program. Parents of qualified students will be notified by the end of September and given more details and an opportunity to opt in.

## **ECHO**

St. Brigid Catholic School partners with University of Dayton to provide the ECHO Program. ECHO provides a variety of services that are tailored to students' needs. In addition to providing mental health services, ECHO therapists focus on prevention by using a social & emotional curriculum called Choose Love. Students learn empathy, emotion management and problem solving. These are tools the students can carry with them throughout their life. Other services provided by ECHO include professional development for teachers and school administration.

## **Temporary Home Instruction**

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

## ATTENDANCE

### The School Day

The school building opens at 7:30 a.m. and concludes at 2:45 p.m. Students report directly to their classrooms for schoolwide prayer, pledge of allegiance and school pledge beginning at 7:50 a.m.

Students who enter the building after 7:45 a.m. are considered tardy.. The exception to this rule is a late bus.

### Arrival Procedures:

**Parent Drop off and Bus Riders-** Follow the arrival line and unload within the safety cones to arrive through the PAC entrance.

**Students that need to be walked to PAC by a parent-** should park past the orange safety cones and be escorted to the entrance of the PAC. Stay behind cones and on the sidewalk.

### Morning Break

Grades PK-4 have a morning break outside for snacks and gross motor play.

### Recess and Lunch (All Students Pray the Angelus at Noon)

Grades PK-K 11:00-11:25- Lunch 11:30-12:00 Recess

Grades 1-4 11:40-12:00- Recess 12:05-12:30 Lunch

Grades 5-8 11:10-11:30- Recess 11:35-12:00 Lunch

### Dismissal Procedure:

Students who are to be dismissed using a method of transportation different from their regular mode must present the teacher with a written note from the parent stating the change and effective date, call the school office, or email the school office. Teachers must have a written note from the parent or purple change slip from the office. Parents should not email the teacher during the school day with transportation changes. Parents should not rely on their students to communicate a transportation change.

**Parent Pick Up-** Students dismiss from PAC at 2:45. Parents should form a pick up line along the sidewalk or park behind safety cones and walk forward to greet students. All parents must display a school issued name card to support the safety and efficiency of our dismissal. If you do not have a school issued name card it may delay the dismissal process.

Students who are going by car with someone other than the person that normally picks them up must have a note from their parent/guardian. A child will not be released to another person unless we have notification from the parents.

Students are to be picked up no later than 3:00 p.m. Students who are not picked up by this time will be sent to the Afterschool Program and parents will be charged accordingly.

**Bus Riders-** Students dismiss after the parents pick up students and are walked to the bus by our dismissal team.

**Afters School Program** - Students who are registered for the program are dismissed to the lunchroom at 2:45. Students must be picked up no later than 5:45. To register for the program, please complete this form.

### **Note About After School Supervision of Students**

School grounds are not supervised after school is dismissed. The school cannot be responsible for the supervision of children beyond this time. Families that play on the playground are not the responsibility of the school.

The playground is closed at 3:20 so that our Afterschool Program can have use of the playground.

No students are permitted in the school building after dismissal unless they are participating in an extra-curricular activity or attending the Afterschool Program.

If your student needs to re-enter the building after dismissal they must have a parent/guardian request to enter the building. Our school office closes at 3:30.

### **Releasing Students**

A student will not be released to any person who is not the parent/guardian without the written consent of the parent/guardian. During enrollment and registration FACTS will require you to list who your student can be released to. It is the parent/guardian responsibility to keep this up to date. Positive identification will be required for persons who are not known by the school staff. A current photograph must be provided of specific persons NOT permitted to pick up your child.

### **Daily Attendance**

Regular attendance is an important factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency.

Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

## **Appointments, Scheduled Events, Vacations**

When possible, medical and dental appointments should be scheduled outside of school hours.

When a student is to be dismissed early from school, the parent/guardian is to notify the school in writing the day before or the day of the dismissal. Notification of an early dismissal helps the teacher keep the disruption to class time at a minimum. Parents must sign the student out in the office before the student will be dismissed. Under no circumstances will students be dismissed directly from the classroom. If the student returns to school on the same day, he/she must obtain a re-admit slip from the office before returning to class. Students who come late to school or leave and return to school from a medical or dental visit must bring a written note from the medical office they visited.

Family vacations scheduled during scheduled school days are not excused. Please review the school calendar before scheduling a vacation. The principal must be notified in advance of missing school for family vacations.

## **Make Up Work**

For all absences, students are responsible for making up the work, including tests, that they have missed during their absences. If the absence was excused, they will have one day for every day absent to complete assignments upon their return to school. Missed work for unexcused absences will be given at the discretion of the teacher.

Upon his/her return, It is the student's responsibility to find out what work must be made up. The teacher will then discuss the assignments with the student and decide upon a completion deadline.

Teachers will not prepare work in advance for students who will be absent due to family vacations. Teachers are also not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Assignments not completed by the deadline will receive a lower grade for each late day. Special circumstances may dictate an individualized approach to make up assignments.

Parents who call to ask teachers to prepare work for a student who is absent due to illness or family emergency should consider the following:

- If the student will be absent for only a day, no makeup work will be sent home. The student, under normal circumstances, should be able to make up work upon returning to school. The student will have reasonable time to complete the missed assignment.
- Parents requesting work should call on the second day of absence by 9:00 a.m. You can also email the individual teachers for work. Requests made late in the day cannot be accommodated. Assignments may be picked up outside the school office after 2:45 p.m. Many times the work is too much for another student to carry; therefore we can not guarantee that we will send books home with siblings or neighbors. No homework assignments will be available for pick up before 2:45 p.m.
- When work has been sent home due to an absence, the expectation is that this work will be completed. If circumstances prevent the work from being completed, the parent must send a note of explanation.

## **Excessive Absence and Tardiness**

Students who are not present in the building by 7:45 a.m., except for those riding a late bus, will be marked as tardy. Students arriving late to school must be signed into school at the office by a parent if arriving after 7:55 a.m. Students are to bring a note of explanation to the homeroom teacher, signed by the parent. Admit slips, obtained at the office, must be issued to all students who are tardy, regardless of reason.

All students who are absent or tardy must have a note or email from a parent by the next school day.

Any student that is tardy three times in one Trimester will have a phone call to parent from the principal and the student will be issued a recess detention. Any tardy thereafter will result in a recess detention.

Any student absent due to illness for three days or more, must provide a doctor's note

In the case of an extended, arranged absence (out of town funeral, etc.), the parent/guardian is to notify the school through a written or emailed note to the office or homeroom teacher at least one day in advance, when possible, but no later than the first day of absence. The note should state the dates the student will be absent, the reason for the absence, and the date the student will return to school.

Excused: Students who are absent from or tardy to school because of an excused reason (illness, funeral, doctor appointments, etc.) will be counted as absent or tardy, but will be allowed to complete missed work.

Unexcused: Students who are absent from or tardy to school because of an unexcused reason (car trouble, oversleeping, missing the bus, misinterpreting the school calendar), will be counted as absent or tardy, but may not be allowed to complete the missed work. The teacher will make the final decision.

Excessive tardiness impedes the learning process and disrupts the entire class. Students who arrive after the start of the school day, leave before dismissal, or are out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record.

Excessive unexcused absences and/or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

## Reporting An Absence

Each day a student is absent, the parent/guardian is to notify the school office by calling 937-372-3222 or email the school office. If you wish to call the evening before or earlier in the morning, our voice mail system will take the message. If the school does not receive a call from the parent/guardian, the office will call the home or the parent's place of employment. It will help us greatly if you will remember to call the school each morning your child is absent by 8:15 a.m.

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

## ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Brigid Catholic School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Brigid Catholic School when determining whether to admit or retain a student.

### Student Pregnancy

**The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.**

### Gender Identity

**According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.**

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.



5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

## **HEALTH AND SAFETY**

### **Medical Information**

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

### **Administration of Medication**

St. Brigid Catholic School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

#### Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1. The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;

2. The school receives a statement, signed by the prescriber, that includes the following information:
  - a. The name and address of the student;
  - b. The school and class in which the student is enrolled;
  - c. The name of the drug and the dosage to be administered;
  - d. The times or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin and end;
  - f. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and g. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
4. The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5. The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6. Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine auto injector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;

(6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;

(7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;

(8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;

(9) At least one emergency telephone number for contacting the prescriber in an emergency;

(10) At least one emergency telephone number for contacting the parent/guardian; and

(11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

### **Medication Administered at School**

**The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.**

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

### **Diabetic Care Policy**

**St. Brigid Catholic School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.**

St. Brigid Catholic School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;

3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and 8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

### **School Administration of Diabetes Medications**

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
  - a. The name and address of the student;
  - b. The school and class in which the student is enrolled;
  - c. The name of the drug and the dosage to be administered;
  - d. The times or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin;
  - f. The date the administration of the drug is to cease;
  - g. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h. Any special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

### **Student Administration of Diabetes Medications**

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

### **Non-Restriction Disclaimer**

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

### **Policy On Student Use of Marijuana**

St. Brigid Catholic School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Brigid Catholic School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

## **Child Protection**

St. Brigid Catholic School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

## **Immunizations**

St. Brigid Catholic School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although St. Brigid Catholic School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

## **Health Screenings**

Vision and hearing screenings shall be provided regularly. The Ohio Department of Health requires vision and hearing screenings for the students in the following grades: Pre-Kindergarten , Kindergarten, First, Third, Fifth, and Seventh. New and transfer students with no recent screenings, eye exam, or hearing test on file (within the last 12 months) will be screened also.

The Ohio Department of Health recommends scoliosis screenings for students in the Sixth, Seventh, and Eighth grades.

## **Safety Plan**

St. Brigid Catholic School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Brigid Catholic School also follows the requirements for necessary fire, evacuation, and tornado drills and files the necessary reports with the state.

All drills are announced to teachers and students in advance. Rapid Dismissal Drills (Fire/Evacuation) are required nine times per year. Three tornado drills are required per year and are held during the months of April and May. School Safety Drills (lockdown) are required three times a year. An EMT (Emergency Management Test) is required at least once a year. Procedures for drills are posted in each classroom by the exit. Students have received explicit instruction in the proper procedures to follow in case of an emergency.

St. Brigid teachers and administration have received training on each of these drills. The principal and one other teacher holds an enhanced certification in school safety protocols. For the safety of our students, we do not publish our procedures.

# **STUDENT CODE OF 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 additional staff members 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 a regular basis.
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 inappropriate graffiti.
17. Students are not permitted to have pen/ink/marker words, pictures, drawings on their skin.
18. Students are not permitted to use personal electronic devices such as cell phones, smart watches, gaming devices etc. during school hours or during the after school program/clubs 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 phones, smart watches, and similar devices must be turned off and turned into the teachers until dismissal at the end of the school day. Any devices not properly turned in will be confiscated and held in the principal's office until a parent retrieves, no sooner than at the end of the school day. St. Brigid School and/or Parish will not be responsible for any lost or stolen items.
20. Students, except those who have an accommodation letter from disability support services (DSS), who would like to record a classroom lecture or activity or teaching sessions must obtain permission from the instructor prior to the recording. The instructor may choose to restrict or prohibit the electronic recordings of lectures and activities or teaching sessions except for those students who meet the eligibility criteria from DSS.\*\*\*
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.

**\*\*\* Electronic Recording of Classroom Activities is Prohibited Ohio**  
Administrative code 3357:15

The policy governs the electronic recording made by students, faculty, and staff in a classroom or



other official academic setting. Electronic recording is not permitted unless explicit permission is granted and other students are notified.

**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.

### **Corporal Punishment Policy**

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

### **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. **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.

10. **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.

#### **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 cases 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 cases 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.

St. Brigid Catholic School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St Brigid Catholic School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St. Brigid Catholic School reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

**Conduct In or Out of School**

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration. St. Brigid Catholic School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

**Illegal Substances**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

## **Harassment, Intimidation, and Bullying Policy**

It is the policy of St. Brigid Catholic School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### **Definition of Terms**

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless handheld device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

### **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;

- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### **Complaints Regarding Harassment**

#### **Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

#### **Informal Complaints**

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

#### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

### **Criminal Misconduct**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese

Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### **Conduct Disclaimer**

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### **Bus Conduct**

St. Brigid Catholic School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus. Bus transportation is provided by Beaver Creek Public Schools, Xenia Community Schools, and Fairborn City Schools for the students living within their districts. Questions regarding bus transportation should be directed to their Transportation Departments:

Beaver Creek 937-458-2448 or 937-458-2449

Fairborn 937-878-1772

Xenia 937-372-3876

The following bus safety regulations will be discussed with the students the first day of school and periodically reviewed thereafter.

1. Students must obey the bus driver and aide and treat them with respect.
2. Students are not to distract the driver.
3. Students may not throw objects, hang out of the windows, shout, fight, cause disruption, hold anything out the window, or leave their seats.
4. Students must be at the bus stop on time. The bus will not wait for tardy students.
5. School materials are to be carried in a book bag.
6. No eating or drinking on the bus.
7. All items carried on the bus must remain in the students' laps at all times. Large objects and instruments must be brought to school by the parent.
8. No glass, sharp objects, items of an explosive nature (such as shaken pop bottles/cans) are permitted.
9. No pets or animals are allowed.



10. If a student must ride a different bus than his or her own, a bus pass must be issued from the office. Written permission from a parent is required.

11. Students who board the bus must remain on the bus until they reach school or their designated stop.

12. Abusive language and actions are prohibited.

The principal/bus driver/aide/transportation director reserves the right to carry out disciplinary measures for any inappropriate behavior even though not mentioned specifically in the list above.

All students waiting for a bus should obey the following:

1. Be on time.

2. Never run after a moving bus.

3. Dress for the weather.

4. If you miss your bus, return home and tell your parents. Do not get on another bus or accept a ride from a stranger.

5. If your parents are not home, phone them at work or go to a designated neighbor and inform them.

6. Have your parents or neighbor call the school to report your tardiness.

7. Wait patiently for your bus. Do not run around or engage in horseplay.

8. Choose a safe spot to wait for the bus.

9. Form a line to enter the bus-no pushing or shoving to board the bus.

### **Communication with Parents Regarding Disciplinary Actions**

**Incident Report Via Email** provides a method of communication of unacceptable behavior from Teacher to Parents. These reports are intended to provide an opportunity for early intervention by teachers and parents to stop unacceptable behavior before it escalates into a more serious problem. Repeated behavioral incidents may result in escalation from an Incident Report to a Disciplinary Notice.

**Disciplinary Notices** are a written communication to parents/guardians regarding a behavioral problem. It provides the parents with the opportunity to help their children correct his/her behavior. The Disciplinary Notice states the problem and must be signed by the parent/guardian. The parent keeps a copy, and a copy is returned the following school day. The signed copy should be delivered to the person who wrote the notice. If the Disciplinary Notice is not returned when due, the issuer will contact the parent/guardian. If the notice is not returned within 3 days, the student will lose one recess period for each day the notice is not returned.

**Detention** The parent/guardian will be contacted either via email or phone call, along with a written notice sent home with the student to inform them that the student is to serve detention. Detention periods will be held before school from 7:00-7:45 a.m. in the designated room twice a month. The parent/guardian is responsible for the student's transportation and to make certain he/she attends the scheduled detention. Late arrivals to detention will result in additional discipline. Missed detention will result in an in-school suspension.

**In-School Suspension** Classroom assignments missed for the suspended day will be given at the end of the day and must be completed at home and returned the following school day. Students serving an in-school suspension will miss important instruction and parents will be responsible for instructing their student to support them with their missed instructions. Any tests missed will be taken the next morning at 7:00am in a designated room.

**Out-of-School Suspension** Classroom assignments missed for the suspended day will be given at the end of the day and must be completed at home and returned the following school day. Students serving an Out-of-School Suspension will miss important instruction and parents will be responsible for instructing their student to support them with their missed instruction. Any tests missed will be taken the next morning at 7:00am in a designated room.

## **Expulsion**

See the information below.

## **Procedures to be Followed in Cases of Suspension and Expulsion**

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. While suspended, the student is released from all school/parish related activities. (Clubs, YM, CYO etc). The notification will also include the length of time of the suspension. Up to 10 Days.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before, during or after the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of the Discipline Solutions Team, a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion .
- A report detailing the reasons for the expulsion will be sent to the pastor and the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **Search And Seizure**

St. Brigid Catholic School reserves the right to search and inspect school property used by students at any time. St. Brigid Catholic School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

### **Cheating and Plagiarism**

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards. Students involved in plagiarism or cheating will receive a zero for the assignment. This policy includes homework and long-term assignments. Other disciplinary measures may be taken.

### **Finality of Decisions**

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

## **SCHOOL UNIFORM**

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance and should see that their children leave for school looking their best. All staff members will enforce the dress code. The dress code may change during the school year. Parents and students will be notified in writing when such policy changes occur. When it is determined that a student is not dressed according to the Dress Code Regulations, a parent will be called. The parent must bring proper uniform item(s) to school. The principal reserves the right to revoke out of uniform privileges from students who consistently disregard the Dress Code Regulations set forth in this handbook. All clothing is to fit and worn by the student properly. Clothing that is too tight, too baggy/loose, too long, or too short will not be permitted.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political positions is not permitted.

Item	Pre-Kindergarten – 4th grade	5th -8 <sup>th</sup> grade
<p><b>Shirt: Worn with pants, shorts, jumpers, or skirts</b></p>	<ul style="list-style-type: none"> <li>● MUST be tucked in at all times</li> <li>● No faded, discolored or dingy colored shirts</li> <li>● White Polo or Oxford Style may be purchased from a store of your choice or through Schoolbelles with Celtic Cross Logo</li> <li>● Kelly Green must be purchased from Schoolbelles and have Celtic Cross Logo</li> </ul>	<ul style="list-style-type: none"> <li>● MUST be tucked in at all times</li> <li>● No faded, discolored or dingy colored shirts</li> <li>● White Polo or Oxford Style may be purchased from a store of your choice or through Schoolbelles with Celtic Cross Logo</li> <li>● Kelly Green must be purchased from Schoolbelles and have Celtic Cross Logo</li> </ul>
<p><b>Sweater: Can be worn with pants, shorts , jumpers, or skirts</b></p>	<ul style="list-style-type: none"> <li>● Kelly Green must be purchased from schoolbelles and have the Celtic Cross Logo</li> </ul> <p>(No Navy Sweaters Permitted)</p> <ul style="list-style-type: none"> <li>● Uniform shirt collar must show</li> </ul>	<ul style="list-style-type: none"> <li>● Kelly Green must be purchased from schoolbelles and have the Celtic Cross Logo</li> </ul> <p>(No Navy Sweaters Permitted)</p> <ul style="list-style-type: none"> <li>● Uniform shirt collar must show</li> </ul>
<p><b>Sweatshirt: Can be worn with PE uniform, pants, shorts , jumpers or skirts</b></p>	<p>Kelly Green</p> <ul style="list-style-type: none"> <li>● ¾ Zip purchased through Schoolbelles</li> <li>● Crew neck purchased through school office</li> </ul> <ul style="list-style-type: none"> <li>● Uniform shirt must be worn underneath</li> </ul>	<p>Kelly Green</p> <ul style="list-style-type: none"> <li>● ¾ Zip purchased through Schoolbelles</li> <li>● Crew neck purchased through school office</li> </ul> <ul style="list-style-type: none"> <li>● Uniform shirt must be worn underneath</li> </ul>

<p><b>Slacks : Can be worn by girls and/or boys anytime of year</b></p>	<ul style="list-style-type: none"> <li>● NAVY</li> <li>● MUST be uniform slacks, “docker style” (NOT skinny fit or stretch material)</li> <li>● NO: leggings, stretch material, denim, cargo pants, studs, slits, sewn-on pockets or double stitching</li> <li>● NO logos</li> <li>● Can not be faded</li> <li>● MUST wear a belt</li> </ul>	<ul style="list-style-type: none"> <li>● NAVY</li> <li>● MUST be uniform slacks, “docker style” (NOT skinny fit or stretch material)</li> <li>● NO: leggings, stretch material, denim, cargo pants, studs, slits, sewn-on pockets or double stitching</li> <li>● NO logos</li> <li>● Can not be faded</li> <li>● MUST wear a belt</li> </ul>
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<p><b>Girls Jumper: Can be worn on any day that is not a PE day. Preferred on Mass day if you do not have PE.</b></p>	<ul style="list-style-type: none"> <li>• St. Brigid Plaid</li> <li>• MUST be purchased from Schoolbelles or from Uniform Exchange</li> <li>• Worn 2 inches above knee or Knee length</li> <li>• Must wear shorts underneath</li> </ul>	<ul style="list-style-type: none"> <li>• Not Allowed</li> </ul>
<p><b>Girls Skirt: Can be worn on any day that is not a PE day. Preferred on Mass day if you do not have PE.</b></p>	<ul style="list-style-type: none"> <li>● Not Allowed</li> </ul>	<ul style="list-style-type: none"> <li>• St. Brigid Plaid</li> <li>• MUST be purchased from Schoolbelles or from Uniform Exchange</li> <li>• Worn 2 inches above knee or Knee length <ul style="list-style-type: none"> <li>• Must wear shorts underneath</li> </ul> </li> </ul>

<p><b>Shorts: Can be worn by girls and/or boys anytime of year</b></p>	<ul style="list-style-type: none"> <li>● NAVY</li> <li>● Worn 2 inches above knee or to the knee (NOT skinny fit or stretch material)</li> <li>● NO: leggings, stretch material, denim, cargo pants, studs, slits, sewn-on pockets or double stitching</li> <li>● NO logos</li> <li>● Can not be faded</li> <li>● MUST wear a belt</li> </ul>	<ul style="list-style-type: none"> <li>● NAVY</li> <li>● Worn 2 inches above knee or to the knee (NOT skinny fit or stretch material)</li> <li>● NO: leggings, stretch material, denim, cargo pants, studs, slits, sewn-on pockets or double stitching</li> <li>● NO logos</li> <li>● Can not be faded</li> <li>● MUST wear a belt</li> </ul>
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<p><b>PE Uniforms: Worn on PE days.</b></p>	<ul style="list-style-type: none"> <li>● Purchased through school office or from uniform exchange</li> <li>● Must wear shorts under sweats</li> <li>● Must fit properly and not be faded</li> <li>● Can wear uniform ¾ zip or crew cut sweatshirt with PE shirt underneath</li> </ul>	<ul style="list-style-type: none"> <li>● Purchased through school office or from uniform exchange</li> <li>● Must wear shorts under sweats</li> <li>● Must fit properly and not be faded</li> <li>● Can wear uniform ¾ zip or crew cut sweatshirt with PE shirt underneath</li> </ul>
<p><b>Belts: MUST be worn with all slacks and shorts</b></p>	<ul style="list-style-type: none"> <li>● Black, Brown or Navy solid color</li> <li>● Easy to fasten magnet style available through schoolbelles</li> </ul>	<ul style="list-style-type: none"> <li>● Black, Brown or Navy solid color</li> </ul>
<p><b>Socks and Leggings:</b></p> <ul style="list-style-type: none"> <li>• MAY choose style</li> <li>• MUST be worn as style is intended; knee socks pulled up, shorter socks must be worn low</li> <li>• MUST show over top of shoes</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Socks:</b> Navy, Black, or White solid colored</li> <li>● <b>Tights/Leggings:</b> Navy, Black White solid colored tights MAY be worn with a jumper</li> <li>● <b>Leggings</b> must be worn ankle length with socks (only with jumpers)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Socks:</b> Navy, Black, or White solid colored</li> <li>● <b>Tights/Leggings:</b> Navy, Black White solid colored tights MAY be worn with a jumper</li> <li>● <b>Leggings</b> must be worn ankle length with socks (only with jumpers)</li> </ul>

<p><b>Shoes:</b></p>	<ul style="list-style-type: none"> <li>• Gym shoes or dress shoes are recommended, and must be tied or buckled at all times (Gym Shoes on PE Days are required)</li> <li>• <b>NO:</b> sandals, boots, clogs, crocs, heels, wheeled shoes, open toe or open back shoes permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Gym shoes or dress shoes are recommended, and must be tied or buckled at all times (Gym Shoes on PE Days are required)</li> <li>• <b>NO:</b> sandals, boots, clogs, crocs, heels, wheeled shoes, open toe or open back shoes permitted</li> </ul>
<p><b>Jewelry:</b> The One Rule- one ring; one wristwatch; one bracelet; one necklace.</p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Boys- No Earrings</li> <li>● Necklaces: 1 religious necklace worn at a time only</li> <li>● Watches: are permitted, alarms, notifications, and beeps silenced</li> <li>● No smart watches with messaging or recording features</li> <li>● Fitness trackers permitted; silenced</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Boys- No Earrings</li> <li>● Necklaces: 1 religious necklace worn at a time only</li> <li>● Watches: are permitted, alarms, notifications, and beeps silenced</li> <li>● No smart watches with messaging or recording features</li> <li>● Fitness trackers permitted; silenced</li> </ul>

<p><b>Cosmetics and other:</b></p>	<ul style="list-style-type: none"> <li>• NO temporary or permanent tattoos</li> <li>• NO cosmetics</li> <li>• NO nail polish</li> <li>• NO fake nails</li> </ul>	<ul style="list-style-type: none"> <li>• NO temporary or permanent tattoos</li> <li>• NO cosmetics</li> <li>• NO nail polish</li> <li>• NO fake nails</li> </ul>
<p><b>Hair :</b></p>	<ul style="list-style-type: none"> <li>● Hair MUST be clean, combed and neat</li> <li>● Girls' hair must be worn out of eyes</li> <li>● Boys' haircuts must be out of the student's eyes and above collar.</li> <li>● All Students- NO hair dye</li> <li>● All Students- NO tinsel / feathers/embellishments</li> </ul>	<ul style="list-style-type: none"> <li>● Hair MUST be clean, combed and neat</li> <li>● Girls' hair must be worn out of eyes</li> <li>● Boys' haircuts must be out of the student's eyes and above collar.</li> <li>● All Students- NO hair dye</li> <li>● All Students- NO tinsel / feathers/embellishments</li> </ul>

<p><b>Grooming:</b></p> <p>Personal cleanliness is a must in a group situation.</p>	<ul style="list-style-type: none"> <li>• Daily bathing, clean hair that is brushed/combed and neat, as well as clean clothing without stains.</li> <li>• The school will not hesitate to inform parents if children need special guidance in these matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily bathing, clean hair that is brushed/combed and neat, as well as clean clothing without stains.</li> <li>• The school will not hesitate to inform parents if children need special guidance in these matters.</li> </ul>
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**OUT OF UNIFORM Casual:**

YES	NO
Jeans, Slacks, Pants, Jogging Pants, Shorts 2 inches above knee or longer, Capri Pants, Dress or Skirts	Yoga Pants, Tight Pants, Short skirts or dresses, Short Shorts
Attire reflecting Christian attitudes and beliefs appropriate for a Catholic School environment	Unchristian attitudes, tobacco, alcohol, drugs, violence, derogatory messages depicted on any clothing
Covered Midriffs and Shoulders	Tank tops, spaghetti straps, sleeveless tops, low cut tops or crop tops, cold shoulder shirts/dresses
Gym Shoes, Casual Shoes, Fashion Boots, or Sandals all appropriate for participating in school activities	Heels, Flip-Flops, Crocs, Wheeled Shoes

**OUT OF UNIFORM Dress Up:**

YES	NO
Slacks, Pants, Capris, Knee-Length Skirts and Dresses, Shorts- 2 inches above knee or longer	Jeans, Sweatpants, Jogging pants, Yoga or tight pants
Attire reflecting Christian attitudes and beliefs appropriate for a Catholic School environment	Unchristian attitudes, tobacco, alcohol, drugs, violence, derogatory messages depicted on any clothing
Covered Midriffs and Shoulders	Tank tops, spaghetti straps, sleeveless tops, low cut tops or crop tops, cold shoulder shirts/dresses
Gym Shoes, Casual Shoes, Fashion Boots, Wedges or Sandals that are appropriate for participating in school activities	Heels, Flip-Flops, Crocs, Wheeled Shoes



## PARENT/GUARDIAN INFORMATION

### Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop-in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Sets of papers, assignments, and tests will be sent home periodically to keep parents informed of their child's growth. While much of our communication is electronic, please check regularly with your child for any papers or information sent home in their folders.

Each week, we publish a school newsletter. We send the newsletter via our messaging system. Contact the school office to add or change contact information. Bloomz is used to communicate information from the school office and classrooms in a controlled environment. Only parents/guardians are granted access to this app. Upcoming assignments, plans, and photos/videos of student activities are shared on the app. Open enrollment is held for parents at the beginning of the school year.

Classroom phones are for teacher use and emergency purposes only. Students may call home if they forget their lunch. Students MAY NOT call home for forgotten homework, books, or projects. Students must have permission from the classroom teacher to use the phone. Students will not be called to the phone during the course of the school day. Teachers will not be called to the phone when they are in class unless it is an emergency.

Messages will be placed in the teacher's mailbox. Under normal circumstances, school matters can be handled while the teachers

are still at school so that there is no need for parents to contact teachers at their homes. The school office will not provide a teacher's personal phone, email, or address.

The use of cell phones by students on school property during the school day is explicitly forbidden. Any student found using his/her cell phone during these hours will have their phone confiscated. A parent

must come to the office to pick up the cell phone from the principal.

Any written information to be sent home with students must have prior approval of the principal. This includes flyers that promote non-school or non-parish sponsored events and activities.

### **Confidentiality Regarding Students**

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

### **Cooperation as Condition of Enrollment**

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Brigid Catholic School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

### **Custody Policy**

Non-custodial parents have the right to information regarding their student's progress unless a current court order states otherwise. St. Brigid Catholic School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

### **Emergency Closings**

In inclement weather or other emergency, Xenia City Schools may make the decision to delay or cancel school. We will use our messaging system (FACTS Parent Alert and BLOOMZ Alert) to notify parents of changes to the school day schedule. We also report to WHIO. We adhere to Xenia Schools' decisions on closing or dismissing early. We will follow the Emergency Early Dismissal form on file. We reserve the right to delay, close, or dismiss early regardless of Xenia City Schools' schedule.

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: WHIO-Channel 7

### **Parent/Guardian Service Requirements**

While St. Brigid Catholic School currently has no Parent/Guardian Service Requirement, school families have a strong tradition of volunteering during our Festival each August as well as volunteering/participating in events promoted by PIE and the parish community. St. Brigid Catholic School reserves the right to implement service requirements in the future. Parent/Guardian volunteers must have completed the SafeParish Training, an electronic (on-line) background check through

Selection.com, and remain current with the scheduled Safe Parish training bulletins in order to volunteer at St. Brigid Catholic School. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times.

## **Social Media**

St. Brigid School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

## **Technology**

Use of the internet at St. Brigid Catholic School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document has been included in your child's enrollment packet on FACTS and requires a parent's/guardian's signature.

While St. Brigid Catholic School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is foolproof. It is always the responsibility of the user to comply with St. Brigid Catholic School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

St. Brigid Catholic School utilizes GoGuardian educational software services to monitor student activity online and filter content.

Students are issued school-owned Chromebooks. If students damage their Chromebook, beyond usual wear and tear, they and their parents are responsible for the cost to repair or replace the device.

### Google Workspace Consent

## **Theft or Loss of Personal Property**

St. Brigid Catholic School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not St. Brigid Catholic School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, St. Brigid Catholic School will report to authorities and prosecute all thefts or vandalism to property.

## Tuition

Tuition for St. Brigid Catholic School is set every year after deliberation between the pastor, principal, and finance committee.

The enrollment fee for each student is \$25. This fee is billed through FACTS at the time of acceptance to the school. This fee is non-refundable. This fee is not applied to the yearly tuition. Tuition payments are made using the FACTS Family Portal. While St. Brigid Catholic School does not require families (grades K-8) to apply for EdChoice, additional scholarship opportunities through the parish will not be awarded without the student having applied for the EdChoice Scholarship.

### Tuition Schedule for the 2024-2025 School Year

The 2024-2025 tuition for the St. Brigid Catholic School Grades K-8 is \$6266.00 per student. A \$25 per student registration fee is due at the time of enrollment and is not included in the amount quoted above. The registration fee increases to \$50 if not paid by April 15th.

The 2024-2025 tuition for the St. Brigid Preschool Program is listed below.

A \$25 per student registration fee is due at the time of enrollment and is not included in the amount quoted below. The registration fee increases to \$50 if not paid by April 15th.

Session	Tuition
4-5 Year Old - MWF Full Day 7:45-2:45	\$3625 ( \$362.50/Month Aug-May)
4-5 Year Old- MWF Partial Day AM Only (Limited Number of Spots) 7:45-10:45	\$2100 (\$210/Month Aug-May)
3-4 Year Old- TTH Full Day 7:45-2:45	\$2650 (\$265/Month Aug- May)
3-4 Year Old- TTH Partial Day AM Only (Limited Number of Spots) 7:45-10:45	\$1450 (\$145/Month Aug- May)

### Preschool Scholarship Information

Archdiocese of Cincinnati Catholic Education Foundation (CEF). The application must be completed, and your tax forms and W-2's must be uploaded by February 25th. Students will receive awards based on the family Federal Poverty (FPL).

### Tuition Payment Information

Single or Multiple Tuition payments are available and are collected by the FACTS Tuition Management Service. Please contact tuition manager Jan Abel [jabel@stbrigidxenia.org](mailto:jabel@stbrigidxenia.org) to discuss the payment options and process.

## **Use of Student Pictures/Information**

When completing your child’s enrollment packet on FACTS and signing the Social Media Policy and Media Release Form parents must indicate whether they give their permission for the use of their student(s)’ image in school and parish related media. Examples of places where photos and/or videos may appear include FACTS, Bloomz, teacher and office newsletters, parish publications such as Flocknote and bulletins, the parish or school websites, and Facebook.

## **Visitors**

### **Visitors During the School Day**

Our security doors and procedures are in place to protect students and staff. All doors are locked during the day. Visitors will be “buzzed” into the school and then into the school office where they will be asked to present their state issued ID and sign in using an on-line system that runs a digital background check. They are then able to print a name badge. Visitors are not permitted to go to any classroom without authorization from the classroom teacher, principal, or office administrative assistant. Students who attend other schools, including Alumni, will not be permitted to visit or join classes that are in session, unless they have principal approval in advance of the visit.

### **After-School Visitors**

Classrooms must be reserved in advance for meetings, club activities, etc. Teachers are unable to meet with parents during or after school without an appointment. The school office closes at 3:30 p.m.

## **Volunteer Organizations**

### **ST. BRIGID EDUCATION COMMISSION**

**2024-2025**

#### Ex Officio Members:

Fr. Jason Bedel, Pastor (937) 372-3193  
Mrs. Heather Ayers, Principal (937) 372-3222

#### Elected/Appointed Members:

Mrs. Jackie Arnold  
Mrs. Casey Bagley  
Mrs. Anna Deskins  
Mr. Christopher Goecke  
Mr. Mike Tate  
Mrs. Cynthia Threlkeld  
Mrs. Brigid Williamson

Purpose: The Parish Education Commission is the basic unit for advising 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. The Education Commission is advisory and consultative to the Pastor and School Principal.

Meetings are held 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.)** is composed of all parents/guardians of St. Brigid Catholic School students. This group is directed by a board of officers. There is no membership to purchase. The dual purpose of PIE is to provide crucial financial assistance to the school and opportunities for service by parents/guardians. PIE meetings are announced in the school newsletter. PIE members work on a variety of projects throughout the year. This group is not advisory, nor the place for discussion of educational matters.

### **Volunteers**

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the SafeParish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins in order to volunteer at St. Brigid Catholic School. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to meet with the principal and sign the Volunteer Confidentiality Form prior to volunteering.

## **GENERAL SCHOOL INFORMATION**

### **Extra-Curricular Activities and Sports**

St. Brigid Parish offers opportunities for students in the school to participate in numerous extra-curricular activities. These include, but are not limited to: Youth Ministry, CYO Sports, Carroll Band, Junior Choir, Chess Club, Drama Club, Rosary Club, Coding Club, Trail Life and American Heritage Girls.

### **Expectations for Participation in Extracurricular Activities and Sports**

A student who is suspended from school will not be allowed to participate in athletics at St. Brigid Catholic School during such suspension. The suspended student will not be allowed to begin participating in St. Brigid Catholic School sports until the date that he/she is eligible to start school after the suspension.

When a student is participating in an extracurricular activity, during after school hours, he or she is expected to be respectful and behave as the student is required to behave during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Students remaining after school for extracurricular activities must be supervised by the person(s) responsible for the activity. If such supervision cannot be guaranteed, students will not be permitted to

remain after school. Parents/guardians should expect to be notified at least one day in advance when their child will be staying after school for a special activity. Students must have written parental permission to remain after school.

Students are to be picked up immediately after the activity is over unless he or she is scheduled to go to the Afterschool Care Program. If the student is not picked up after the activity, he or she will be sent to the Afterschool Care Program. The parent will be charged the drop-in rate of \$15.00 per day. Habitually late parents will be required to pay the registration fees for the program..

### **Gifts**

No balloons, flowers, or gifts are to be delivered to school, as these items cause distraction in class.

Students should not bring gifts to school to be given to individual students. If students wish to celebrate their own birthday with their classmates, their parents/guardian must contact the teacher in advance to arrange a suitable time for a birthday treat or goodie bags to be brought into school. Treats must be individually packaged so the student can distribute them at lunchtime. When providing treats please consider an alternative to cupcakes with mounds of icing. Treats must be individually wrapped. Many of our students have food allergies, please contact the teacher for restrictions.

Birthday party invitations are not to be distributed at school unless **all** classmates are invited **and** the teacher has approved that the invitations can be distributed at school.

### **Library**

The School Library is for the use of all students and is to remain an area of quiet at all times. Students are allowed to check out materials at the discretion of the librarians and their teachers.

If library books are lost or damaged, the value of the book will be paid to the school. Fines will be charged for overdue books.

### **Lost and Found**

A "Lost and Found" area is maintained by the school office.. Unclaimed items will be sent to St. Vincent de Paul on a quarterly basis.

Your children's belongings must be labeled with their name. Sweatshirts, sweatpants, sweaters, lunch boxes, water bottles, and jackets are the most "misplaced" items. Putting your child's names on their belongings enables us to find the rightful owner.

## **Lunch Program**

Our students eat lunch in the lunchroom. All students are required to pack a lunch from home. Milk is available for .25 cents. Water is available.

If a student forgets his or her lunch, the student may call home. We will make sure to see that no student goes without lunch

Pizza Day will begin in the fall on select Wednesdays. Pizza will be purchased on the FACTS Family Portal and must be ordered no later than Monday at midnight to be served on the following Wednesday. Students should bring side items to eat with their pizza entree.

## **Cafeteria Rules**

The following cafeteria rules are to be followed. Penalties may include issuance of a Disciplinary Notice:

1. Students are to enter the cafeteria in an orderly fashion.
2. Running, pushing, and shouting are prohibited.
3. Students are to be seated in their assigned seats.
4. Once seated, they are to remain in their chairs unless they have permission to get milk or utensils.
5. Students are to remain in the cafeteria until the cafeteria supervisor dismisses them.
6. Students are to leave their eating area clean and orderly. All trash and milk containers are to be deposited in the proper containers. Students are to leave the floors clean.
7. Students may be assigned duty in which they will provide a service and help with cleaning the cafeteria tables .
8. All food is to be eaten in the cafeteria.
9. Students are not permitted to swap food or touch another student's food.
10. Students are not permitted to play with food.
11. Students are to obey and show respect to the cafeteria personnel, supervisors, custodians, and volunteers.
12. Glass bottles are not permitted at school.
13. St. Brigid Catholic School is a Soda Free school.

Students will not be permitted to return to their classrooms before the end of the lunch period unless:  
a) it is a medical emergency or b) they have permission from a teacher or the principal.



## **Recess/Playground Rules and Procedures**

Playground supervision is handled by licensed school aides and/or teachers.

Volunteers that are interested in helping monitor are welcome with advance approval.

### **Playground Rules:**

1. Students will:
  - a. Stay in the assigned playground area.
  - b. Obey adults on duty.
  - c. Stop on the first bell. Second bell walks to the line. Students enter 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, smartwatches, phones, cameras, 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 5, 6, 7 & 8 are not permitted on the playground equipment.
5. St. Brigid School and its employees and agents are not responsible for lost, damaged, or stolen items.

The playground aide, teachers or principal reserves the right to carry out disciplinary measures for any inappropriate behavior even though not mentioned specifically in the list above.

## **Additional Information**

### **Afterschool Care Program**

The Afterschool Program is designed for those children in Kindergarten-8<sup>th</sup> Grade who are unable to go home after school because of the parents' work schedule or a transportation issue. The program operates in the lunchroom.

The program is provided by St. Brigid School as a service to parents and their child. The program provides quality care for their children. It is supervised by a lead teacher and an aide.

All School Rules are in place during the Afterschool Program.

Activities provided include periods designed for prayer, snacks, physical activity, homework completion and assistance. Students are encouraged to engage in reading, arts and crafts, games, and free time. We use the school gym, playground and lunchroom.

Only students enrolled in the school in grades K-8 are eligible to participate in the program. The program is open every school day from 2:45 to 5:45 p.m. The Afterschool Program is not in operation on days that school is not in session. This includes scheduled days off and snow days.

Students are not permitted to bring in outside toys, electronics, etc. to Extension without prior approval from the program lead teacher.

Should school close early due to weather, the Afterschool Program will also close early and will communicate the closing time to parents.

There is a one-time registration fee of \$25. Students should bring their own healthy snack. Students who attend the program but are not registered will be charged the \$15.00 drop-in rate.

To Sign up and see the fees for the program, [please link to this form.](#)

### **Charitable Collections**

At certain times during the school year, we hold collections to benefit various charitable groups and disaster relief programs. We will notify parents of the beginning and ending dates of these collections.

### **Fundraising**

Throughout the year, we may hold fundraisers for the school. Fundraisers must be approved by the principal who will, in turn, get pastoral consent.

Any time students are asked to support a project, a letter or email will be sent home to the parents/guardians. Students are encouraged but never forced to participate in fundraising projects.

### **Money**

Students should not bring unnecessary cash or checks to school. When it is necessary for students to bring money, it should be placed in a sealed envelope with the student's name with the purpose for the money clearly written on the front.

### **Toys, Trading Cards, and other Items**

Students are not permitted to bring toys, stuffed animals, trading cards, video games and systems or other items that may distract them from their learning experience. The exception to this policy is a pre approved Show and Tell item for younger students. Teachers reserve the right to confiscate any of these items and hold them until a parent comes in to retrieve them.

## PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Parent Student Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the St. Brigid Catholic School Parent Student Handbook.

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Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

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Student Signature and Date Student Grade

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Student Signature and Date Student

Grade

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Student Signature and Date Student

Grade

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Student Signature and Date Student

Grade

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Student Signature and Date Student

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Student Signature and Date Student

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Student Signature and Date Student

Grade

## **APPENDICES**

Appendix A [Decree on Child Protection](#)

Appendix B [Social Media Policy and Media Release Form](#)

Appendix C [Asthma Inhaler Form for Self-administration](#)

Appendix D [Emergency Medical Authorization Form](#)

Appendix E [Prescriber/Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)

Appendix F [Physician Request for Administration of Medication](#)

Appendix G [Responsible Use of Technology](#)

Appendix H [Tuition Information and Forms](#)

Appendix I [Volunteer Confidentiality Form](#)