



**SAINT BRIGID
OF KILDARE SCHOOL**

Seeking Grace and Wisdom

Saint Brigid of Kildare School

2011-2012

Parent/Student Handbook



**Saint Brigid of Kildare School
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Dublin, Ohio 43017
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Table of Contents

TOPIC	PAGE	TOPIC	PAGE
Mission Statement	3	Field Trips	34-35
Belief Statements	3	Graduation	35
Phone Numbers	3	Health / Immunizations	35-39
Faculty and Staff	5	High School Assignments	39
Right to a Catholic Education	6	Home and School Association	39
Academics	7-8	Kindergarten Extended Day Program	39
Admission – Diocesan Policy	9-10	Library / Media Center	39-40
Admission – Saint Brigid Policy	10-11	Lockers	40
Allergies	11-12	Parenting Programs	40
Arrival and Dismissal	12	Parish Sports Programs	41
Attendance and Tardies	12-13	Personally Identifiable Information	41
Auxiliary Services	14	Phone Calls	41
Background Checks	14	Playground Guidelines	41-42
Band	14	Preschool	42
Bus Conduct and Safety	14-15	Promotion and Retention	42
Cafeteria	16	Red Alert	43
Cancellation of School	17	Registration and Tuition Policies	44-47
Change of Address/Telephone/Email	17	Religious Instruction	47-48
Child Care	17	(All School Liturgy Schedule)	
Classroom and Birthday Celebrations	17-18	School Advisory Committee	48
Class Observation	18	Spanish – see World Language	
Class Size	18	Student Concerns Team	49
Code of Conduct / Harassment Policy	18-26	Technology Acceptable Use Policy	49-50
Communication	26	Textbooks	50
Conferences	26	Tuition	51-52
Daily Schedule	27	Visitors	53
Directory Information Notice	27	Volunteerism	53-54
Dress Code	27-32	Weapons	54
Drug, Alcohol, and Tobacco Policy	33-34	Wellness	55
Early Release Schedule	34	Withholding of Student Records	55
Emergency Drills/Crisis Plan	34	World Language	55

The principal of Saint Brigid of Kildare School is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

Saint Brigid of Kildare School

Our Mission

The Saint Brigid of Kildare School community provides Catholic faith formation and strong academic foundations to inspire life long learners and leaders in the twenty first century.

Our Beliefs

1. Catholic faith formation through student learning is the priority of our school.
2. Our school community respects all of God's people and creation.
3. Each student is a valued individual with unique spiritual, intellectual, physical, social, cultural, and emotional needs.
4. Our school community provides each student with a variety of instructional approaches and authentic experiences so each is prepared for the demands of Catholic citizenship.
5. Administrators, teachers, students, parents, and the parish community share the responsibility of living out our Catholic school's mission.

PHONE NUMBERS

School Office: 718-5825

Fax: 718-5831

A Special Message To Parents

The administration, staff students, and parish of Saint Brigid of Kildare School welcome you to the 2011-2012 school year. We hope that this educational environment chosen by you for your child provides an opportunity for spiritual and academic growth in a religious, caring and supportive atmosphere. We invite you to participate in the many opportunities both within the school and the parish that promote and foster school, parish and home collaboration.

This handbook has been prepared as a reference for families and staff. Its purpose is to clarify policies and practices that govern the operation of the school. The policies of Saint Brigid of Kildare School are based on the policies and regulations of the Office of Catholic Schools, Diocese of Columbus. Please take the time to read it carefully. Ask questions on any information that is not clear. We ask that parents and school work together to provide a quality Catholic education for the children of this parish.

We ask God to continue to guide us on this mission of Catholic education. May His presence be a constant in our lives and in our work.

Parent/Student Agreement To Comply With School Policies

A student is required to know all of the information, policies, and regulations. These policies will be reviewed at the school, and parents are strongly encouraged to review this information with their children.

Acceptance of admission/enrollment to Saint Brigid of Kildare School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the School Advisory Board or the administration. A statement indicating agreement by students and families is to be signed and returned to Saint Brigid of Kildare School at the beginning of each school year.

SAINT BRIGID OF KILDARE FACULTY & STAFF

Kathleen O'Reilly – Principal
Cindy Lombardo – Assistant Principal
Shannon Crawford – School Secretary
Cindy Sovik – School Secretary

PRESCHOOL

Maureen DiDomenico – Director
Deb Funk
Tori Foley
Kris McKenna
Cheryl Rubadue
Kathy Troutman
Amy Sudduth
Molly Kellogg
Suzie Lawson

HOMEROOM TEACHERS

Shelley O'Neil – Kindergarten
Kathy Hare – Kindergarten
Andrea Grundei – Half Day Kindergarten
Eileen Smith – 1st Grade
Marcia Springer – 1st Grade
Kelly DeLauder – 2nd Grade
Molly Long – 2nd Grade
Christine Gutridge – 3rd Grade
Mark Stinnett – 3rd Grade
Lori Schnegg – 4th Grade
Kathy Wodarcyk – 4th Grade
Jennifer Maschari – 5th Grade
Karen Partridge – 5th Grade
Sue Kessler – 6th Grade
Carli Saliba – 6th Grade
Christopher Mazon – 7-8 Soc. Studies
Julian Condo – 7-8 Language Arts
Janet Bosche – 7-8 Math
Mark Yeazell – 7-8 Science

SPECIAL AREA TEACHERS

Larrie Habel – Art
Judy Ignasiak – Librarian
Sarah Johanson - Music
Mary Beckwith – Physical Education
Amy Loscko - Spanish
Sue Asencio – Technology
Mary Westendorf – Technology

LITERACY TEAM

Ellen Faler
Shelley Regrut
Deb Mosko
Jill Cecutti
Sara Hardin

PARAPROFESSIONALS

Bernadette Dinehart – Kindergarten
Maryann Heffernan – Kindergarten
Carol Magistrale – Half Day Kindergarten
Kathleen Dodd – 1st Grade
Natalie Lynch - 1st Grade
Gladys Ruz – 2nd Grade
Kathy Malagisi – 2nd Grade
Teri Squillace – 2nd Grade

Nancy Montgomery – 3rd Grade

Laura Kreber – 3rd Grade
Debbie Larger – 4th Grade
Kim Bakos – 5th Grade
Karen Sullivan – 5th/6th Grade
Bridget Malloy – 7th/8th Grade
Colleen Zetzer – Instructional Aide
Paula VanFossen – Instructional Aide
Marcia Kelty – Library
Sherry Collins – Office
Laurie Hartig – NPSS Coordinator

CHILD CARE – After School

Kathy Purcell – Program Coordinator
Audrey Brack
Judy Carrino
George Caruso
Maryann Heffernan
Linda Kwiatkowski

CAFETERIA

Joyce Brown – Manager
Peg Jacquemin
Linda Dupuis
Lori Macbeth
Lisa Redd
Sandra Peecook
Kathy Schreiber

MAINTENANCE/CUSTODIAL STAFF

Rich Cremeans

AUXILLARY SERVICES STAFF

Peggy Iannarino – School Nurse
Sandra Peecook – Health Aide
Stacie Williams – Guidance Counselor
Jill Carfagna – Academic Support Team
Kathy Dunkin – Academic Support Coordinator
Courtney Gleason – Speech and Hearing
Liz Riendeau – Occupational Therapist

PARISH STAFF

Monsignor Joseph Hendricks – Pastor
Father Mark Summers - Associate Pastor
Sr. Joan Harper, C.D.P. - Pastoral Associate
Sr. Pat McMahan, O.S.F. – Minister to Sick and Bereaved
Pam Heil – Youth Minister
Joe Burger – Business Manager
Karen Cremeans – Office Manager
Mary Longo – Parish Receptionist / Secretary
Jackie Mack- Business Assistant; School Accounts Manager
Betty Ann Santangelo - Secretary
Sarah Moore - Parish Development Director
Dr. David Brattain – Director of Music Ministry
Greg Strang – Assistant Director of Music
Mary Fran Cassidy- Director of Religious Education
Frank Iannarino-Deacon
Don Poirier-Deacon
Stacey Nerone – Safe Environment Coordinator
Jake Groce - Facilities Manager
Babs Pulsfort – Religious Education Staff
Ermagene Kelly - Religious Education Staff
Mary Beth Benney – Support Staff

RIGHT TO A CATHOLIC EDUCATION

Catholic schools exist to collaborate with parents and guardians to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s) or guardian(s) who seek the religiously oriented education which Catholic schools can provide.

Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability in the administration of its educational programs and extra-curricular activities.

Recognizing the unique role of the Catholic school as an agency to carrying out the education mission of the Church, Catholic schools are designed for Catholic students whose parents express a desire for the Catholic school's program and environment. However, the diocese encourages students to welcome students of other faith traditions. Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor to leave the school.

ACADEMICS

Achievement Tests

The *Terra Nova Test* and the *In View Test* will be administered in October for grades 3 - 8. The format of the test includes multiple assessments such as: multiple choice, short answer and extended written responses. This design will emulate the State of Ohio Proficiency Testing program and will allow students to become more familiar with the new forms of standardized testing. Students who miss days of testing due to family vacations will not be able to make up the test.

Reporting To Parents

Report Cards/Interim Reports/Life Skills Report

A report of pupil progress is given at the end of each quarter (4 times a year) in grades kindergarten through 8. Saint Brigid of Kildare School implements the approved Diocese of Columbus Progress Reports. Interim reports and Life Skills reports will be issued to individual students on an *as needed basis*. Additionally, each student will receive at the end of each quarter a quality and effort progress report. This form has been designed by the staff of St. Brigid School.

All parents are invited to schedule conferences in the fall and attend student-led conferences in the winter. Parents may contact the school office at any time and request a teacher to return a call or to initiate a conference.

Access to Student Records

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Those who are permitted to view an individual student's records are

1. school personnel;
2. parent(s)/guardian(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parents(s)/guardians(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical

purposes as long as the individual student's identity is protected.

Homework

The four major purposes of homework are:

1. An extension of class work - to practice and reinforce skills or concepts introduced in the classroom.
2. A preparation for class work - to prepare for in-class discussion or experiments; students are often asked to read or study materials.
3. An enrichment - to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression.
4. A basis for developing responsibility - to encourage self-discipline, to establish good study habits, and to motivate students to want to learn more.

Homework assignments may include memorization, practice exercises, outside reading, research, art projects, or family activities.

Homework is the responsibility not only of the student, but also of the parents. Parents are not expected to do the work for the student, but their guidance and support are needed to see that the student has enough time and a suitable environment in which to do assignments. It is helpful to check on homework on a regular basis to encourage quality work and provide the parent with information regarding curriculum areas.

Students in grades 2-8 will be given an assignment notebook that is to be used nightly. Parents of students in grades 2, 3 and 4 are asked to sign the assignment notebook nightly.

If a student repeatedly tells parents that he/she has no homework to do, it would be advisable for the parents to check with the teacher. Parental interest, encouragement, and cooperation will surely help the student to feel successful and proud of his/her completed assignments. It would be ideal on school nights for students to begin the habit of scheduling a study time whether or not there is assigned homework.

Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about "too much" or "too little" homework should contact the teacher(s) involved.

If failure to complete homework becomes a chronic problem, parents may be contacted by the teacher to plan additional intervention (i.e. contracts, parent signing homework pad, etc.). Chronic problems in completing homework may be perceived and treated as an academic and/or behavior problem.

ADMISSIONS

Guidelines for Admission to Catholic Schools: (Diocesan Regulation 5119.1)

To assist Catholic school administrators in selecting students the following principles and priorities regarding school admissions are outlined:

I. PRINCIPLES

A. The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students should not apply unless they desire and intend to participate as fully as possible in the religious program of the school. If Catholic schools should accept transfer of students from public schools either to avoid inconvenience, e.g., that of busing to other neighborhood schools or to magnet schools, or to avoid integration itself, they would violate their own principles and damage community efforts to foster the common good of our city, state and nation.

B. Catholic schools should emphasize the broadening and enrichment educational opportunities afforded in culturally and racially mixed school situations.

C. Catholic schools should continue and, where needed, intensify their efforts to recruit teachers and enroll students to achieve integration while maintaining the Catholic character of the school.

D. Catholic schools must not become havens for those trying to escape integrated public schools.

E. Schools recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnic origin to all its rights, privileges, programs, and activities. In addition the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs, athletics/extra curricular activities.

A. PRIORITIES FOR ELEMENTARY SCHOOLS

In the admission of students to elementary schools, the recommended order or priority shall be as follows:

1. Sponsoring Parish families

- a. Children from families with children already enrolled
- b. Children now reaching school age
- c. Children from families newly moved into the parish whose children have been in Catholic schools where such were available.

2. Children from non-parish Catholic families with students already enrolled in the school.

*Students of another faith who had siblings enrolled at the beginning of the 1996-97

school year will fall within #2 above.

3. Transfer students from other Catholic schools:
 - a. From parish schools that are closing
 - b. From parishes not offering full programs, K-8
4. Children of other parishes may be admitted, if on the basis of a personal interview, the pastor or his designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.
5. Other student transfers (children of another faith) may be admitted if, on the basis of a personal interview, the pastor or his designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.
6. Parish school administrators are authorized to waive these priorities in favor of furthering racial integration.

Procedures for Transfer Students

A transfer student entering into the first grade must have attended kindergarten previously.

Students transferring for placement in grades 1-8 must make an appointment through the school office, for a school observation. This observation is for the mutual benefit of the school and the prospective student and his family. The student may be asked to spend the entire day so that the school staff can evaluate whether the placement the student is seeking is actually appropriate according to our school standards. A probationary period of six weeks will follow placement.

Child Custody

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a pupil.

Saint Brigid of Kildare School Guidelines for Admission:

Annual Registration

General registration will be held over a three day period during the month of March. Registration will be considered complete after all required documents and registration fee are received. Late registrations will go to the bottom of the waiting list.

Registration Materials

The following information is required at the time of registration:

- Birth Certificate (copy only)
- Baptismal Certificate (if Catholic) (copy only)
- Social Security Number
- Recent report card for students entering grades 1-8
- \$50.00 per child non-refundable registration fee
- Custody papers if parents are separated or divorced

Registration Ranking

Registrations for admission will be ranked according to the following priorities:

- Children from families already with a signed letter of intent for enrollment in the subsequent school year.
- Length of membership in the parish
- Regular contributions to the church
- Contributions to parish fund raising drives
- Involvement in the parish, school, and preschool programs
- Other priorities, such as transfers, addressed in Diocesan Regulation 5119-1

Continuous Enrollment

Kindergarten through grade 8 children currently enrolled are guaranteed admission for the following school year. Although there is no guaranteed admission for children going from the preschool program into kindergarten, preschool students will be considered with the above mentioned rankings. All children must go through annual registration to be considered for kindergarten. Preschool families will receive their kindergarten registration forms from the preschool director.

Notification of Admission

In April, parents will be given a status update of their registration (admission or position on the waiting list).

Waiting List

If the number of applicants exceeds the number of class openings, a waiting list will be established. Following registration, positions on the waiting list will be assigned using the same ranking criteria stated above.

- Families that are offered an admission have 24 hours to respond.
- If a family is offered an admission prior to the beginning of the school year and does not accept, they will be given a choice to either go to the bottom of the current list or be removed all together.
- If a family is offered an admission during the school year and does not accept, they will be given a choice to either register for the beginning of the next school year or be removed all together. Special circumstances for not accepting admission (such as illness) will be given separate consideration by the school administration.
- A new waiting list will be established for each school year. Participation in annual registration will be necessary to be considered for the next school year even if you are on the current waiting list.

ALLERGIES

Saint Brigid of Kildare School strives to provide a safe environment for students with life-threatening allergies. Parents should notify the school nurse and homeroom teacher of any life-threatening allergy on or before the first day of each school year or as soon as an allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign, and return an "Allergy Action Plan" specific to the student with life-threatening allergies. The school nurse will review all allergy information provided by the student's parents and physician and share

this information with the appropriate teachers and staff.

Parents will provide the school with the medications prescribed in the “Allergy Action Plan”. Medications will be kept in the Clinic or with the student as specific needs dictate.

The parents of a student with a life-threatening food allergy will provide a supply of “safe” snacks for use by their child. Parents of children with life-threatening allergies are responsible for notifying bus transportation providers with information regarding their child’s allergy. Teachers and staff will attend training annually regarding life-threatening allergies.

ARRIVAL AND DISMISSAL

Students should not arrive at school before 7:45 AM and should leave for home promptly at 2:50 PM or when buses depart. The school day officially begins at 8:00. No student may stay after school unsupervised to wait for sports practice, club meeting, scouts, etc.

Students being delivered to school should follow the drop off procedure described in the Parent Administration Day materials. Students being picked up after school should follow the pick-up procedures described in the Parent Administration Day materials.

The south entrance is to be used only for preschool and kindergarten students being brought to school. Pick up of preschool and kindergarten students should be at the south entrance.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop.

ATTENDANCE – TARDINESS

Regular attendance is essential to a student’s success in school. When a student is unable to attend school, parents ***are required*** to call in by 9:00 AM. Parents should give the student’s name, teacher’s name, and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student’s absence. Absence for more than one hour will be recorded, as a half-day’s absence. If a student is absent from school for any reason for more than a total of 28 days, the student will not receive credit for that year at the discretion of the principal.

The following list of circumstances are the only recognized excuses for school absence:

1. personal illness
2. family illness
3. death in the family
4. religious holiday

In the event of an absence, the student is expected to make up any missed assignments. Generally, the school allows the same number of days to make up work that the student was absent. Within the limits of a student’s maturity, it is his/her responsibility to obtain, complete, and return to the teacher any work missed due to absence. Parents may pick up daily assignments in the office between 3:00-3:30 PM. If you will be picking up your child’s work, please notify the office in the morning. No classroom is open after 3:30 PM, Monday-Friday.

In the event that there is a planned absence (vacation, etc.), the parent is required to give advance notice to the school. Students are also to bring a written excuse upon return to school. This note is to explain the absence and must be dated and signed by the parent or guardian. The practice of taking students out of class for a prolonged trip is, of course, something that is beyond our control since such a practice is the decision of the parents of our students. We believe that regular attendance is an important part of our educational program because the lesson taught follows a progressive course of studies. If you wish to take your child out of class for whatever reason, please do not ask for work to be given while the child is out. Good teaching demands that one change with the needs of the class, thus what a teacher has planned for a given week is not always accomplished. We will be happy to provide make-up work upon the return to school, but will not give work in advance of it being taught. A consistent problem with unexcused absences will call for disciplinary measures.

Tardiness

One of the purposes of education is to develop habits and patterns of behavior for life. In order to help the students form good habits of punctuality and courtesy, the following procedures are outlined.

1. School Tardiness

The school day begins at 8:00 AM. The student must report to the school office to obtain a tardy slip before entering the classroom. The student will not be admitted to class without a tardy slip. All students will be allowed to receive three emergency tardies per quarter in order to provide for inclement weather, traffic conditions, etc. Students arriving or leaving beyond one hour of tardiness will be recorded as a half-day's absent.

2. Excessive Tardiness

Students who exceed the three emergency tardies in any given quarter will be considered to have an excessive tardiness problem. As these tardies accumulate during the quarter, the following penalties will be assessed, hopefully preventing and forestalling habitual tardy problems.

- a. Fourth tardy: Demerit
- b. Fifth tardy: Detention
- c. Sixth tardy: A meeting may be called for the student, parent, teacher, and principal to discuss the situation and devise an intervention plan.

Doctor and Dentist Appointments

Students are encouraged to make every effort to schedule doctor or dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

If a student has an appointment during school hours, a written note must be brought to the office in the morning. The note must indicate the person who will be meeting the student. This person must meet the student in the school office and sign the student checkout sheet. Students and their parent/chaperone must again report to the office upon returning to the building.

If the appointment is before the student comes to school, notification of this late arrival is requested the day before.

AUXILIARY SERVICES

Through Auxiliary Service Funding, Saint Brigid of Kildare School provides a supportive reading/math program, speech/language therapy, occupational therapy, and psychological and guidance services. All of the programs are available to students in grades K-8. Requests for these services may originate with the parents, teacher, and/or administrator, but must follow the due process required by the supervisory agency, Dublin City Schools.

BACKGROUND CHECKS

The state of Ohio enacted a new law (Section 109.575 of the ORC) in March, 2001, requiring volunteers who have regular unsupervised access to a child on a regular basis to be notified of this law and be advised that he/she may be required to provide fingerprints and may have a criminal records check undertaken.

The Diocese of Columbus takes this new law very seriously. Our primary motivation in complying with this law is the protection of your/our children. Saint Brigid of Kildare Parish has determined that **all** volunteers with unsupervised access to children on a regular basis are to be fingerprinted and checked and they must also attend *Protecting God's Children*. Activities at our school could include but not be limited to volunteering in a particular classroom, volunteering in the library or tech lab, helping with an after school activity, or chaperoning a field trip. Times and places for fingerprinting will be announced yearly. The parish will absorb the cost of fingerprinting, background checks, and Protecting God's Children classes.

BAND

Students interested in band may begin participation in fifth grade. Information will be sent home at the beginning of the school year. The director for Saint Brigid is an instructor from Bishop Watterson High School.

BUS CONDUCT/SAFETY

Students will **NOT** be permitted to ride home on bus different from their assigned route. In the case of an **extreme emergency** permission may be granted for a transfer with permission of the school administration

Students riding school buses shall:

1. Always obey and cooperate with the bus driver promptly and respectfully.
2. Observe the school district's Code of Conduct on the bus.
3. Turn in to the bus driver a medical emergency card within a reasonable time. Proper steps will be taken to collect, store and use emergency medical information cards for each student on the bus.
4. Arrive at the bus stop 5-10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for the late students before or after school.
5. Not behave at the bus stop in a manner which may threaten life, limb or property of any

individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.

6. Wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from your seat to get off the bus.
7. Go directly to an available or assigned seat. Do not stand. Students may not change seats without the driver's permission.
8. Remain seated, keeping aisles and exits clear at all times.
9. Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
10. Talk quietly at all times. At railroad crossings there is to be NO talking.
11. Not use profane language.
12. Not eat, drink, spit or litter on the bus.
13. Not throw or pass objects on, from, or into the bus.
14. Carry on the bus only objects that can be held in their laps.
15. Not bring animals, dangerous materials or objects onto the bus.
16. Not damage the bus in any way. If you damage the bus you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
18. Observe rules regarding radios, tape players, CD players and other electronic equipment. This equipment is restricted on all buses.

It is a privilege to ride the school bus. This service is provided to the students through the public school districts.

Discipline On The School Bus

Student behavior on the bus is critical to the safety of all passengers. Following is an excerpt from the policies on transportation which have been approved by the Dublin Board of Education. Please review the penalties for improper behavior with your child (children).

If the Bus Discipline Referral is for a MINOR MISCONDUCT CODE (eating on the bus, obscene language, student out of seat etc.) violation, the driver must have and document at least one driver to student intervention and document at least one driver to parent intervention before giving the Discipline Referral Report to the building administration.

If the case of a MAJOR MISCONDUCT CODE (fighting, weapons, etc.) violation, the driver may immediately give the Bus Discipline Report to the building administration.

The following are the steps the building administrators will use when they receive a Bus Discipline Referral Report from a bus driver:

1. First Bus Discipline Referral: Warning from Administration
2. Second Bus Discipline Referral: Administrative Intervention
3. Third Bus Discipline Referral: Three-Day bus suspension
4. Fourth Bus Discipline Referral: Five-day bus suspension
5. Fifth Bus Discipline Referral: Ten-Day bus suspension
6. More than 5 Referrals: Repeat Ten-Day bus suspension, possible recommendation to the Superintendent of permanent removal from the bus.

CAFETERIA

Student Rules

The same general rules for behavior apply in the cafeteria as in the classroom.

- 1.) Students are to behave in line and keep their hands to themselves.
- 2.) Students are to observe good dining room standards at the table.
- 3.) Students are to report to the eating area to which they are assigned.
- 4.) Students may leave their table ONLY when excused and when all “trash” around their area has been properly cleaned.
- 5.) Students are to remain seated until dismissed by the teacher on duty.
- 6.) Conversation should be carried on with those at the same table and in a moderate tone.
- 7.) If a student spills something, he/she should clean it up. If it is too much for him/her, the student should report it to the adult on duty.
- 8.) Students should not go back to their classroom during lunch or recess time unless they have permission from a teacher.

****FOOD MAY NOT BE EATEN OR TAKEN OUT OF THE CAFETERIA AT ANY TIME.**

****FOOD MAY NOT BE PURCHASED ELSEWHERE BY ANYONE AND THEN DELIVERED TO THE SCHOOL. (i.e. Panera, Burger King, McDonald’s etc.)**

Parents and non-school siblings wishing to eat at school must call by 9:00 of that day.

No student will ever be denied a meal.

Lunch prices are as follows:

Pre-Paid Basis (Students 1st - 8th) - 10 lunches - **\$22.50**
(Students 1st - 8th) - 20 lunches - **\$45.00**

Daily Rate - Individual lunch (Students 1st - 8th) - **\$2.25**

Please look in the Wednesday Communication Folders for information regarding lunch account notices.

Cafeteria Volunteers

Parents may volunteer to help in the cafeteria between the hours of 10:30 a.m. - 1:00 p.m.

The Health Department does not allow for small children to be in the kitchen during operating hours.

Our cafeteria will not offer any foods containing peanut products.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The School Board and administrator are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation. In the unusual circumstances when school must be canceled during the school day, teachers and office staff will determine that all students have satisfactory transportation. Parents/guardians must arrange for proper supervision of the released student.

School closings will be announced on local radio and television stations.

Please note: Saint Brigid of Kildare will be announced separately from the Columbus Diocesan Schools. We will not always have a snow day when Columbus Diocesan Schools do. **WE WILL ALWAYS BE OUT WITH DUBLIN PUBLIC SCHOOLS.**

Parents will also be notified via an emergency notification service called the SchoolReach System.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. **Notify the school immediately if you have a change of address, email address, home telephone number, or cell phone number during the school year.**

CHILD CARE

Saint Brigid of Kildare School offers a child care program to students. The daily hours of operation are Monday-Friday from 7:00-7:45 AM and from 2:50-6:00 PM. Saint Brigid's Child Care Program follows the Saint Brigid of Kildare School calendar and is open when school is in session. **If school is canceled at the beginning of the day due to inclement weather, Child Care is closed.** Child Care is open at the normal time during inclement weather delays. The staff will be present if school is dismissed early. Registration and rates can be obtained by contacting the school office.

CLASSROOM AND BIRTHDAY CELEBRATIONS

The Home and School Association and the room parents help plan and provide treats for classroom parties. These parties and treats are simple because our academic schedule does not allow time for elaborate parties and activities.

A birthday is an opportunity for a student to celebrate his/her special day. As a school community, we will celebrate in the following ways:

- Each student is invited to have a **Birthday Special Dress Day**. (Students may choose to “dress up” or “dress down.” Please follow the dress code for special dress days.) If the student birthday is on the weekend, on a vacation day, or on the day of a Mass, he/she is allowed to have his/her special dress day on the school day closest to his/her date of birth. Students with birthdays occurring during summer break may celebrate on their "half birthday".
- Each student will be recognized on his/her birthday or half birthday during **Morning Announcements**.
- Each student will receive a **birthday cupcake provided by the school** during his/her lunch period. The cupcake will be presented to the student and classmates will be invited to sing “Happy Birthday!” (**This cupcake will eliminate the doughnuts/cupcakes/candy brought to school by the birthday student.**)

Other *optional* means of celebrating could include:

- Parents could make a donation to a service organization in the name of the student. Examples include: The Dublin Food Pantry, Furniture Bank of Mid- Ohio, Catholic Social Services, etc. or possibly to the St. Brigid Tuition Assistance Fund.
- Students could provide a classroom gift, such as a classroom game, a playground ball, or something from the classroom wish list.
- Students are permitted to bring a non-food treat for their classmates on their birthday. Please make sure that this is a NON-FOOD ITEM. Examples: pencils, fun erasers, stickers, small coloring booklets, bookmarks, small key chains, magnets, etc.
- Students are invited to participate in the Birthday Book Club. For a donation of \$10.00, your child will pick out a new book from the birthday book shelf. The student’s name and birth date will appear on a special bookplate placed in the front of the book, and he/she will be the first to check out that book. This is a wonderful way to honor your child on his/her birthday and to share the enjoyment of reading with others for years to come.

Please be advised that these are just suggestions and none of the above is necessary or required.

Students must seek permission from the teacher for distribution of invitations to home parties. These may be distributed in school only if ALL students will receive an invitation. In the case of a party for only boys or only girls, ALL boys or ALL girls must receive an invitation in order for those to be distributed at school.

CLASS OBSERVATION

Parents of Saint Brigid students or parents who are interested in enrolling a child in the school are invited to observe the school program. However, parents need to call and schedule an appointment in order to avoid disruption of class. We also encourage prospective new students and parents to attend our school tours given monthly throughout the school year by our tour committee.

CLASS SIZES

According to Diocesan Policy, kindergarten classes will be no larger than 25 students and grades 1 - 8 will be no larger than 35 students, without Pastor and Superintendent approval.

CODE OF CONDUCT

Teachers and staff have the authority and responsibility to maintain discipline in the classroom. The following is Saint Brigid of Kildare's **Code of Conduct**:

The purpose of Saint Brigid of Kildare's **Code of Conduct** is to create a Christian atmosphere, one of respect for human dignity and responsibility, as well as to provide order and generate self-control. Each person is expected to do his or her part to bring about this climate. Normal Christian conduct is required of each child at all times during the school day. Students are also expected to be good ambassadors of our school outside of the school day.

All students are to maintain appropriate conduct with respect to the following actions **and** any other rules found in the Saint Brigid of Kildare handbook or designated by teachers, playground and cafeteria workers, and bus drivers.

1. A student shall not in any way disrupt the school program, including extra-curricular activities. Students will show proper respect to teachers, staff, other students, visitors, and themselves.
2. A student shall not threaten or cause physical injury to any person associated with Saint Brigid of Kildare School.
3. A student shall not be absent or tardy from school without both parental consent and school authorization.
4. A student shall not attempt or cause damage to school property or private property on school grounds.
5. A student shall not commit an act of dishonesty: cheating, stealing, or forgery.
6. A student shall not engage in the use of profanity: written, verbal, or gestures.

7. Chewing gum is NOT permitted in the building or on the premises.
8. A student shall not handle or possess any object that could be a potential weapon.
9. A student shall not be in possession of any alcohol, drug, or tobacco product. (See Drug, Alcohol, and Tobacco Policy.)
10. A student shall not fail to adhere to dress code regulations. (See dress code violation policy)
11. A student shall not occupy the building once he or she has left without permission from a teacher or other authorized personnel.
12. Cellular phones, Ipods, electronic games, or any other such electronic devices that are brought to school will be confiscated and returned only to a parent or adult.

Any student who fails to comply with established school rules and regulations may be subject to one or more of the following consequences:

1. Oral warning
2. Note to parent/guardian
3. Telephone call to parent/guardian
4. Conference with any or all of the following:
Principal, teacher, parent/guardian, student
5. Time out
6. Demerit/Detention
7. Loss of privilege
8. In-school suspension
9. Probation
10. Suspension/expulsion (according to diocesan guidelines)

Detentions will typically be served on Wednesday mornings from 7:15 – 7:45 am.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

CODE OF CONDUCT

Discipline Policy for Students in Grades 5-8

Minor Infractions:

Infractions such as these but not limited to these can lead to a demerit:

1. Lack of compliance with the dress code
2. Unacceptable cafeteria behavior
3. Uncovered textbook(s)
4. Candy
5. Unacceptable conduct
6. Littering
7. Disruption to the classroom community
8. Late to class

Major Infractions

Infractions such as these but not limited to these can lead to a detention, suspension, or expulsion:

1. Unacceptable cafeteria behavior
2. Unacceptable behavior at church
3. Cheating
4. Using provocative language (such as obscenities, profanity, inflammatory language, etc.)
5. Vandalism
6. Forging of signatures
7. Fighting
8. Stealing
9. Chewing gum
10. Lying
11. Inappropriate use of the Internet
12. Harassment
13. Disrespect
14. Continuous disruptive behavior: committing a combination of major and/or minor infractions that interferes with the rights of other students
15. Use of or non-stored cell phone, Ipod, electronic game, or electronic device

****Three demerits = one detention*

Suspension or Expulsion:

- 1) Possession of a weapon.
- 2) Possessing, using, or participating in a group using drugs, alcohol, or tobacco products.
- 3) Participating in bomb threats or false alarms.
- 4) Participating in and/or committing arson.
- 5) Assault/battery of another person.
- 6) Inappropriate behavior (extreme)
- 7) Harassment
- 8) Truancy
- 9) Insubordination
- 10) Fighting
- 11) Inappropriate use of computer hardware and/or software
- 12) Major vandalism to school property
- 13) Any other serious infraction(s).

A student with behavior that automatically results in a suspension will be subject to removal from

school immediately, and/or subject to recommendation for expulsion.

Appeals may be made in the following sequence:

1. Principal
2. Pastor
3. School Advisory Council

Suspension and Expulsion

1. Serious misconduct which is cause for suspension and expulsion is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described below.

2. If the parent or guardian has not been reached on the day the misconduct occurred, prior to the start of the next school day, the principal or administrator in charge shall attempt to notify the student's parent(s) or guardian(s) of the suspension. The principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension, in writing, stating the reason(s) for the suspension and requesting that the student and the parent(s) or guardian(s) meet with him/her to review the matter.

3. Within three school days of the suspension, the principal or administrator in charge shall meet with the student and the parent(s) or guardian(s). The student and parent(s) or guardian(s) shall be given an opportunity to express their views.

4. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s) or guardian(s) of his/her decision either to readmit the student to school, extend the period of suspension or expel the student.

5. If the decision is to extend the period of suspension, the length of this period shall also be indicated; the suspension may not exceed 10 school days.

6. If the student is expelled, the principal or administrator in charge shall notify the parent(s) or guardian(s) and the superintendent of schools, in writing, clearly stating the reasons for expulsion. This notification shall also inform the parents(s) or guardian(s) and the student of the right to appeal the expulsion to the local school board.

7. If the parent(s) or guardian(s) request a hearing before the local school board and the school board has an appeals procedure, this hearing shall take place within three school days of the request. Statements supporting the charges against the student may be submitted as well as statements by the student and others in the student's behalf.

The parent(s) or guardian(s) shall be given an opportunity to express their views. The board or its designees may, by a majority vote of its membership, affirm, reverse, or modify the decision to expel.

8. By the school day following the hearing, the board or its designee shall notify the parent(s) or

guardian(s) and the superintendent of its decision, in writing, clearly stating the reasons for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent(s) or guardian(s) and the student of the right to appeal to the appropriate Diocesan School Board.

9. Review of an expulsion by the appropriate diocesan school board shall be made only when requested by the student's parent(s) or guardian(s) or when requested by either the pastor or superintendent acting at the student's request.

10. If a hearing is requested, it shall take place within three school days of the request. The student, the principal, and the parent(s) or guardian(s) shall have an opportunity to express their views. If a hearing was held at the local level, only documented information presented at the local level may be presented at the diocesan level. By the school day following the hearing, the board or its designee shall notify the parent(s) or guardian(s) and student of its decision, in writing. The decision of the board shall be final and binding.

11. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records. Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

Behavior Off Campus

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or to the reputation of the student body.

Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful or offensive to other students or staff, or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

(This policy applies to internet and email use.)

Harassment Policy

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - a. offensive sexual flirtations, advances, propositions;
 - b. continued or repeated verbal abuse of a sexual or gender-based nature;

- c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- f. graffiti of a sexual nature;
- g. fondling oneself sexually or talking about one's sexual activity in front of others;
- h. spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

- 4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school
- 5. Any person who believes he/she is subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.
- 6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and

circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Bullying

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus.

Bullying is a pattern of abuse over time and involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. The investigation may include interviews with the student, parent, teachers, school staff, and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

Background

Our Christian values require behavior that reflects mutual respect for and positive treatment of one another. Harassment, as defined in this policy, is the antithesis of such behavior. It is the purpose of this policy to prohibit harassment on the school property and to protect students before harassment becomes actionable. Harassment in any form is not consistent with the conduct expected of a student in this school. Harassment on school grounds is a violation of Diocesan Policy 5140.05 and school rules, and violators will be dealt with immediately. The Diocesan Harassment Policy is on file and is available upon request.

Definitions

Harassment occurs when name-calling, threats, inappropriate physical contact, or other un-Christian behavior is severe, becomes persistent, follows a pattern, is pervasive, or targets an individual, or specific group of individuals for offensive or unwanted action. Sexual harassment is

defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Racial harassment means the disregard for individual rights by the use of racial slurs, discriminatory remarks, or other inappropriate behavior directed toward another individual or group based upon the race or ethnic background of the individual or group. Harassment can also include inappropriate behavior directed toward an individual because the individual does not conform to peer group norms.

Reporting of Harassment

The principal is hereby designated as the representative of Saint Brigid of Kildare School to implement this Harassment Policy. **Complaints or information concerning incidents of harassment shall be reported to the principal as soon as practicable after any incident.** Such reports may be made to the principal in writing, in person.

Parents, faculty, staff, or students who witness or become aware of an incident of harassment must report the matter to the principal. All harassment reports will remain confidential to the extent such confidentiality is consistent with due process rights applicable to proceedings under this Harassment Policy. The principal will take all appropriate action to protect the confidentiality of information reported to him/her.

COMMUNICATION

Effective and open communication is vital to the well-being and success of any organization.

Weekly Parent Communication Folders will go home each Wednesday. The youngest and/or only child in the family will be in charge of bringing home the family information. All of the other children in the family may be bringing home a folder on Wednesday with information from their teacher. All school business will go home only on Wednesday. There may occasionally be exceptions to this rule if there is an emergency notification that must be sent home in a timely manner.

The Wolfhound Herald, our parent newsletter, will be posted on the school website on the third Wednesday of every month. Paper copies of the Wolfhound Herald are available by request. Grade level newsletters will be posted on the first Wednesday of each month.

Students in grades K-8 will bring home Friday folders containing their work. Please sign and return these folders by the following Monday.

Should you ever have any questions or concerns, please always contact the classroom teachers if it is a matter that relates to them. Should you wish to pursue a matter or concern beyond the classroom teacher, please contact the school principal and then, only after you have met with the principal should you contact the pastor.

CONFERENCES

Conferences will be held twice yearly. Parents will be given the opportunity to schedule these conferences in advance. Traditional parent-teacher conferences will be held in October-

November and student-led conferences will be held during the second semester. In addition, faculty members are always available for conferences throughout the school year. Please call the school office to schedule an appointment.

DAILY SCHEDULE

Office Hours: 7:45 AM – 4:00 PM daily

School Hours:

Grades 1 –8 and Full Day K:
8:00 AM - 2:50 PM

Half Day Kindergarten:
8:00 - 11:00 AM

K.E.D.S.
Monday, Wednesday
11:00 AM – 2:50 PM

Preschool: AM — 8:20 - 10:50 AM
PM — 12:00 - 2:30 PM

Preschool:

3 year old - 2 one half days per week - Tuesday and Thursday

4 year old - 3 one half days per week - Monday, Wednesday and Friday

4's PLUS – 2 days per week – Tuesday and Thursday – 12:00 Noon – 2:30 PM

Pre-Kindergarten:

5 one half days - 5 days per week - 12:00-2:30 PM

DIRECTORY INFORMATION NOTICE

According to diocesan policy 5126.0, directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade levels, activities, sports, awards, and date of graduation.

DRESS CODE

The purpose of the dress code is to minimize the influences that distract from the goals of the school while limiting competition among the students. The dress of our students should reflect the worth of and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste.

Parents are requested to see that their children come to school dressed in accordance with the dress code. Any student reporting to school out of uniform and/or judged to be in

inappropriate attire may not be permitted to attend classes. The parents will be called to discuss the situation and to be informed of any disciplinary action.

BOYS:

Pants: Preschool-8 Navy blue dress uniform trouser. No contrasting stitching or outside patch pockets. Corduroys not permitted. No logos.

Shirts: Preschool-8 White knit shirt with collar (short or long sleeve), white oxford cloth button-down collared dress shirt (long or short sleeve.) A white turtleneck may be worn under the uniform sweater, sweater vest, or sweatshirt.

NO LOGOS ON SHIRTS

Note: For all grades, only solid white undershirts may be worn under white shirts.

Sweater: Preschool-8 Hunter green acrylic crew neck pullover, “V” neck vest, or cardigan letter sweater. School crest on left. No logos.

Sweatshirt: Preschool-8 Dark green crew neck sweatshirt with school crest embroidered on left chest. NO OTHER SWEATSHIRT OR EMBLEM WILL BE ALLOWED. No torn sleeves or cuffs. No logos.

Zip front fleece jackets and gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.

Shoes: Preschool-8 Brown, black or navy dress shoes. Tennis shoes that are solid white, solid black, or black and white. No moccasins, slippers, boots, cloth tennis shoes, or crocs. Shoelaces must be the same color as the shoe. No flashing or light-up shoes or any other type of embellishment.

Socks: Preschool-8 White crew socks that can be folded over and still reach the ankle. Navy blue crew socks may be worn with pants only, not with shorts. No logos.

Shorts: Preschool-8 Navy blue walking shorts worn with white uniform socks and white knit shirt. Shorts must be between the top of the kneecap, and 2" above the kneecap. Shorts may be worn August to September 30th and May 1st - June. No logos.

Belt: Grades 1-8 Required on shorts or slacks. Navy blue, dark brown, or black only. No ornamental belt buckles.

GIRLS:

Jumper: Preschool-8 Blue and green plaid uniform jumper. School crest on left shoulder panel. Must touch the top of the kneecap.

Blouse: Preschool-8 White peter pan collar (short or long sleeve), or white oxford

cloth button-down collared dress shirt (long or short sleeve). White turtleneck worn under approved uniform sweatshirt or jumper. White knit shirt with collar (short or long sleeve) may not be worn with the jumper but may be worn with shorts or pants. No lace or eyelet trim is allowed either on the blouse or the knit shirt. No logos.

Note: For all grades, only solid white undergarments may be worn under blouses.

Socks:	Preschool-8	White or navy knee socks with jumper. Plain white, navy, or black opaque tights may be worn. White crew socks that can be folded over and still reach the ankle with shorts or pants only. Navy blue crew socks may be worn with pants only, not with shorts. White crew socks may be worn with the jumper in August, September, May, and June. No logos on socks.
Sweaters:	Preschool-8	Hunter green crew neck cardigan or crew neck pullover sweater in acrylic. School crest on left. No logos.
Sweatshirt:	Preschool-8	Dark green crew neck sweatshirt with school crest embroidered on left chest. NO OTHER SWEATSHIRT OR EMBLEM WILL BE ALLOWED. No torn sleeves or cuffs. Zip front fleece jackets and gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.
Shorts:	Preschool-8	Navy blue uniform walking shorts (cuffed), worn with a white peter pan collar, white knit shirt, or white button down oxford cloth shirt. To be worn with white uniform socks. Shorts must be between the top of the kneecap, and 2" above the kneecap. Shorts may be worn from August – September 30 th and May 1 st through June. No logos.
Shoes:	Preschool-8	Brown, black or navy dress shoes with closed toes. Saddle shoes with white and navy or black. Tennis shoes that are solid white, solid black, or black and white. No moccasins, slippers, boots, cloth tennis shoes, or crocs. Shoelaces must be the same color as the shoe. No flashing or light-up shoes or any other type of embellishment.
Pants:	Preschool-8	Navy blue twill with no outside patch pockets and no contrasting stitching. Pants may be worn with a white blouse, white knit shirt, white oxford cloth button-down collared dress shirt (long or short sleeve). A hunter green uniform sweatshirt, cardigan, or crew neck sweater may be worn. A white turtleneck may be worn under the uniform sweater or sweatshirt. No logos.

Belt: Grades 1-8 Required on shorts or slacks. Navy blue, dark brown, or black only. No ornamental belt buckles.

*Boots may be worn to and from school in inclement weather only. Uniform shoes must be worn during school hours.

*Shirts must be tucked in at all times.

GYM UNIFORM

All students must wear uniform tennis shoes (see above) to participate in PE classes.

Grades K-4 Girls should wear shorts under jumper on gym day.

Grades 5-8 Green mesh drawstring, elastic waist shorts. White St. Brigid T-shirt with logo. Students change into PE uniform before class.

GENERAL INFORMATION

1. Girls' and boys' uniforms are available at the following locations:

Educational Outfitters
Festival Centre
2759 Martin Road
Dublin, Ohio 43017
336-2040

School Days
4507 North High Street
Columbus, OH 43214
846-1988

Educational Apparel
3840 Lacon Road
Hilliard
876-3030

Although the school does not make it mandatory that all the uniform items be purchased from Educational Outfitters, Educational Apparel, and School Days, it is strongly recommended that parents use the school's suppliers for all their uniform needs. This will allow the students to strictly comply with the school's Dress Code.

If parents wish to purchase any uniform items from another supplier, they need to make sure that their selections are exactly the same in style and color as those of Educational Outfitters, Educational Apparel and School Days.

2. Uniforms are required from the first day of school through the end of the school year.

3. Organizational uniforms (Cub Scouts, Brownies, etc.) may be worn on meeting days.

4. If it is necessary for a student to come to school in clothing other than the prescribed uniform, parents must send a note explaining the reason.
5. Make-up is not to be worn to school. Clear nail polish or clear lip gloss are permissible.
6. Artificial/acrylic nails may not be worn.
7. Girls may have no more than two earrings per ear. Earrings are to be simple and small. Post type only (no hoops or dangles of any size or kind). Boys may not wear earrings. Only one necklace and two bracelets per wrist (including silly bands) may be worn. Excessive jewelry is not permitted.
8. Good grooming is expected. Hair should be kept clean and cut in a manner that is appropriate for school. Traditional haircuts are required. The maximum length for boys' hair shall be above the collar and off the ear. No etching is permitted. Neither girls' nor boys' hair may cover the face or eyes. Bangs must be at or above the eyebrow. Trendy or unusual hairstyles are not permitted. Hair should not appear to be unnatural and artificially colored. Bleaching or tipping that appears to be colored is not permitted. The principal will make the final decision concerning any issue regarding the length of hair.
9. No tattoos of any kind.
10. No body piercing of any kind (with the exception of earrings for girls).
11. When applicable, 8th grade boys must be clean-shaven.

Dress Code Violations:

Students Grades K-2

- 1st Offense - Written Warning
- 2nd Offense – Written Warning
- 3rd Offense – Phone call home by teacher
- 4th Offense – Consequence

Students Grades 5-8

- 1st Offense – Written Warning
- 2nd Offense - Demerit
- 3rd Offense – Demerit
- 4th Offense - Detention

Students Grades 3-4

- 1st Offense – Written Warning
- 2nd Offense – Phone call home by teacher
- 3rd Offense – Demerit
- 4th Offense – Automatic Detention

The above consequences are cumulative during each quarter.

SPECIAL DRESS DAYS

Occasionally there will be opportunities for students to have a Special Dress Day. There are two different types of out of uniform days – dress down and dress up days. On special dress days we expect students to maintain our usual standards of appropriate dress and behavior. Students choosing to not follow the Special Dress Day Code will be placed in the office with work to do until the parent is able to bring a change of clothing.

Please refer to the following lists of do's and don'ts for special dress days.

Dress Down Day Dress Code

	<u>DO WEAR</u>	<u>DON'T WEAR</u>
SHOES:	sneakers, loafers, dress shoes	clogs, boots, flip flops, high heels, crocs, or any shoe without a back
SOCKS:	socks	
PANTS:	jeans, sweat pants, capri pants	sagging pants, over-sized pants, tight fitting pants, pants with holes
SHORTS MAY BE WORN IN AUGUST, SEPTEMBER, MAY, AND JUNE AND MUST BE TO THE TOP OF THE KNEE.		
SHIRTS:	t-shirts, sweat shirts, golf shirts Shirts must be long enough to tuck in.	muscle shirts, tank tops, halter tops, belly shirts, spaghetti straps, tube tops, tight fitting/undersized tops, low cut tops, rude messages/improper advertising (none of the above under/with another shirt or sweater)
MAKE-UP	no make-up is allowed	tattoos, body glitter
HAIR	no changes from a typical day	hair paint/color
OTHER:	2 earrings only (girls) One necklace or choker only Appropriate, tasteful jewelry	boys – no earrings no pants chains

DRESS UP DAY DRESS CODE

	<u>DO WEAR</u>	<u>DON'T WEAR</u>
SHOES:	sneakers, loafers, dress shoes	flip flops, high heels, clogs, crocs, boots, or any shoe without a back.
SOCKS:	socks	
PANTS:	dress pants or khakis	shorts, sagging pants, over-sized pants, Tight fitting pants, pants with holes.
SHIRTS:	Golf shirts, dress shirts	muscle shirt, tank tops, halter tops, belly shirts, spaghetti straps, tube tops, tight fitting/undersized tops, low cut tops, rude messages/improper advertising (none of the above under/with another shirt or sweater).
DRESSES SKIRTS	<u>DO WEAR</u> appropriate length for church/ school sleeveless dresses must be full to the shoulder	<u>DON'T WEAR</u> sun dresses, tank dresses, tube, halter, spaghetti strap tops low cut dresses
MAKE-UP	nail polish colors	tattoos, body glitter
HAIR	no changes from a typical day	hair paint/color
OTHER:	2 earrings per ear	pants chains

One necklace or choker
Appropriate, tasteful jewelry
Students may wear their regular
School uniform

boys – no earrings

No uniform shorts

DRUG, ALCOHOL AND TOBACCO POLICY

Alcohol, tobacco, other drugs, harmful intoxicants, any illegal substance and/or paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of schools/parishes of the diocese. This also applies to all school-related events held off of the school property (e.g. away games).

Saint Brigid of Kildare School recognizes that individuals who are experiencing problems with drugs, alcohol, tobacco, or other intoxicants are in need of assistance. The type of assistance may vary; however, the school will try to assist these students and their families in finding alternatives from which they can benefit. Drug and alcohol education and referral to counseling shall be viewed as instructional and rehabilitative, NOT an alternative to the disciplinary measures specified in this policy.

A student shall not possess on their person, in their locker, or in any place under their control, use or distribute, or be under the influence of any alcoholic beverage, drug, or intoxicant of any kind. Violations will result in immediate notification of parents. This rule applies to all school activities and functions, whether or not on the school or parish grounds. This includes time on school buses, rented carriers, and student/parent transportation.

Offenses and Disciplinary Action:

The action set forth below will be considered routine disciplinary measures for tobacco, drug and alcohol abuse.

Students who voluntarily request assistance or counseling in situations where no offense, as specified below, has been detected by the school officials will not be deemed in violation of school policy based on information divulged.

First Infraction:

Student will be referred to the office, whereupon parents will be immediately contacted by the principal. The student will not return to the classroom until a conference has been held with parent(s), principal, guidance counselor, and pastor. The police may be notified. Consultation with parent(s) and student will emphasize available counseling services. A drug-screening procedure may be recommended. The student will be placed in in-school suspension for a period of no less than 2 days.

Second Infraction:

Student will be referred to the office, whereupon, parent(s) will be contacted by the principal. The student will not return to the classroom until a conference has been held with the parent(s)/principal/guidance counselor/pastor. The police may be notified. The student will serve an in-school suspension of no less than 3 days. Prior to re-entry to the classroom, the school must receive written notification that the student has been entered into an approved Guidance Center Adolescent Alcohol and Drug Abuse Assessment Program. Parents must sign an authorization to have this information released to the school.

Third Infraction:

A third infraction will result in immediate removal from school. Parents and students must meet with the principal and the pastor. A determination will be made regarding the student's continued enrollment.

EARLY RELEASE SCHEDULE

Several times during the year students will be dismissed at 1:30 PM in order to allow additional time for staff development meetings. The schedule for the 2011-12 school year is as follows:

September 15	February 16
October 20	March 15
November 17	April 19
December 15; 20	May 17
January 19	June 6 at 1:00 PM

EMERGENCY DRILLS

Fire drills are conducted once each month and tornado drills are conducted from April through June. Detailed escape plans are posted inside the door of each classroom.

During tornado drills, each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures each class has an escape route to an outside area a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

If evacuation to another location is necessary, the students and teachers will proceed to St. Brigid's Green or if necessary to Karrer Middle School. Parents will be directed to follow the instructions that will be shared via phone and e-mail through the Ohio School Alert System. Additionally, if appropriate, local TV and radio stations will also broadcast necessary information.

FIELD TRIPS

1. Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.
2. Parents will be asked to sign permission slips indicating that they will permit the child to join the class in this educational tour. Children having no permission slip will NOT be allowed to accompany the class.
3. Parents will occasionally be asked to act as chaperones for small groups. Parent chaperones will be asked to have a BCI fingerprint check and must have attended *Protecting God's Children* training sessions.
4. Fees for these field trips will be covered by the school tuition, with the exception of grade eight.

GRADUATION

A graduation ceremony is held at the end of the fourth quarter for students who have successfully completed grade 8. Eighth grade students will be charged a graduation fee.

HEALTH

Emergency Medical Cards

Each student is required to have a new emergency medical card on file in the school office at the beginning of the school year. It is the responsibility of the parent/guardian to keep the information on the card current throughout the school year. Changes should be sent in writing to the school office. Parents will also complete a small emergency card to be kept by the teacher for times that the class leaves the building.

Health Forms

Each student's health file must contain the following forms:

1. Health History – signed by parent or guardian
2. Immunization Record – signed by parent or health care provider; ***due by 15th day of school year of admission***
3. Physician Form – signed by physician
4. Dentist Form – signed by dentist

Health forms are submitted once upon admission.

Information is updated form at the beginning of

school year or any time there is a notable change.

Illness or Injury

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. A child with a temperature greater than 100.0 degrees (oral) will not be permitted to return to the classroom. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted and 911 will be called. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school (on the Emergency Medical Card.)

Immunizations

The minimum immunization requirements mandated by the Ohio Department of Health must be met or the student will not be permitted to attend classes. See page 37. The immunization report must be on file in the school office by the 15th day of school during the year of admission for all new students.

Medications/Medication Forms

If a student must bring medication to school, the following requirements must be met:

Prescription Medications

1. Must be in the original container
2. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date
3. Must be brought to school by parent/guardian.
4. A Medication Administration form, dated and signed by the parent and prescribing physician, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Medication form available on the school website.
5. Refrigeration is available
6. Medication will be kept in the Health Office.
7. Prescription asthma inhalers and Epi-pens may be carried by individual students if the permission form is completed by parents and prescribing physician. Forms are available in the Health Office.

Non-Prescription Medications

1. Must be in the original container (pill bottle, cough medicine bottle, etc)*
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A Medication Administration form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions must accompany the medication. Medication form available on the school website.
4. Medications will be kept in the Health Office.
5. Students may carry 1-2 cough drops from home in their pocket. Additional cough drops

should be kept in the health office.

*The school will not administer aspirin to students because of its connection to Reye's Syndrome. (Diocesan Policy #5141.0)

No medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office.

Nurse

A nurse or clinic aide will be on duty from 8:00 M - 3:00 PM every day in the health office.

Returning to School After Illness

A student must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the student should not return to school until he has received at least 24 hours worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). Contact the Health Office for guidelines if uncertain.

Physical Examination

A physical examination is required by the Diocese for all incoming students. This examination should be a positive procedure to appraise the child's health, fitness for studies, and other activities as well as to discover illness or defects.

Tuberculin Skin Screening

It is no longer necessary to have any routine screening of school pupils including those pupils entering the system, unless it is required by the local Board of Health. This is true, with the exception of exchange students and students from countries with a much higher rate of tuberculosis than Ohio or the United States. Students arriving from these areas should be screened as soon as possible after entering an Ohio school.

Vision and Hearing Screenings

Vision and hearing screenings are done on all new pupils without records from previous school and routinely in selected grades. If you receive a letter recommending further examination, please return physician's report to the school.

Scoliosis Screening

Students in grades 5-8 will have their backs evaluated for detection for any curvature of the spine. If a curvature greater than 7 degrees is noted, a letter will be sent to the parent/guardian suggesting a physical evaluation by a physician.

Communicable Disease

A) Report to your child's school office immediately if your child has a communicable disease, or has an eruption or rash on the body.

B) Length of time your child must be excluded, as required by law, for the following diseases:

1. CHICKEN POX - 6-7 days or until lesions are dry.
2. MEASLES (Rubella) - 7 days from the first appearance or rash.
3. MEASLES (Rubeola) – 5 days from first appearance of rash.
4. MUMPS - 9 days or until all swelling is gone and child appears well.
5. SCARLET FEVER - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.
6. WHOOPING COUGH – 5 days after start of antibiotic treatment.
7. STREPTOCOCCAL (STREP) THROAT - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.
8. BACTERIAL CONJUNCTIVITIS – 24 hours of antibiotic treatment

C) Your child may return to school after the exclusion period.

Immunizations and Vaccinations

A pupil in grades kindergarten - 8 is in compliance if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella, mumps, chicken pox, and Hepatitis B. The State Legislature mandates what diseases pupils must be protected against; the Ohio Department of Health stipulates the number of doses of appropriate vaccine required. Students in grades kindergarten-8, unless otherwise exempt, must be immunized against diseases contained in the following:

REQUIRED IMMUNIZATIONS (2011 – 2012 School Year)

Every student will be required to have current immunizations prior to the entry to school.

Record of required immunizations must be on file by the 15th day of the school year.

The minimum requirements for the State of Ohio are:

ENTERING KINDERGARTEN and GRADE 1:

4 DTP (DTAP/Td) – If the 4th dose was given prior to the 4th birthday, a 5th dose is required.

3 Polio – If the 3rd dose was given prior to the 4th birthday, a 4th dose is required.

2 MMR (Measles, Mumps, Rubella) – The 1st dose must be given after 1st birthday. The 2nd dose is now required before entering Kindergarten.

3 Hepatitis B – The series of three is required prior to entering Kindergarten.

***2 Varicella (Chickenpox) – 2 doses now required before entering Kindergarten.*

ENTERING GRADES 2-5:

4 DTP (DTAP/Td) – If the 4th dose was given before the 4th birthday, a 5th dose is required.

3 Polio – If the 3rd dose was given prior to the 4th birthday, a 4th dose is required.

2 MMR (Measles, Mumps, Rubella) – The 1st dose must be given after the 1st birthday. The 2nd dose is required before entering Kindergarten.

3 Hepatitis B – The series of three is required prior to entering Kindergarten.

1 Varicella (Chickenpox) – 1 dose required on or after first birthday.

ENTERING GRADES 6: same requirements as Grades 2-5 except:

No requirement for Varicella (Chickenpox) vaccine for these grades.

ENTERING GRADES 7 and 8: same requirements as Grade 6 PLUS:

*****1 Tdap or Td booster – this new requirement is intended to be a booster for students who have received the initial series of DtaP/DT/Td vaccine.***

** New requirements beginning in 2010-2011 school year.

HIGH SCHOOL ATTENDANCE AREAS

The location of the residence of the student’s legal guardian is used to determine the assigned high school. Boys may also attend Saint Charles Preparatory High School.

HOME AND SCHOOL ASSOCIATION

The main purpose of the Home and School Association is to assist and support the programs and operation of Saint Brigid of Kildare in cooperation with the Administration. School families are encouraged to support the efforts of the Home and School Association. Communications regarding Home and School functions will be coming home with the children in the Wednesday Folders.

KINDERGARTEN EXTENDED DAY PROGRAM

Saint Brigid of Kildare offers a part-time extended day program for our morning kindergarten students on Monday and Wednesday from 11:00 AM – 2:50 PM. The K.E.D.S. program provides an opportunity for children to experience a developmentally appropriate kindergarten curriculum in the morning as well as programming in the afternoon to complement the morning’s learning experiences.

LIBRARY/MEDIA CENTER

The media center is open on a regularly scheduled basis and is supervised by the library teacher. Library classes are held for students. Classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Additionally, students are permitted to use the library throughout the week with the permission of their classroom teachers. Students are expected to actively participate in the library by checking out books and returning them on time. They may use the library to read, check out books, do reference work, or work on special projects.

Students in grades 6, 7, and 8 exclusively are permitted to check out books with the “YA” designation. Students in grade 6 must have a parent permission slip on file in the library before being

permitted to check out YA books. YA books are noted by a bright pink spine label and contain themes with a more mature subject matter appropriate for some middle school students. YA books might include controversial subject matter such as ethical issues, violence, language, war, and interpersonal relationships. While these books are attractive to the middle school students, they are not necessarily appropriate for all middle school reading interests. Therefore, parents are asked to counsel their children and discuss these books as they are read.

Should parents question the appropriateness of any book in the library collection, a form is available to state their views. The completed form will be reviewed by the principal, literacy team, and library teacher and action will be taken if necessary.

It will be the responsibility of the parent to reimburse the library for any lost or damaged library books or materials.

LOCKERS

A locker is issued to each fifth-eighth grade student at the beginning of the school year. Each student in grades 6-8 will provide a combination lock and provide the homeroom teacher with the combination. Students are expected to keep their lockers locked, clean and not abuse them in any way. *A student in grades 7-8 will be given a demerit if his/her locker is left unlocked.*

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safe-guarded by registering them with the classroom teacher or leaving them in the main office.

Any pictures used on the inside of a locker must be reflective upon the values taught at Saint Brigid of Kildare School. Saint Brigid of Kildare School is co-tenant of all lockers. Therefore, the staff may search lockers at any time with good reason.

PARENTING PROGRAMS

Parenting Your Teenager

Parenting Your Teenager is a six-week Bible study for parents of teenagers. This series includes 24 powerful real-life stories from parents and teens plus interviews with Steve Curtis Chapman about faith and family. Please see www.bluefishtv.com if you would like more information. This program is optional for parents.

Sacramental Preparation

The Saint Brigid of Kildare Parish Department of Religious Education provides opportunities for parents to attend a series of meetings and workshops to assist families in preparing their children to receive the sacraments of Eucharist, Reconciliation, and Confirmation.

PARISH SPORTS PROGRAM

The Parish Athletic Association runs the sports program at Saint Brigid of Kildare Parish. Saint Brigid of Kildare School and administration have no authority or jurisdiction over the sports program.

However, in the firm belief that the school is an integral part of the parish family, St. Brigid School and its administration support, in spirit, the philosophy of the athletic program. The Saint Brigid sports program is open to all children of the parish and to those who attend Saint Brigid of Kildare School. Many sports teams are offered to both boys and girls on many levels. We encourage parents to look into the opportunities available.

PERSONALLY IDENTIFIABLE INFORMATION

According to diocesan policy 5126.0, directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade levels, activities, sports, awards, and date of graduation.

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes picture with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight etc.), and educational records.

The "Personally Identifiable Information Release Form" that is provided at the beginning of each school year at Parent Administration Day must be signed and dated by the parent of a student prior to releasing personally identifiable information as defined in Diocesan Policy 5126.0

PHONE CALLS

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to another student's home after school). Parents are asked not to interrupt the activities of the classroom. Students will not be called from class to the phone. Forgotten books, gym clothing, lunches, etc., may be cared for by leaving them in the school office. Important messages by phone will be delivered to the student in case of a real emergency. **The office will strictly adhere to these regulations.**

PLAYGROUND GUIDELINES

1. Please remember:
 - Share the equipment and play areas
 - Be a good sport

- Be safety minded for yourself and others
- 2. Only “touch” football is to be played - no tackling.
- 3. Use softballs or a “soft” ball for baseball. No hard balls permitted.
- 4. Do not pull or grab student’s clothing at any time.
- 5. No throwing of any objects (rocks, sticks, snowballs, etc.)
- 6. No radios, recorders, cameras, or electronic games.
- 7. Fighting is prohibited!
- 8. Do not leave the playground for anything, without permission of the teacher monitoring playground.
- 9. Stay away from and off of the dirt areas and mounds around playground.
- 10. Students are not to approach automobiles parked along side the playground.
- 11. Students are to stay within the area designated for recess.
- 12. When entering the building from recess students are to enter in single file. Walk into the building and walk down the halls quietly.
- 13. No playing on playground after school. (Excluding childcare)
- 14. “Rough house” is not permitted.
- 15. Dodge ball is not permitted.
- 16. Students are not to climb trees.

-If disciplined on the playground, students are to stand or sit on the sidewalk until their bell to return to class rings.

-First offense - out for day

-Second offense in one week - out for 3 days. Further discipline may result in detention.

-The teachers have the right to make judgments on any activities they feel may be unsafe or in some way may jeopardize students.

PRESCHOOL

Saint Brigid of Kildare Preschool offers a 3 year old, 4 year old, 4’s PLUS, and pre-kindergarten preschool program operating during the school day. Please call Director Maureen DiDomenico at 718-5825 for more information.

PROMOTION/RETENTION

The promotion/retention of a student in any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her best advantage. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at this grade level. However, academics will not be the sole factor in the determination of retention. The student’s age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. If retention seems necessary, parents must be notified in writing by the end of the third quarter. The principal shall have direct charge of promotions and retention. The principal shall take into consideration the ratings and recommendations of the teacher or teachers of the student under consideration. Failing to meet the

standards in more than two academic subjects may result in retention.

Reporting to parents to show progress is outlined in #5121.1 of Diocesan Policy.

RED ALERT

Franklin County Schools Issue Joint Statement on School Safety

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the sixteen public school districts of Franklin County – Bexley City, Canal Winchester Local, Columbus Public, Dublin City, Gahanna-Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Plain Local, Reynoldsburg City, South-Western City, Upper Arlington City, Westerville City, Whitehall City, and Worthington City – members of the Educational Council, plus the Diocese of Columbus, have joined together to establish a common protocol to follow.

Families with children in school should familiarize themselves with the following guidelines, and prepare their children. The following actions are possible in the event of a Threat Level Red considered to be a potential danger to Franklin County residents:

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Hilliard City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If Red Alert is issued before or after school hours:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be cancelled until further notice by the Red Alert School Team.

If a Red Alert is issued during school hours:

Then, school buildings will be secured and students will be kept at school until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement, districts ask for your cooperation in NOT calling the schools. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

As defined by the national Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

REGISTRATION AND TUITION POLICIES

STUDENTS OF NEW FAMILIES

“A NEW FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION DOES NOT HAVE A STUDENT IN SAINT BRIGID OF KILDARE SCHOOL OR PRESCHOOL”

Registration

New families registering new students in Preschool - Grade 8 must submit the following:

- Completed registration application.
- Registration Fee of \$50.00 per student. The Registration Fee is **nonrefundable** and is **not credited** toward your student’s tuition. Please make your check payable to “Saint Brigid of Kildare School.”

Please return the Registration Fee and a completed application by mail or hand delivery to:

Saint Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Acceptance and Enrollment

Upon notification of acceptance, please submit the following:

- Acceptance Fee of \$150.00 per student for grades preschool through eighth. The Acceptance Fee is **nonrefundable**, but the amount **will be credited** toward your student’s tuition. Please make your check payable to “Saint Brigid of Kildare School.”
- FACTS Automatic Tuition Payment Agreement (“FACTS Enrollment Form”). On-line enrollment for FACTS automatic tuition payment. Please see FACTS on-line enrollment information sheet.

Please return the Acceptance Fee and a print out of the confirmation notice of the on-line enrollment for FACTS e-Cashier by mail or hand delivery to:

Saint Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Enrollment and Payment Deadline:

The Acceptance Fee and the FACTS on-line enrollment confirmation notice must be submitted to the school office with in seven (7) business days of notification of acceptance.

- Families failing to submit the Acceptance Fee and a FACTS on-line enrollment confirmation notice by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited a place, but wish to re-register, will be accommodated if space is

available. However, the family will be assessed a \$50.00 per student late fee. This fee is *nonrefundable* and is *not credited* toward your student's tuition.

Tuition Payment Plan

Saint Brigid of Kildare School offers only one payment plan:

Automatic Monthly Payments. Tuition must be paid in monthly installments. New Families must submit a completed FACTS on-line enrollment confirmation for Automatic Tuition Payments.

- Families may elect to make 10 or 12 equal monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month, beginning in July.

Withdrawals

The following policies apply to students who withdraw **prior** to the beginning of the school year:

- If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. In addition, one additional FACTS withdrawal will be made.
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Tuition will not be refunded for families participating in the FACTS program. In addition, one additional FACTS withdrawal will be made.
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

Questions and Additional Information

Please call Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

Students of Returning Families

“A RETURNING FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION HAS A STUDENT ATTENDING SAINT BRIGID OF KILDARE SCHOOL IN GRADES PRESCHOOL THROUGH EIGHT.”

Re-Registration

Families will receive a Commitment Letter package in February of each year. Within seven (7) business days of receipt of the package, the family of a returning student must submit the following:

- A signed Commitment Letter. Families with multiple returning students will submit a single Commitment Letter, which covers all returning students in that family.
- Registration Fee of \$50.00 per student. The Registration Fee is *nonrefundable* and is *credited* toward your student's tuition. Please make your check payable to “Saint Brigid of Kildare School.”

Please return the Registration Fee and a signed Commitment Letter by mail or hand delivery to:

Saint Brigid of Kildare School
7175 Avery Road

Commitment Deadline:

The Registration Fee and the signed Commitment Letter must be submitted to the school office within seven (7) business days of notification of acceptance.

- Families failing to submit a Registration Fee and Commitment Letter by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited one or more places, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is ***nonrefundable*** and is ***not credited*** toward your student's tuition.
- **Please note that the deadline for submission of the Commitment Letter and the Registration Fee is printed on the front of the Commitment Letter package.**

Deadline for Selection of Tuition Option

A tuition package will be distributed in April of each year. Please return a completed Lump Sum Contract or FACTS Automatic Tuition Payment Agreement ("FACTS Enrollment Form") by mail or hand delivery to:

Saint Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Please see ***Tuition Payment Options*** below for additional information about each of these tuition payment options.

The Lump Sum Contract or the FACTS Enrollment Form must be submitted to the school office within seven (7) business days of distribution.

- Families failing to submit a completed Lump Sum Contract or a completed FACTS Enrollment Form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is ***nonrefundable*** and is ***not credited*** toward your student's tuition.
- **Please note that the deadline for submission of the completed Lump Sum Contract or completed FACTS Enrollment Form is printed on the front of the tuition package.**

Tuition Payment Options

St. Brigid of Kildare School offers two payment options for returning students:

Lump Sum Payment. Tuition for the school year may be paid in a lump sum payment. Families choosing this option must execute a Lump Sum Contract by May 1st.

- Lump sum payments must be received by the St. Brigid of Kildare Finance Office by June 29th. Please make checks payable to "Saint Brigid of Kildare School." Please mail or deliver tuition checks to:

Saint Brigid of Kildare School
7179 Avery Road
Dublin, OH 43017-2702

- Families failing to submit the Lump sum payment by June 29th will forfeit their place(s) for the upcoming school year. Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is ***nonrefundable*** and is ***not credited*** toward your student's tuition.

Automatic Monthly payments. Tuition also may be paid in monthly installments. Families choosing this option must submit a completed FACTS Automatic Tuition Payment Agreement (“FACTS Enrollment Form”).

- Families may elect to make 10 or 12 equal monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month, beginning in July.

Withdrawals

The following policies apply to students who withdraw **prior** to beginning of the school year:

- If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program as of the date of withdrawal. Families will be required to make one additional monthly payment after the date of withdrawal.
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program.
- Tuition will not be refunded for families participating in the FACTS program. Families will be required to make one additional monthly payment after the date of withdrawal.
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

Questions and Additional Information

Please call Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

RELIGIOUS INSTRUCTION

The unique feature of a parochial school is the process of religious development and formation of its students.

At Saint Brigid of Kildare School this is maintained through a complete graded course of study in religion, which is taught in grades K-8, covering the basic tenets, beliefs, traditions, and practices of the Roman Catholic faith. Sacramental preparation for Eucharist, Reconciliation, and Confirmation incorporated into the curriculum at the appropriate grade levels.

Eucharistic participation is of the highest priority. The children will attend morning Mass every Thursday. Other important liturgies are scheduled throughout the year, as noted below:

August 25 – 9:00 AM - Opening of School

October 7 – 9:00 AM – Our Lady of the Rosary

November 1 – 9:00 AM – All Saints’ Day

November 22 – 9:00 AM – Thanksgiving

December 8 – 9:00 AM – Feast of the Immaculate Conception
December 20 – 12:45 PM - Advent Prayer Service
February 1 – 9:00 AM - Catholic Schools’ Week / Feast of St. Brigid
February 22 – 9:00 AM – Ash Wednesday
April 4 – 1:45 PM - Lenten Prayer Service
May 18 – 9:00 AM – Mass with May Crowning
June 6 – 9:00 AM – Closing of School / Leadership Mass

Penance Services are scheduled at intervals during the school year when possible. Parents are encouraged to receive the Sacrament of Reconciliation with their children regularly so that their children will associate this experience with family worship rather than as a school experience.

The student body also has the opportunity to experience traditional devotions and practices of the Catholic faith including the rosary, Stations of the Cross, Lenten sacrifices, mission education, vocation awareness, and prayer.

All of the above components, as well as a prevailing atmosphere of faith, contribute to the process of internalizing values that are distinctively attributed to the Catholic faith.

SCHOOL ADVISORY COMMITTEE

The purpose of the School Advisory Committee is to provide the pastor of Saint Brigid of Kildare Parish and the principal of Saint Brigid of Kildare School with advice and to make recommendations regarding issues affecting the school.

The committee is composed of nine members who have been appointed and elected by the Pastor with the assistance of the nominating committee. The current members are as follows:

<i>Peigi Fisher-Hanson</i>	<i>799-2749</i>
<i>Steve Gyuro</i>	<i>799-2199</i>
<i>Tracy Healy</i>	<i>760-0011</i>
<i>Terry Miller</i>	<i>793-8235</i>
<i>Doug Kramer</i>	<i>789-9466</i>
<i>Krista Mescher</i>	<i>766-6307</i>
<i>Charles Peterson</i>	<i>425-677-4629</i>
<i>Will Uptegraph</i>	<i>740-917-5306</i>
<i>Jody White</i>	<i>389-3776</i>

School Advisory Committee Mission Statement

To promote and support a distinctive religious learning environment that provides for the propagation of the Catholic faith and values, fosters academic excellence, and develops fully the intellectual, social, physical, and emotional capabilities unique to each student.

2011-2012 School Advisory Committee meeting dates are:

August 15, 2011
September 19, 2011
October 17, 2011

November 21, 2011
January 17, 2012
February 21, 2012
March 19, 2012
April 16, 2012
May 21, 2012

Unless otherwise noted, all meetings will take place at 6:30 PM.

STUDENT CONCERNS TEAM

The function of this process is to use a group based problem-solving team which assists teachers in providing options or alternatives to meet the individual needs of students experiencing academic, emotional, or behavioral concerns.

TECHNOLOGY ACCEPTABLE USE POLICY

The following policy is a summary of Diocesan Policy #6140.0 concerning the use and care of computers and equipment and the acceptable use policy of Internet and on-line resources.

DO:

- Sign in
- Take care of equipment
- Ask for help with printer problems
- Print just one copy of a document (school related only!)
- Use the Internet for educational pursuits
- Treat teachers and fellow students with respect
- Ask before you enter a site that you think might be questionable
- Immediately back out of any questionable sites
- Follow instructions of teachers, librarians, tech teachers, and lab assistants
- Close applications by going to File and Quit and then sign off when you are finished
- Leave computers on

DON'T:

- Have food or drink around equipment
- Share any passwords
- Access another student's account, file, and/or data (or any teacher's folder or files)
- Access or download any inappropriate material
- Access chat rooms, newsgroups, listserves, e-mail or instant messaging
- Access or download games, game cheat codes, MUD's, MOOS's or simulations
- Harass others in any way
- Submit or reveal your name, any personal information or phone numbers of yourself or others
- Change any computer settings, hardware, parts, or cabling
- Access or manage a personal web page on school computers
- Download without permission

Consequences for Inappropriate Use of the Internet

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner.

Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocesan or school equipment.

Equipment Use Policy

At times, students may be assigned school-owned equipment such as computers, e-readers, cameras, spell checkers, personal CD players, headphones, microphones and other technology.

Users are responsible for proper use of, care of, and security of the equipment and are expected to return the equipment in the same condition as it was before checkout by the user. The legal parent(s) or legal guardian(s) of a student user of school-owned equipment is/are responsible for lost, stolen, or damaged equipment.

Upon receipt of the equipment, if a student notes any problem or damage, it is his/her responsibility to report it to the library staff immediately, or the student will be responsible for the damage.

The cost of repair or replacement is the responsibility of the user's parent(s) or legal guardian(s).

Equipment will be checked out from the library to the intended user and use of the equipment is not to be shared with any other student(s). The student user and his/her parent(s) or legal guardian(s) must sign a Technology Equipment Responsibility Contract in order for the student to check out equipment for personal use.

If a student does not have a signed Technology Equipment Responsibility Contract on file, that student may not check out any technology equipment.

TEXTBOOKS

Most of our school books have been purchased by the State of Ohio Auxiliary Service Funds. Books are to be covered at all times. Tape should not touch the book itself. A bookbag of some durable, protective material must be used for carrying books to and from school. Parental assistance in this matter is requested as textbooks can be easily damaged by weather and misuse. Lost or damaged books will be replaced by students.

TUITION

Blessed with the opportunity of building the first new Catholic elementary school in our diocese in 30 years, the parish wanted to ensure the long term operating success of the school. In the past, most parochial schools have relied heavily on the parish to provide operating subsidies to the school. This subsidy typically took the form of an across the board reduction in tuition for all families regardless of each family's financial need. Besides putting financial strain on the parish this practice is ineffective at delivering limited resources to those who need it the most. Instead, it is a patchwork approach at trying to assist all families regardless of financial need.

Having history to guide us, and with limited resources available and the belief that no child should be excluded from Saint Brigid School based on financial need, the School Advisory Committee, in conjunction with the Parish Finance Committee and Steering Committee, adopted a progressive approach to educational tuition assistance. The approach our parish adopted is an effort to more efficiently utilize the parish's limited resources and to better identify those who need assistance and effectively deliver that assistance to those in need. This approach is referred to as "Cost Based Tuition, Need Based Assistance." Cost based tuition means that tuition will be determined based on the actual costs of operating the school.

In conjunction with cost based tuition the parish implemented a tuition assistance program. This program is administered by the pastor with information from an independent third party company called *FACTS* along with individual meetings with families to determine need. This tuition assistance program allows families of St. Brigid parish to complete a tuition assistance application which is evaluated by *FACTS* to identify the level of tuition assistance based on financial need. An application filed with *FACTS* makes you eligible to apply for Diocesan Tuition Assistance and for the St. Brigid Tuition Assistance program. If you would like more information regarding tuition assistance please contact the school or parish office.

We believe this program allows the parish to direct tuition assistance to those with the greatest need, while ensuring the longevity and financial health of our school and parish.

2011-2012 Tuition Schedules St. Brigid of Kildare School

Preschool Tuition 2011-2012

	<u>Annual</u>	<u>10 Payments</u>	<u>12 Payments</u>
Pre-K	\$3,100.00	\$310.00 /Month	\$258.33/Month
<i>4s plus</i>	\$3,100.00	\$310.00 /Month	\$258.33/Month
4 Year Old	\$2,250.00	\$225.00/Month	\$187.50/Month
3 Year Old	\$1,800.00	\$180.00/Month	\$150.00/Month

K-8 Tuition

	<u>Annual</u>	<u>10 Payments</u>	<u>12 Payments</u>
Single Child (all grades 1-8)	\$5,050.00	\$505.00/Month	\$420.83/Month
Half Day Kindergarten (AM session)	\$3,600.00	\$360.00/Month	\$300.00/Month
All Day Kindergarten	\$5,050.00	\$505.00/Month	\$420.83/Month
K.E.D.S.	\$1,080.00	\$108.00/Month	\$ 90.00/Month

Non-parishioner 2011-2012

	<u>Annual</u>	<u>10 Payments</u>	<u>12 Payments</u>
Single child (all grades 1-8)	\$5,750.00	\$575.00/Month	\$479.16/Month
Half Day Kindergarten (AM session)	\$4,130.00	\$413.00/Month	\$344.17/Month
All Day Kindergarten	\$5,750.00	\$575.00/Month	\$479.16/Month

VISITORS

Parents and other visitors are welcome and encouraged to visit the school. State law requires all visitors, including parents, to report to our school office upon entering the building. Upon entering the building, parents and visitors must each sign in at the school office and receive a yellow visitor badge to wear throughout the visit. Upon departure, each visitor must sign out in the school office.

Visitors wishing to observe a particular classroom must notify the school in advance so that appropriate arrangements may be made with the teacher(s.) School tours are available monthly through the school office for new students.

VOLUNTEERISM

Different kinds of knowledge, skills, interests, and experience are required to provide a well-rounded education for your children. Volunteers can participate in many ways - reinforcing skills, monitoring small groups of students, assisting in the Media Center, technology lab, recess/playground, cafeteria, health screening, and much, much more. We welcome and deeply appreciate parent involvement. A volunteer sign-up sheet will be sent home in the first day packet. In addition, when volunteering, all volunteers must sign in at the school office when they arrive for the activity. Please note that the parish has determined that all volunteers with unsupervised access to children on a regular basis are to be fingerprinted and checked. A time and place for fingerprinting at the beginning of the school year will be announced. Additionally, all volunteers for must sign and complete the Volunteer Code of Conduct and complete the *Protecting God's Children* abuse awareness program before they volunteer.

Volunteer Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth at Saint Brigid of Kildare Parish.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.

- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Obey all traffic laws when driving children and youth and adhere to the Diocese of Columbus Volunteer Driver Form and Cell Phone Policy.

As a volunteer, I will not:

- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Drive a vehicle not in compliance with regulations and/or inspections while driving children.

WEAPONS

No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions. (Diocesan Policy #5140.11)

Consequences of Threats to Welfare and Safety

If a student is found to be in violation of Policy 5140.11, any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include:

1. detention;
2. counseling/family counseling;
3. approved school/community service;
4. in-school suspension;
5. referral to Juvenile Court and/or other appropriate law enforcement agency;
6. suspension from school;

7. expulsion from school following suspension; and
8. diversion programs

WELLNESS

Catholic Schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

Saint Brigid of Kildare School has adopted a wellness policy that encompasses nutrition education, physical education, school-based activities, nutritional guidelines, and evaluation of this policy.

WITHHOLDING OF STUDENTS' RECORDS

A school may choose not to release the cumulative records of students whose financial obligations to the school have not been met. However, grade placement/credits earned, standardized test scores, and health information must be released to the receiving school. Unless an arrangement which is acceptable to both schools can be reached, a Catholic school should not accept a student whose financial obligations to another Catholic school have not been met. (Diocesan policy 3240.1)

WORLD LANGUAGE

Spanish classes will be offered for students in kindergarten through eighth grade. The curriculum will be based on the national and state standards for world languages.