



**ST. BRIGID CATHOLIC SCHOOL**  
**Parent & Student Handbook**  
**2007-2008**

**ST. BRIGID EDUCATION COMMISSION  
2007-2008**

Ex Officio Members:

Fr. Ken Schartz, Pastor	372-3193
Mrs. Patty Harner, CRE	372-2484
Mr. Dennis Kall, Deacon	675-2452
Mrs. Janell Klippel, Principal	372-3222
Ms. Jennifer Melke, Youth Minister	372-3193

Elected/Appointed Members:

Mr. Greg Arnold	(937) 525-9486
Mrs. Suzy Bosl	862-4122
Mr. Charles Carroll	372-4995
Mr. James Donley	372-5763
Mrs. Rika Hendrickson	376-3953
Mrs. Ceci Jones	374-1828
Mr. Scott Novinger	(937) 488-8307
Mrs. Becky O'Brien	376-0103
Mrs. Dawn Oliver	376-2395
Mrs. Karen Petrillo	372-1176
Mrs. Srujal Sample	376-1611
Mrs. Jane Thomas	426-1391

Meetings are held at 7:00 P.M. on the second Monday of the month, August through June, except December. All regular meetings are open to the public.

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

**ST. BRIGID PARTNERS IN EDUCATION**

The Saint Brigid Partners in Education is an organization open to all parents of school-age children. This organization provides an avenue of communication between school and parents by conducting regular meetings, scheduled every other month, and by fostering activities to benefit all children of the parish and school. The Partners in Education treasury receives money for programs from several activities - Christmas Bazaar, Fair Gates, Market Day, Kroger gift cards and the bingo kitchen. Notification of meetings will be sent home with your child.

## SCHOOL PERSONNEL

Mrs. Janell Klippel	Principal
Mrs. Denise Brown	Secretary
Mrs. Kim Brown	Preschool Teacher
Mrs. Carol Cassidy	Kindergarten
Mrs. Carol Keating	Grade One
Miss Charlene Kinzeler	Grade Two
Mrs. Julie Haynes	Grade Three
Mrs. Pam Greco	Grade Four
Mrs. Wyncee Fleisher	Grade Five
Mrs. Paula Folk	Grade Five
Mrs. Sandy Hartz	Grade Six
Mrs. Anna Donohue	Grade Seven
Mr. Royce Silverwood	Grade Eight
Mrs. Maryanne Schutte	Grade 8 Algebra Teacher
Miss Anne Shoup	Music Teacher
Ms. Jan Abel	Physical Education Teacher
Mrs. Cathy Tate	Clerk/Extended Day Care Coordinator/School Aide
Mrs. LeeAnne Austria	School Aide
Mrs. Laura Laurin	School Aide
Mrs. Teresa Perkins	Technology Coordinator/School Aide
Mrs. Ann Rodenfels	Preschool Aide
Mrs. Peggy Wiles	School Aide
Mrs. Virginia Settembrini	Business Manager
Mrs. Patty Fricke	Extended Day Care
Mrs. Karen Gordon	Extended Day Care
Mrs. Sheila Seiter	Extended Day Care

## AUXILIARY PERSONNEL

Mrs. Kristy Harner	Clinic Aide
Mrs. Debbie Guthrie	Clinic Aide
Mrs. Jenny Woolf	Reading and Math Specialist
Mr. Zos Garcia	Counselor
Mrs. Adele Erbacher	Speech and Language

## Progress Reports and Report Cards

Report cards for grades 1-8 are issued four times a year. These are distributed one week after the close of the quarter. Parents, as well as students, should study the code used for reporting and evaluating students' performance. If unsatisfactory performance is indicated, the parent and child, along with the school, will take action in an effort to bring about improvement in specific identified areas. Space is provided on the card to facilitate a consultation.

Midterm progress reports will be sent home with the students after the fourth week of the grading period or when the child is failing (grades 3-8). The school, parent, and child will take action to bring about improvement in a specific area if needed.

Kindergarten reports are sent home three times a year. Parent conferences are scheduled in the first quarter and as needed to assist the kindergarten parents in interpreting the progress of their child.

### Grading Scale for Grades 3-8

The following scale is used for the academic subjects:

A	93 -100	Excellent
B	85 - 92	Above Average
C	77 - 84	Average
D	70 - 76	Below Average
F	Below 70	Failure

### Primary, Intermediate, and Junior High Report Card

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

S Strong Progress .child moves through the continuum of skills at a rapid rate

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

N Needs Time, Experience .child's progress is impacted by certain factors

U Unsatisfactory Progress .child's movement through the continuum of skills and the rate of progress are not appropriate for the child to go on to higher level learning

The Intermediate and Junior High Report Card uses traditional letter grades.

### Honor Roll (4-8)

There is an academic honor roll which consists of first honors (4.0 point average), and second honors (3.0 - 3.4 point average). No grades of C or below for first honors.

Points are awarded for subjects which are taught five (5) days a week. Points are as follows:

A-4, B-3, C-2, D-1.

## **Promotion/Retention/Placement Policy**

If a student receives an F average in two major subjects, he/she cannot be promoted to the next grade. Major subjects include the following: religion, language arts, math, social studies, and science. Summer school may be required for promotion to or placement in the next grade. It is required that students complete one year of American History and one-half year of Ohio studies for promotion from the eighth grade.

## **Home Study**

Homework is assigned at the discretion of the teachers. The time suggestions for home study listed below are based on the achievement of the average child. Some children are slower or faster than the average, and this must be considered if the actual study time differs from the proposed schedule.

Grades 1 -3 Twenty to thirty minutes      Grades 4-5 Forty to sixty minutes

Grade 6 - Sixty to seventy-five      Grades 7 -8 Sixty to ninety minutes

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

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

## **Missing and Incomplete Assignments**

The school day does not allow sufficient time for the practice necessary to implant the various skills the child must learn. Daily assignments reinforce these skills and prepare the children for new material. It is essential that they are completed each day. Longer assignments may be given over a period of several weeks. These are intended to help children learn to budget their time and to work on more complex activities. Parental supervision and encouragement are very helpful to accomplish these goals and also help to emphasize the importance of learning. Since missing and incomplete assignments can seriously affect a child's grade, the following plan has been implemented for students in grades 5-8 (and for 4<sup>th</sup> grade per teacher's discretion):

.three missing/incomplete assignment notes: an after-school detention

.six missing/incomplete assignment notes: a second after-school detention

.nine missing assignments: a meeting with the principal, teachers, parents, and student to discuss if continuing at St. Brigid is the best placement for the student.

Incomplete homework results in a zero grade.

## **Excessive Absenteeism**

Although written assignments can be made up during absences, valuable teacher input and class discussions cannot. Frequent absences have a serious detrimental effect on the student's educational development.

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

## **Repeated Tardiness**

Repeated tardiness (other than necessary medical reasons) interferes with learning and will be brought to the attention of the parents in order to resolve the situation. With repeated tardiness (i.e., 4 times per quarter), the penalty of missing recess will be given for each time tardy. After five times tardy during a quarter, after-school detention will be served.

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

(Sports, Band, Strings, Children's Choir, Honors Art enrichment, Spanish, etc.)

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

- no accumulative average grade of D or F in any subject (consideration is given to students who are working to their abilities as determined by teachers and principal)
- no expulsions or in-school or out-of-school suspensions

Teachers will be given the names of students who are in extra-curricular activities. Each week, teachers will send to the office the names of those students who have an accumulative average of D or F or have failed to complete the required work for the week. Before the coaches or adults in charge are notified, the teachers will be consulted to determine if the students are working to their abilities. The adult responsible for the activity will then be notified of ineligibility of students for a one-week period beginning that Monday. If the students improve sufficiently, they may be reinstated the following week.

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

## **Band**

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

## **Strings**

Students in grades 3-8 may take a string instrument through Sonja Pershing. The string teacher comes to St. Brigid School and the money is paid directly to her.

## **After-School Honors Art Enrichment & After-School Spanish**

Students in grades 4 – 8 may take Honors Art Enrichment and students in grades 1 – 8 may take Spanish. The money is paid to St. Brigid.

# DISCIPLINE

## Code of Conduct Policy

It shall be the responsibility of the Principal to develop guidelines and procedures for student conduct and the related discipline/sanctions required to maintain a safe, healthy learning environment consistent with the School's mission, vision, and philosophy. The guidelines and procedures shall be listed in the Parent-Student Handbook.

## Code of Conduct Guidelines

The word *discipline* is derived from the word *disciple*. Since the parents, students, and teachers at St. Brigid Catholic School profess to be disciples of Jesus Christ, it follows that the actions of all demonstrate that this school is a community striving to act out the Gospel values.

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

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

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

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

## **School Rules**

### **Failure to follow the school rules will result in the student receiving disciplinary action, which may include, but not limited to, a Disciplinary Notice.**

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

### **More Serious Offenses**

#### **These offenses may result in suspension or expulsion from school.**

1. Repeated violations of School Rules that indicate a pattern of misbehavior.
2. Harassment of any kind. Each student is expected to be considerate and respectful of the rights of the students, staff, and visitors at St. Brigid School. No person should be subject to harassment on the basis of race, color, medical condition, national origin, ancestry, citizenship, religion, disability/ability level, age, or gender. Therefore, harassment of any kind will be taken seriously and appropriately disciplined. St. Brigid School follows the Child Protection Decree as mandated by the Archdiocese of Cincinnati.
3. Sexual harassment will not be tolerated. Sexual harassment includes slurs, sexual advances and requests for favors, verbal or physical conduct of a sexual nature, references to sexual themes in a manner offensive to the listener or observer.
4. Theft
5. Acts of vandalism including serious damage to school or personal property.
6. Language or action that is threatening or abusive.
7. Fighting and/or hitting and/or slapping and/or shoving and/or pushing and/or threatening to fight and/or hit and/or slap and/or shove and/or push.
8. Cheating and/or lying
9. Truancy including leaving school premises without permission of the principal during school or school-sponsored activities.

### **Most Serious Offenses**

#### **These offenses may result in suspension or expulsion from school.**

1. Repeated violations from the School rules and/or “More Serious Offenses” categories that indicate a pattern of misbehavior.
2. Possession and/or use of drugs and /or alcohol or selling and/or distribution of drugs and/or alcohol at school or school-sponsored functions. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
3. Pretending to possess and/or use drugs and/or alcohol or pretending to sell and/or distribute drugs and/or alcohol at school or school-sponsored functions. Students must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
4. Attendance at school or school-sponsored functions under the influence of drugs and/or alcohol. Students must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
5. Possession of and/or use and/or sale and/or distribution of cigarettes or other tobacco items in school or on school grounds during school or at school-sponsored functions. This includes matches, lighters, and any authentic-looking non-tobacco items.

6. Possession of and/or use and/or sale and/or distribution of a weapon (be it real or an authentic looking toy) or any item that by design, form, or function (in its original or altered state) can be a weapon. Students must be assessed by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment.

7. Physical abuse or verbal or physical threats of physical abuse. Students must be assessed by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment.

8. Bullying another student or faculty member. Bullying is persistent unwelcome and/or unkind behavior, using criticism, nit-picking, fault-finding, name-calling, and/or other negative comments or actions. Exclusion, isolation, being singled out and treated differently, being shouted at, humiliated, excessively monitored, teased, embarrassed, demeaned, or extorted. The duration, frequency, and intensity of the bullying will be considered.

9. Any act of delinquency or immorality that could result in commitment to a juvenile correctional institute or constitutes a definite menace to the safety of others or the morale of the school community.

10. A student who has earned two previous suspensions may be expelled if and when another offense is committed that would have resulted in a suspension.

*We cannot list or anticipate all behaviors or actions by the students. Please support the staff and talk with your child's teacher if you have concerns.*

*The Administration reserves the right to carry out disciplinary measures for any inappropriate conduct related to school nature even if not mentioned specifically in the list above.*

*If warranted, law enforcement agencies will be contacted.*

*The Administration reserves the right to discipline students for off-campus conduct.*

## **Consequences**

### **Disciplinary Consequences may include but are not limited to:**

- Warning from teacher in form of written or oral words, look, or gesture
- Inside recess
- Special assignment related to the offense
- Change place in room
- Withdrawal from classroom privileges
- Note or call to parent
- Referral to principal
- Detention outside of school hours
- Conference with parent/teacher
- Conference with parent/teacher/student/principal
- Probation
- Referral to pastor
- Exclusion from extra-curricular activities
- In-school suspension / Out-of-school suspension
- Emergency removal / Expulsion

If it is a serious offense or a repeated offense, the parents shall be notified. If it is a serious offense that could result in suspension, then the following suspension procedure will be used.

## **Suspension**

When an in-school or out-of-school suspension is considered, the student is informed of what behavior is expected and informed of what he/she is doing wrong. The student is provided time to respond. The principal will share the intent of possible action with the student. Communication with parents will be by phone or by a formal meeting with the student's parent(s).

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

## **Expulsion**

When expulsion is considered, the parent/guardian will be contacted immediately and a conference scheduled within one day. The parent/guardian may be required to remove their child immediately until a conference can be held. After this conference, every effort will be made to reach a decision within three days concerning the child's future status.

## **Uniform Exchange**

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

## **Grooming**

Personal cleanliness is a must in a group situation. Daily bathing, clean clothing, and use of deodorants by older students are necessary. No facial hair. The school will not hesitate to inform parents if children need special guidance in these matters.

## **Kindergarten**

Uniforms are not required. Shorts **may** be worn only in Aug/Sept. and May/June. They must be the uniform shorts (purchased from Schoolbelles) and worn with a white polo shirt.

## **Physical Education Days**

All children should have gym shoes on PE days. Shoes must have laces that are tied tightly so that they can be kept securely on the feet. All girls must wear shorts under their jumper or skirt on PE days so that they may fully participate in all activities. The jumper or skirt may be removed in the gym if shorts are no more than 4" above the knee.

## **Bus Transportation**

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

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

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

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

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

Pupils will ride their assigned bus coming to school and returning home, unless parents request permission, in writing, to deviate from this rule. The school's principal must sign the request. Students may not ride buses that are not of their school district.

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

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

1. Pupils are not to arrive at school bus stops more than five (5) minutes prior to their scheduled pick-up time. While waiting for the arrival of the bus, students shall not be in the street, on yards, or around homes.
2. Pupils will be permitted to carry aboard school bus all lap material required for their academic studies as well as carry-on parcels that will not require seating space used by another student.
3. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permitted.
4. Absolute silence must be maintained at railroad crossings and other danger areas.
5. If it is necessary to cross the road, the pupil, after receiving a clear signal from the driver that it is safe to cross, will walk in front of the bus,.
6. Without a signed permission slip from the school, pupils are not permitted to board or leave the bus at any stop other than their regularly assigned stop.
7. Pupil misconduct will not be tolerated.

Examples of Misconduct:

- a. Failure to obey the school bus driver.
  - b. Disorderly conduct on the school bus or at the bus stop.
  - c. Throwing objects in or from the school bus.
  - d. Hanging any object or part of the body outside the window.
  - e. Using profane or vulgar language.
  - f. Lighting a flame, eating, drinking, or smoking.
  - g. Marking or destroying property on the school bus or at the bus stop.
  - h. Opening the emergency door without driver permission.
  - i. Boarding the bus with animals, insects, fire arms, ammunition, explosives, dangerous materials.
  - j. Pushing and shoving while loading or unloading the bus.
  - k. Failure to sit in an assigned seat.
  - l. Riding an unassigned bus without a signed permission slip
  - m. Standing while bus is in motion.
8. The school bus driver is required to report all infractions of the above misconduct.
  9. Refusal to submit to the authority of the school bus driver shall be sufficient reason for refusing school bus transportation service to any disrespectful pupil.
  10. Children who have been suspended from riding the bus must be picked up at the school no later than 3:00. The school cannot be responsible for students' supervision after that time.

Questions concerning bus routes should be referred to the Transportation Office: Xenia (372-5461) or Beavercreek City (937-426-1522).

## **Dismissal Procedure**

Parents who wish to pick up their children before the 2:45 dismissal time are to report to the office to sign them out.

All others will be dismissed according to the following procedure:

1. At the first bell, Beavercreek bus riders are dismissed through the front doors. All car riders are taken to the sidewalk (or the PAC in inclement weather) for dismissal. After-School-Care students report directly to the lunchroom.
2. At the second bell, grades K-4 Xenia bus riders are dismissed through the front doors.
3. Afterwards, students in grades 5-8 riding Xenia buses are dismissed through the front doors.
4. All children must be picked up by 3:00.

## **Lunchroom Rules**

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

## **Hallway Rules**

1. Silence is to be observed at all times.
2. There is no running in the halls.
3. Hall passes are to be used unless accompanied by a teacher.
4. At change of class, there is to be no talking.
5. Teachers will escort students in the hallways.

## **Playground Rules:**

1. Students will:
  - a. Stay in assigned playground area.
  - b. Obey adults on duty.
  - c. Stop on first bell. Second bell walk in silence to line.
  - d. Enter the building quietly and in order.
2. **No** expensive or electronic toys, remote control cars, CD's, video games, PSP's, Ipods game boy, etc., are permitted at school.
3. Unless requested by the staff, no items from home are allowed except for a cell phone which is to be turned off and kept in the book bag.
4. Playground equipment is to be used correctly and only when an adult is present. Grades 7 & 8 are not permitted on the playground equipment.

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

## **Dress Code**

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

### **Girls 1-5**

#### Uniform Jumper

1. The knee-length\* uniform jumper is worn with a tucked-in, white, buttoned-down pointed collared, oxford cloth shirt.
2. All girls must have a uniform jumper for special days.
3. Provided only by:

*Schoolbelles* 1-888-637-3037

Style # **1476**

### **Girls: 6-8**

#### Uniform Skirt

1. The knee-length\* uniform skirt is worn with a tucked-in white, buttoned-down, pointed-collared oxford cloth shirt.
2. All girls must have a uniform skirt for special days.
3. Provided only by:

*Schoolbelles* 1-888-637-3037

Style # **1576**

### **Girls: 1-8**

#### Slacks:

1. Navy dress slacks, designed and fitting properly at the waist, and as provided by the following companies and only the accompanying style numbers:

*Schoolbelles* 1-888-637-3037

Style # **1261**

**3266**

*Educational Apparel* 1-800-776-3034

**PLEATED FRONT THAT FITS AT THE WAIST.**

*Uniforms Galore in Downtown Xenia*

First Class Official School Wear brand    **LP 104 F Navy**    **LP 100 F Navy**

Slacks (cont.)

*JC Penney, JC Penney Catalog, or jcpenny.com*

Pleated-front pant Style #'s

**SU 354-0287**

**SU 354-0288**

**SU 374-9687**

**SU 374-9688**

**SU 389-6987**

Flat-front pant Style #'s

**SU 354-9022**

**SU 354-9023**

**SU 374-9022**

**SU 374-9023**

**SU 389-9023**

**SU 374-8922**

*Land's End*

Uniform Pleated-front Style # **07113-35X4**

2. Slacks are to be worn with a plain solid navy, black, or brown belt and at the waist at all times.
3. Slacks are to be worn with a plain white polo shirt or a white, buttoned-down, pointed-collared oxford cloth shirt which is tucked in to the slack.
4. Slacks can not be faded.

Sweaters/Cardigans

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

Socks/Leggings/Tights

1. White or navy knee socks OR
2. White or navy crew or bobbie socks must be worn at least 2 inches above the opening of the shoe OR
3. Leggings or tights as purchased from *Schoolbelles* (Style #'s **1603, 1613, 1623, or 1633**)
4. Socks, Leggings, or Tights must be worn at all times.

### Shoes

1. Leather shoes or tennis shoes must be worn.
2. No high heels, sandals, cowboy boots, and/or fad shoes are permitted.

### Jewelry

1. One necklace is permitted.
2. One ring is permitted
3. One wristwatch is permitted.
4. One bracelet is permitted.
5. Matching earrings for girls with pierced ears are to be only button style earrings no larger than a dime and only one earring per ear.

### Make-Up, Etc

1. Make up is not permitted.
2. Colored nail polish is not permitted.
3. Tattoos are not permitted.
4. Body piercings are not permitted.
5. Extremes in hairstyles are not permitted.

## **Boys: 1-8**

### **Slacks**

1. Navy dress slacks, designed and fitting properly at the waist, and as provided by the following companies and only the accompanying style numbers:

*Schoolbelles* 1-888-637-3037

Style #s **5202, 5203, 5204**

*Educational Apparel* 1-800-776-3034

*Uniforms Galore on N. Detroit St.*

*JC Penney or jcpenny.com*

Style #'s

**SU 413-7900**

**SU 413-7901**

**SU 423-9950**

**SU 423-9951**

**SU 430-1951**

**SU 423-9952**

2. Slacks are to be worn with a plain solid navy, black, or brown belt and at the waist at all times.

3. Slacks are to be worn with a plain white polo shirt or a white, buttoned-down, pointed-collared oxford cloth shirt which is tucked in to the slack.

Each boy must wear a white, buttoned-down, pointed-collared oxford cloth shirt for special school days.

4. Slacks can not be faded.

### **Sweaters/Cardigans**

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

### **Socks**

White or navy crew or bobbie socks must be worn at least 2 inches above the opening of the shoe.

### Shoes

1. Leather or tennis shoes must be worn.
2. Sandals, boots, and/or fad shoes are not permitted.

### Jewelry

1. One necklace is permitted.
2. One ring is permitted
3. One wristwatch is permitted.
4. One bracelet is permitted.
5. Earrings are not permitted for boys

### Facial Hair/Hairstyle

1. Facial hair is not allowed. Sideburns should not be below the ears.
2. Extremes in hairstyles are not permitted.

### **Boys and Girls: K-8**

#### Shorts

1. All students may wear knee-length\* walking shorts in Aug./Sept. and May/June **except on Mass days**.
2. Only the shorts from *Schoolbelles* style number **3267** are acceptable.
3. Shorts must be worn with a white polo shirt or a white, buttoned-down, pointed- collared oxford cloth shirt.
4. Shorts can not be faded.
5. Shorts are to be worn with a plain solid navy, black, or brown belt and at the waist at all times.

\* Measure the length by kneeling down on the floor. The distance from the floor to the bottom of the jumper, skirt, short is < 2 inches.

## Guidelines for Policy 311.05

### **EMERGENCY MEDICAL AUTHORIZATION**

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

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

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

## **Absences**

When a child is absent, parents are to call the school office before 9:00 A.M. stating the reason for absence and sending a signed note on the day the child returns to school.

Excused absences include illness or a death in the family. WHEN THE CHILD RETURNS TO SCHOOL, PARENTS SEND A SIGNED AND DATED NOTE EXPLAINING THE REASON FOR THE ABSENCE.

Absences due to vacation trips are **unexcused** and are greatly discouraged. Teachers are not required or expected to know what objectives will be covered "before" a student leaves for vacation. It is the student's responsibility, upon his/her **return**, to ask the teacher(s) about missing assignments. All work must be completed in a time frame determined by the teacher(s).

The scheduling of doctor and dentist appointments during the school hours is discouraged.

If a child must be excused from school during any part of the regular school day, a written note stating the reason is required BEFORE the requested absence. In such a case, the student will wait in the school office for his/her parent or other authorized person calling for him/her. No child is permitted to leave the school premises without the consent of the principal.

ANY STUDENT WHO ARRIVES AT SCHOOL LATE OR LEAVES SCHOOL EARLY, MUST REPORT TO THE OFFICE WITH THE PARENT TO SIGN IN/OUT.

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

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

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

Selection of new students will occur in the following order:

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

Non-parishioner may be admitted after JUNE 30.

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

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

### **Amendment to Admissions Policy**

Underage students for kindergarten classes will be placed only after:

- a. Placement of all at-age applicants.
- b. Passing of all screening assessments and testing by psychologist.
- c. Recommendation of kindergarten teacher and principal.

This policy also applies to underage first-grade students who have not attended kindergarten.

### **Integration Policy**

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

1. To refrain from granting entrance to those seeking to avoid integration or proficiency testing in grades 4&6
2. To encourage people of color to attend
3. To develop Christian attitudes toward racial and cultural integration.

### **Book Care**

Pupils are responsible for the proper care of all school materials. Books are to be covered at all times and should be carried to and from school in book bags of some durable material. At the end of the year, students may be charged for misuse of textbooks (torn pages, pencil/ink marks, broken binding, etc.)

### **Early Morning Arrivals**

The school doors will open for students at 7:40A.M. This is 20 minutes before the first bell. If you arrive before this time, you are to keep the children in the car until the doors open. The children arriving at 7:40 will go to the lunchroom until the buses arrive then all students will go to their homeroom. The first bell rings at 8:00. Anyone arriving after 8:00 is considered tardy.

### **Tardiness**

Any student who arrives at school late (after the first bell in the morning or in the afternoon) must report to the office with the parent to sign in or have a note from the parent, which is brought to the office. The student will then be given a written permission to enter the classroom. Repeated tardiness interferes with learning. This shall be brought to the attention of parents in order to resolve the situation. If unresolved, disciplinary action will be necessary.

## **Administration of Medication**

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

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

## **Health and First Aid**

Through the Auxiliary Services Program, St. Brigid has a school nurse on duty several days per week. Besides her ordinary duties, she conducts routine checks (screening) on vision and hearing and maintains complete health records for each child.

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

## **Emergency School Closings**

In the event of any emergency school closing these radio and television stations will have the information.

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

Check the website: [www.whio.com](http://www.whio.com) for school closings

Because of bus transportation, St. Brigid School will follow the schedule of Xenia Community Schools with regard to closings and delays due to inclement weather.

Parents are asked to sign a paper at fall registration stating the method the school should use when there is an emergency early dismissal. Please make sure your child(ren) understand what they are to do. If you change your mind about the method you wish the school to use, please notify the school in writing.

## **Field Trips**

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

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

## **Volunteers**

St. Brigid School encourages parents, grandparents, and other interested parishioners who are able to assist the school in a variety of ways to volunteer. At the beginning of each school year those who wish to volunteer should sign up to help as homeroom mothers, classroom and office aides, librarians, or as computer room assistants to name just a few possibilities. We ask all volunteers to sign in at the office upon arriving, wear identification badge, and to check out when leaving. All new volunteers must participate in the **Decree on Child Protection Program**, view a video and be fingerprinted, which is required by the Archdiocese of Cincinnati.

## Parent/Teacher Conferences

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

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

## School Newsletters

Newsletters are sent home with the children. Reading these carefully will keep **you** informed of events taking place at school. A school-wide newsletter written by the principal is distributed to the youngest or only child. These, along with other materials sent home from school, may at times request your signature. If so, please follow the direction concerning response and return. If a question should arise about any materials, contact the person from whom the information was sent.

## Telephone

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

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

## Visitors

All visitors/parents must sign the register in the school office upon entering the building. Classes may not be interrupted during the school day except in an emergency. **Parents who need to speak to a child or a teacher must have permission from the principal.**

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

## **Custody Papers**

If a child is not living with both parents, a copy of custody papers is required for the school files. If a court order has been issued, a copy of that order is also required and will be placed in the child's permanent folder in the office.

## **Student's Records**

Student's records are available to the parents within forty-eight hours of request.

## **Asbestos Inspection**

Pinnacle Environmental Consultants conducted a comprehensive building inspection for asbestos containing materials in April 2007. St. Brigid School is in good condition and compliant.