



St. Brigid School

Parent & Student Handbook

2009-2010

2009-2010 St. Brigid School Calendar

(Revised 9/28/09)

August 25	First day of school
August 28	Professional Development – NO SCHOOL
September 2	Meet the Teacher, 6:30 pm, grade 4 Meet the Teacher, 7:15 pm, grades 6-8 in the lunchroom
September 7	Labor Day – NO SCHOOL
September 8	First day of school for 3 year olds' and 4/5's
September 9	First day of school for 4 year olds'
September 9	Meet the Teacher, 6:30 pm, grades 2 & 3 Meet the Teacher, 7:15 pm, grades K, 1, & 5
September 15-18	Glen Helen – grade 6
September 25	Grandparent's Day – Early dismissal, 1:00 P.M.
October 5-30	Terra Nova Testing – grades 2, 4, 6, & 8
October 23	End of First Quarter (42 days)
October 30	Report cards go home
November 2-5	Parent/Teacher conferences
November 6	NO SCHOOL
November 25-27	Thanksgiving break - NO SCHOOL
November 30	Waiver Day – NO SCHOOL (Teachers will report)
December 5	Breakfast with Santa
December 12	First Reconciliation, 2 nd grade
December 17	Christmas concert @ Central State University, 7 P.M.
Dec. 21 – Jan. 1	Christmas break – NO SCHOOL
January 3, 6, 10, 13	Family Life Meetings, 7-8:30 P.M, parent & students grades 5-8
January 4	Classes resume
January 15	End of Second Quarter (46 days)
January 18	Martin Luther King, Jr. Day – NO SCHOOL
January 22	Report cards go home
January 25-29	Catholic Schools Week
February 15	President's Day – NO SCHOOL
February 19	Science Fair
February 20	Open House – 3:00-4:00
March 12	Professional Development – NO SCHOOL
March 14	Confirmation, 1:00 P.M.
March 19	End of third quarter (42 days)
March 26	Report cards go home
April 2	Good Friday – NO SCHOOL
April 5-9	Easter break – NO SCHOOL
April 12	Classes resume
April 15	Spring concert @ Central State University, 7:00 P.M.
April 30	Kindergarten Screening – NO kindergarten or preschool classes
May 7	May Crowning – 1:30 P.M.
May 31	Memorial Day – NO SCHOOL
June 3	Field Day
June 3	8 th Grade Graduation Mass – 7:00 P.M.
June 4	End of 4 th quarter (48 days) Last Day of School

Make-up due to excess calamity days: January 18, February 15, April 2, June, 7, 8, & 9.

SCHOOL DAY

First Bell	7:50 am
Classes Begin	7:55 am
Dismissal	2:45 am

Jr. High Lunch	11:10-11:40
Kindergarten Lunch/recess	11:10-12:10
Grades 4 & 5 Lunch/recess	11:30-12:15
Grades 1-3 Lunch/ recess	12:00-12:45

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ST. BRIGID EDUCATION COMMISSION
2009-2010

Ex Officio Members:

Fr. John Krumm, Pastor	372-3193
Mrs. Patty Harner, Principal	372-3222
Ms. Jennifer Terbay, Youth Minister, CRE	372-3222
Mr. Dennis Kall, Deacon	372-3193

Elected/Appointed Members:

Mr. Greg Arnold
Mr. Charles Carroll
Mrs. Rika Hendrickson
Mr. Mark Hobson
Mrs. Ceci Jones
Mr. Scott Novinger
Mrs. Becky O'Brien
Mrs. Dawn Oliver
Mrs. Karen Petrillo
Mrs. Kim Staub
Mrs. Jane Thomas

Meetings are held at 7:00 P.M. on the second Tuesday of September, October, November, March, and May. 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. Patricia Harner	Principal
Mrs. Denise Brown	Secretary
Mrs. Kim Brown	Preschool Teacher
Mrs. Carol Cassidy	Kindergarten
Ms. Carla Pohlman	Kindergarten
Mrs. Carol Keating	Grade One
Miss Charlene Kinzeler	Grade Two
Mrs. Julie Haynes	Grade Three
Mrs. Pam Greco	Grade Four
Mrs. Sandy Hartz	Grade Five
Ms. Colleen Bott	Grade Six
Mrs. Anna Donohue	Grade Seven
Mr. Royce Silverwood	Grade Eight
Mrs. Maryanne Schutte	Grade 8 Algebra Teacher
Ms. Jan Abel	Physical Education Teacher
Miss Anne Shoup	Music Teacher
Mrs. Cathy Tate	Clerk/Extended Day Care Coordinator/School Aide
Mrs. Laura Laurin	School Aide
Mrs. Teresa Perkins	Preschool Aide
Mrs. Peggy Wiles	School Aide
Mrs. Mandi Schneider	School Aide
Mrs. Virginia Settembrini	Business Manager
Mrs. Cathy Tate	Extended Day Care
Mrs. Karen Gordon	Extended Day Care

AUXILIARY PERSONNEL

Mrs. Jenny Woolf	Intervention Specialist
Mrs. Penny Oliver	Speech and Language

School Policies

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

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.

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.

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

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

N Needs Improvement.

Effort: 1 = Satisfactory Effort

2=Needs Improvement

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

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

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

The principal shall develop and maintain guidelines for the promotion, retention, and placement of students.

Promotion/Retention/Placement Guidelines

If a student receives an F average in two major subjects, he/she cannot be promoted to the next grade. Major subjects include the following: religion, language arts, math, social studies, and science. Summer school may be required for promotion to or placement in the next grade. 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 or reviewing class work.

Missing and Incomplete Assignments

The school day does not allow sufficient time for the practice necessary to implant the various skills the child must learn. Daily assignments reinforce these skills and prepare the children for new material. It is essential that they are completed each day. Longer assignments may be given over a period of several weeks. These are intended to help children learn to budget their time and to work on more complex activities. Parental supervision and encouragement are very helpful to accomplish these goals and also help to emphasize the importance of learning. 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 4th 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.

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.)

Absences/Excessive Absenteeism Policy

The principal shall develop and maintain guidelines for student absences and excessive student absences from school.

Absence Guidelines

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. The student will be called from the classroom upon the parents’ arrival. 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.

Excessive Absenteeism Guidelines

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) days 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.

Tardiness/Excessive Tardiness Policy

The principal shall develop and maintain guidelines for student tardiness and excessive student tardiness to school.

Tardiness Guidelines

Any student who arrives at school late (after the first bell in the morning) 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. Tardiness interferes with learning.

Repeated Tardiness Guidelines

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.

Extra Curricular Activities Policy

The principal shall develop and maintain guidelines for student participation in extra-curricular activities.

Participation in Extra-Curricular Activities Guidelines

(Sports, Band, Choir, Honors Art Enrichment)

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.

After-School Honors Art Enrichment & After-School Spanish

Students in grades 4 – 8 may take Honors Art Enrichment. The class fee is paid to St. Brigid School.

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.

Guidelines for Student Behavior

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 chew gum on school grounds.
14. Students are expected to adhere to the uniform code. In emergencies, a note signed by the parent/guardian must accompany the student and be approved by the principal. If a student comes to school out of uniform and does not have a note of explanation signed by the parent, the student will be sent to the office where the parent will be called to bring the uniform to school. If no change of clothes is available, one will be provided in the office (if available).
15. Students who wear their uniform, but consistently do not adhere to the dress regulations, will be sent to the principal who will decide on further action.
16. Students may not mark personal items such as book bags, lunch bags/boxes, book covers or any other items brought to school with graffiti of any kind.
17. Students are not permitted to have pen/ink/marker words, pictures, drawings on their skin.
18. Students are not permitted to use video game players or cartridges, cd players, or 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.
19. 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.

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

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 a serious offense that could result in suspension, then the following suspension procedure will be used.

Corporal Punishment Policy

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

Suspension Policy

The principal shall develop and maintain guidelines for the suspension of students. The suspension guidelines shall address, but not be limited to: the procedure(s) for imposition of a suspension, the requirements to be met during the suspension, and the procedure(s) upon completion/termination of the suspension.

Suspension Guidelines

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 Policy

The principal shall develop and maintain guidelines for the expulsion of students. The expulsion guidelines shall address, but not be limited to: the procedure(s) for expelling a student, and the process available, if any, to challenge the expulsion. *Approved 11/07*

Expulsion Guidelines

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.

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, ammuniton, explosives, and other 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 P.M. The school cannot be responsible for students' supervision after that time.

Questions concerning bus routes should be referred to the Transportation Office: Xenia (372-5461) or Beavercreek City (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 P.M. Students not picked up by 3:00 P.M. will be sent to After-School Care for a fee.

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. Respectful quiet. Be respectful of classes in session. Quietly enter and leave the school building.
2. There is no running in the halls.
3. Hall passes are to be used unless accompanied by a teacher.
4. Teachers will escort students to library, lunchroom, music and P.E. classes.

Playground Rules:

- I. Students will:
 - a. Stay in assigned playground area.
 - b. Obey adults on duty.
 - c. Stop on first bell. Second bell walk 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 on the playground.
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, shoes, and other apparel must fit properly as determined by the form, design and intended function of the garment or accessory.

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

Girls 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 by:
Schoolbelles 1-888-637-3037
Style # **1476 OR**
Uniforms Galore

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 OR**
Uniforms Galore

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

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.

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 or with holes, rips, or tears.

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, flip-flops, cowboy boots, and/or fad shoes are permitted.
3. P.E. – athletic shoes only

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. Fads and 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 Main 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.
4. Each boy must wear a white, buttoned-down, pointed-collared oxford cloth shirt for special school days.
5. Slacks can not be faded.

Sweaters/Cardigans

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 athletic 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.
3. P.E. – athletic shoes only.

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, Etc.

1. Facial hair is not allowed. Sideburns should not be below the ears.
2. Fads and extremes in hairstyles are not permitted.
3. No Tattoos

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** or Uniforms Galore 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.

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

If a girl wears a jumper or skirt to P.E. she must wear shorts under the jumper or skirt so that she 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.

Health and Safety Policy

The principal shall develop and maintain guidelines that will ensure the health and safety of all children while attending St. Brigid School. These guidelines shall address, but may not be limited to: physical plant safety; classroom safety; report of injury; fire, tornado, and emergency drills; school crisis intervention plan with procedural postings; inspection of school property; promotion of health; health screenings; dispensing of medication; student illness; medical authorization forms; immunizations; AIDS/HIV; child abuse; Missing Child Act.

Health and Safety Guidelines

Report of Injury

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

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

Fire, Tornado, and Emergency Drills

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

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

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

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, Screenings

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.

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

Emergency Medical Authorization

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

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

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

Immunizations

The schools shall abide by Ohio Revised Code which states that no pupil shall be permitted to remain in school for more than 14 days unless the pupil presents written evidence to the person in charge of admission that he/she has been properly and legally immunized against

mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella, Hepatitis B or is in the process of being immunized. A pupil who has had natural mumps or natural rubeola and presents a signed statement from the parent or physician to that effect is not required to be immunized against mumps or rubeola. The Immunization Law requires that pupils entering seventh grade must have received a second dose of MMR vaccine, unless otherwise exempt. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease. Parents who for religious or good cause do not have their child immunized must complete and comply with the forms required for Legal Immunization Exemptions available from the State of Ohio or the school principal.

AIDS/HIV

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

Child Abuse

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

Missing Child Act

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

Admission Policy

The principal shall develop and maintain guidelines for the admission of new students to St. Brigid School.

Guidelines for Admission of Students to St. Brigid School

All new students must register with the principal or school secretary. All new students must submit their birth 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.

Tuition Policy

The principal, in collaboration with the Parish Business Manager, shall develop and maintain guidelines for St. Brigid School tuition. The guidelines shall address, but not be limited to: tuition rate, collection, late payment, tuition reimbursement.

Tuition Guidelines

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

Withdrawal Policy

The principal shall develop and maintain guidelines for voluntary withdrawal of a student from St. Brigid School.

Withdrawal Guidelines

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

Early Morning Arrivals

The school doors will open for students at 7:30 A.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 7:30 will go to the lunchroom until the buses arrive. Then all students will go to their homerooms. The tardy bell rings at 7:50. Anyone arriving after 7:50 is considered tardy.

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
WKEF-Channel 22

Check the website: 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.

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

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.

Student Record Policy

The principal shall develop and maintain guidelines for keeping an accurate and current record of each student's attendance, scholastic grade, and standardized test scores as well as personal information about each student which shall be kept on the approved Permanent Record Card distributed by the Superintendent of Schools. The guidelines shall include, but not be limited to: privacy of records, transfer of records, records from other schools, admission of students without records, retention of records, storage of records, records for discontinued elementary schools, attendance records, October A.D.M. record, psychological records, health records.

Student Record Guidelines

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

Current student records will be stored in the school office.

All student records shall be stored in the school office for 5 years from the date the student leaves St. Brigid School. Student records will be stored at the church business office if the school is discontinued.

Parents who complete a Transfer of Records form from the receiving school will have the records mailed to the receiving school or appropriate agency. Records will only be transferred to the receiving school or appropriate agency. Records will not be released to anyone other than the receiving school or appropriate agency.

Custody Papers

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

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

_____ is under my care and should receive

Name of Student _____

_____ at the following times _____

Name of Drug, Dosage, Route _____

Specific instructions for administration _____

Possible side effects to watch for _____

Expiration date of this request _____

Date _____

Physician's Signature

Physician's Phone Number

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

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

Name of Child _____

Name of Drug _____ Dosage _____ Route _____

at the following time(s) _____

Date _____

Signature of Parent or Guardian

Taken from: Montgomery County Health Association Guidelines

St. Brigid School
312 Fairground Road
Xenia, Ohio 454385

August 2009

Dear Parents and Students,

The purpose of this handbook is to familiarize you with the rules and regulations, procedures, and policies of St. Brigid School. It contains guidelines that will ensure a safe and orderly environment wherein every student can achieve her or his potential and can grow both academically and spiritually.

Reflected in the “letter of the law” is the “spirit of the law.” Beyond all the details of rules and regulations, policies and procedures, is the hope that all of us will embrace the Gospel values and live our lives as good and decent Christian men and women, to be like Jesus, of whom Luke writes: “Jesus, for his part, progressed steadily in wisdom and age and grace before God and men.” (Luke 2:52). By working, praying, and serving together, we may certainly achieve these goals.

A handbook such as this one cannot contain every rule nor can it include every situation that may arise in the education and formation of students. It can be, and should be, amended for just cause by the principal as needed.

After reviewing and discussing the contents of this handbook, keep it available for reference later in the school year. You may want to pay special attention to the Dress Code and Discipline sections as these historically are the most visited topics during the school year.

Sincerely,

Mrs. Harner

Print Student’s Last Name

Child’s Name

Mother’s Signature

Child’s Name

Father’s Signature

Child’s Name

Date

Child’s Name