

2009–2010

St. Bridget Catholic School Family Handbook



Faith

Community

Academics

Vision Statement

St. Bridget School, in partnership with the community, nurtures a Christ-like environment with an enriched Indiana Core Curriculum, creating self-directed learners.

Mission Statement

Believing all students are capable of reaching their potential, success will be enhanced by high self-expectations. Within the next two years, St. Bridget School community will inspire a joy for self-directed learning resulting in improved student performance along with a continuous growth in faith development. We will achieve state recognition as an academic institution that instills quality education.

Values Statement

Our primary commitment at St. Bridget School is to:

- ✦ Nurture a Christian environment
- ✦ Promote dignity of each student
- ✦ Instill these values

Acceptance

Friendship

Compassion

Generosity

Cooperation

Honesty

Dedication

Responsibility

- ✦ Develop Christian attitudes that promote respect towards family, community, society, and the world.

Philosophy

St. Bridget School is a Catholic Faith Community, grounded in Christian values educating students in an atmosphere which fosters academic excellence, self-worth, discipline, and personal responsibility. Academically, we provide a solid, up-to-date curriculum which complies with state and diocesan guidelines. Teachers endeavor, through a variety of educational methods, to assist each student in actualizing his/her potential. While promoting creativity and imagination, we attempt to teach our students to organize knowledge so that they may grow in the ability to solve problems, know the truth, and benefit from experience. The personal dignity of each individual is recognized at St. Bridget School. It is our constant goal to create school experiences which build self-esteem, as well as instill appreciation for the importance of the family unit. By word and example, we teach our children to live, love, and work cohesively in today's society.

The students of St. Bridget School are expected to behave in a manner consistent with Christian principles. The discipline of students requires the ongoing cooperation between students, parents, teachers, and administration. Through this cooperation, every effort is made to provide an atmosphere where uninterrupted learning and safe play can take place. Personal responsibility is an integral part of our students' maturation process. Students will take responsibility for their own actions. Students are expected to be responsible for their behavior and work habits. It is our hope that students who take personal responsibility for their actions or inaction will become productive members of society and the Christian community.

Disclaimers

1. The school reserves the right to act in situations that we cannot anticipate that violate the values, conduct, and behavior of St. Bridget School.
2. The school reserves the right to address student conduct, whether inside or outside the school, that is detrimental to the reputation of the school.
3. The school reserves the right to interpret rules and policies as individual situations and needs arise.

Parents should understand that private schools are not bound by Constitutional law, but contract law/common law/statutory law. However, parents do have rights under the commonly accepted standards of fair play known as common law. Private school parents are protected by federal and state statutes against many such items as racial discrimination and health screening. In addition, parents have the following rights:

1. to have their children receive an academically sound education;
2. to talk with school personnel and to have their requests for meetings answered in a timely manner;
3. to receive fair hearings on concerns and grievances;
4. to have students supervised in a safe and appropriate manner;
5. to participate in the life of the school.

The Parent-Student Handbook is a summary of school policy, and is subject to review and revision collectively by the principal, the pastor, and/or the advisory committee.

Daily Schedule

6:30 A.M.	School opens for AM Child Care <i>(students who arrive before 7:30 must attend AM Child Care)</i>
7:30 A.M.	School Door Opens – Enter through Gym Lobby Doors <i>(students who arrive before 7:30 must attend AM Child Care)</i>
7:45 A.M.	Students Expected in Gym <i>(students who arrive after 7:50 are tardy & sign in at the office)</i>
7:50 A.M.	Morning Prayers/Pledge <i>(see last page in handbook)</i>
8:00 A.M.	Classes Begin – K through 8 th Grade
8:30 A.M.	Classes Begin – Morning Preschool
11:15 A.M.	Morning Preschool Dismissal
12:15 P.M.	Afternoon Preschool Begins
2:50 P.M.	Afternoon Preschool Dismissal
2:55 P.M.	Kindergarten Dismissal
3:00 P.M.	General Class Dismissal, PM Child care begins
6:00 P.M.	Child care ends

NOTE: *Child care is available before and after school for a fee of \$4.00 per hour per child. (Please see section on “AM/PM Child Care.”)*

Admission

Schools in the Diocese of Gary admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the schools.

They do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

It is our policy to accept children into our school on a space-available basis according to the following priorities: St. Bridget parishioners, Catholic non-parishioners from other feeder parishes, non-Catholic siblings of children already in our school, transfer students from other Catholic schools, non-Catholics.

Kindergarten

1. Children entering kindergarten must be 5 years of age on or before August 1. This Indiana State law has been adopted as St. Bridget School policy as well. An admission packet must be obtained from the office or online at the time of registration.
2. Children must bring:
 - a. Birth Certificate from the County
 - b. Baptismal Certificate
 - c. Health records indicating immunization against measles, MMR, diphtheria, whooping cough, tetanus, poliomyelitis, tuberculosis, and Hepatitis B.
 - d. Proof of physical within last 3 months completed by physician or health care agency.
 - e. Child's Social Security Card
 - f. Copy of parent's Drivers License
 - g. Copy of parent's Social Security Card

Transfer Students

1. A placement test may be administered to all transfer students which will determine grade assignment.
2. Transfer forms, academic records, and records of previous ability and/or psychological testing will be required from the child's previous school. This information will be reviewed by the principal, teacher, and/or school advisory committee prior to granting admission. A phone call to the student's previous school may be made.
3. Students who transfer from another school will be on probation for one full school year with regard to both behavior and scholastic achievement.

Parent Involvement

Parents are an integral part of the St. Bridget School Community. Quality education, we believe, must be supported by dedicated parental involvement. We urge all parents, "Don't just send your child to St. Bridget School, GET INVOLVED!"

Every family is required to perform a pre-determined number of service hours to the school and/or parish. Failure to comply will result in additional tuition being assessed. (The cost is currently \$20.00 for each unfulfilled hour.)

Curriculum

St. Bridget School meets or exceeds state requirements with regard to each subject in the curriculum. We follow the recommendations of the Diocese of Gary concerning textbook adoptions, and all texts used are approved by both the Diocese of Gary and the State of Indiana. The academic curriculum focuses on the development and reasoning of basic skills in language arts, mathematics, science, health, social studies, art, music, physical education, and computer education. These subjects are supported by an elementary library, the Internet, and audio-visual center, pre-school and after school care programs, and many extra-curricular activities.

Religious Education

Religious Education is the core of the curriculum at St. Bridget School. It is the reason for our existence. In addition to formal classroom instruction, the curriculum is enriched by school liturgies, prayer services, and traditional developmental practices. The basic content of the curriculum emphasizes the teachings and traditions of the Church, and Christian service to others.

All children of the parish day-school attend religion classes from Kindergarten through grade 8 during the academic year.

Sacraments

Preparation for Sacraments of Initiation (Confirmation and Eucharist) as well as Penance is accomplished on the parish level through the Religious Education Department. Students in the parish school who are not members of the parish are welcome to be prepared for the sacraments here only with the permission of their

own pastor. Admission to the parish school does not presuppose reception of any of these sacraments; parents must register with the Director of Religious Education in order to participate in the parish programs of preparation.

Essential to the curriculum is the support of the family. Parents are the primary educators of their children, and as such, must recognize the responsibility of attending Sunday Mass and encourage their children to participate in the sacraments. Parents will be required to take an active part in the formal instruction which accompanies the Sacramental program.

Religious Life

- The chief duty of a Catholic school is the religious formation of its students. We recognize that parents, through their example at home have the primary responsibility for religious training and that, without a true Catholic home environment, the school will be limited in its efforts at religious development.
- The school must continually manifest a Catholic philosophy and way of life through every curricular and extra-curricular part of its program, as well as through the actions of every member of the school faculty and staff.
- The Eucharistic Celebration, the Mass, has a prominent place in our school schedule. Students, grades 1 through 8 attend Mass and other liturgical celebrations weekly during the school year. The kindergarten class will attend Mass at the discretion of the teacher and principal.
- Students are prepared for and receive the sacraments of First Penance, First Holy Communion, and Confirmation at the grade levels determined by diocesan society.
- Education in Human Family Life is taught in all grade levels as part of the regular religion curriculum. All material covered is in keeping with the teachings of the Catholic Church on marriage and sexuality.
- Boys interested in serving as altar servers for the Church are taken from grades 4-8 and receive their training in grade 4.
- Parents are reminded of their responsibility to have their children attend Mass on a weekly basis on Saturday or Sunday.

Tuition

Families who are registered and contributing members of St. Bridget Parish will be charged based upon the parishioner tuition scale. To qualify as a registered and contributing member of St. Bridget Parish, each family is expected to attend Sunday Mass, as well as make Sunday contributions. Mass attendance will be reviewed quarterly and any family not fulfilling the commitment will be re-assigned to non-contributing member status until they fulfill their parish commitment. Families who are not registered will be charged based upon the non-parishioner rate. Families who do not consistently attend Sunday Mass will likewise be charged the non-parishioner rate. The St. Bridget School Advisory Committee will gladly make itself available to discuss or explain any of the specific terms associated with Tuition and Fees.

If a family leaves a school and does not pay the balance of tuition, another Catholic school in the Diocese may not accept that student until the tuition is paid in full. If a family leaves a school and does not pay the balance of tuition, the school need only send the health records on to the public school. Grades and test scores do not have to be sent to the public school until the balance is paid. Verbal confirmation of grades may be given. Any unpaid tuition and/or other accrued fees for the school year will be processed through the Small Claims Court of Lake County at the end of the school term. At that time late fees and all court costs will be included.

Along with parish subsidies, and fund raising efforts, the tuition helps to cover the cost of your child's education, which includes the teacher's salaries. Families may choose to pay their tuition bill annually, per semester, 4 equal payments, or on a monthly basis. Complete balance payments must be made prior to the close of the school year in order to enroll for the next school year.

Please refer to the Financial Contract for specific terms & rates, collection policy, late fees, etc.

Fundraising

Every year the cost of educating our children at St. Bridget School increases, as do the costs of every other school. The funding necessary to offset these rising costs comes from three sources. Typically, 40% of the funding necessary to financially manage our school comes from the tuition paid by school parents. Another

40% of the funding comes directly from the collection basket of our parish. *This explains why we expect those families claiming parishioner rates to be: active members of their parish, attend Sunday Mass regularly, and contribute financially to the parish.* Finally, the remaining 20% of our funding must come from our fundraising efforts. It must be understood and accepted by all St. Bridget School families, as well as all St. Bridget Church parishioners, that any deficit in our fundraising efforts will surely result in further increases in tuition and parish subsidies.

Christian Behavior

The essence of Christian behavior is self-discipline. The student must be free to choose one form of behavior or another, and to take upon him/herself the consequences of that chosen behavior. Rules and discipline strategies promote truth and trust as the guiding principles of living, doing one's personal best as the key to academic success and active listening and learning, in a climate that fosters self-realization.

1. There must be a genuine unity of purpose and practice between home and school. Effective discipline in school can only be accomplished with parental support.
2. Courtesy and respect for the individual student, the faculty, and all parent volunteers will be expected at all times. This is the foundation of our entire discipline code. All teachers, staff, and supervisory adults have the right and duty to correct any student and to demand obedience, respect, and courtesy.

Student Responsibilities

Each student must be a responsible member of St. Bridget School. As a responsible student, each child is expected to:

- a. Follow the classroom rules and handbook policies of St. Bridget School and staff. School conduct rules and all adult directives are to be followed on school property and when representing St. Bridget School in the community.
- b. Follow the rules of proper behavior on the bus. Students who do not exhibit proper behavior may be forced to find other means of transportation.
- c. Complete all assigned homework on time. *Each co-curricular teacher has procedures to follow for getting homework in on time. These rules need to be closely observed, because the student does not meet with these teachers daily.*
- d. Have respect for all adults and fellow students.
- e. Respect the property rights of the school, of fellow students, of teachers, and of staff.
- f. Participate responsibly in classroom activities, liturgies, field trips, and fundraising activities.
- g. Be in proper uniform.

Elementary Student Discipline Policy

Consequences for Students K- 2nd grades

Students in grades K-2 will experience negative consequences such as time-out, parent notification, losing recess time, and required parent conferences for breaking rules. Reprimands and detentions are possible but not likely consequences. A 1 Day In-school Suspension is highly unlikely but possible. Other options will be considered and decided by the principal, with the teacher, and parents.

Rewards will occur for students who consistently maintain a record of good behavior.

Consequences for Students 3rd - 5th grades

Written Reprimand

A reprimand is a means of written communication between the teacher and the parent. A written record of that reprimand will be entered into the student's temporary file and kept for the duration of the school year. Reprimands will be issued for violations of general school or classroom rules, and for uniform violations (*Examples: being late to class without a pass, breaking the communication chain between home & school, dress code violations, ...*)

When an elementary student misbehaves according to the teacher's **Classroom Management Plan** the teacher may issue a reprimand using their established procedures or use a **Reprimand Form** provided for them from the administration.

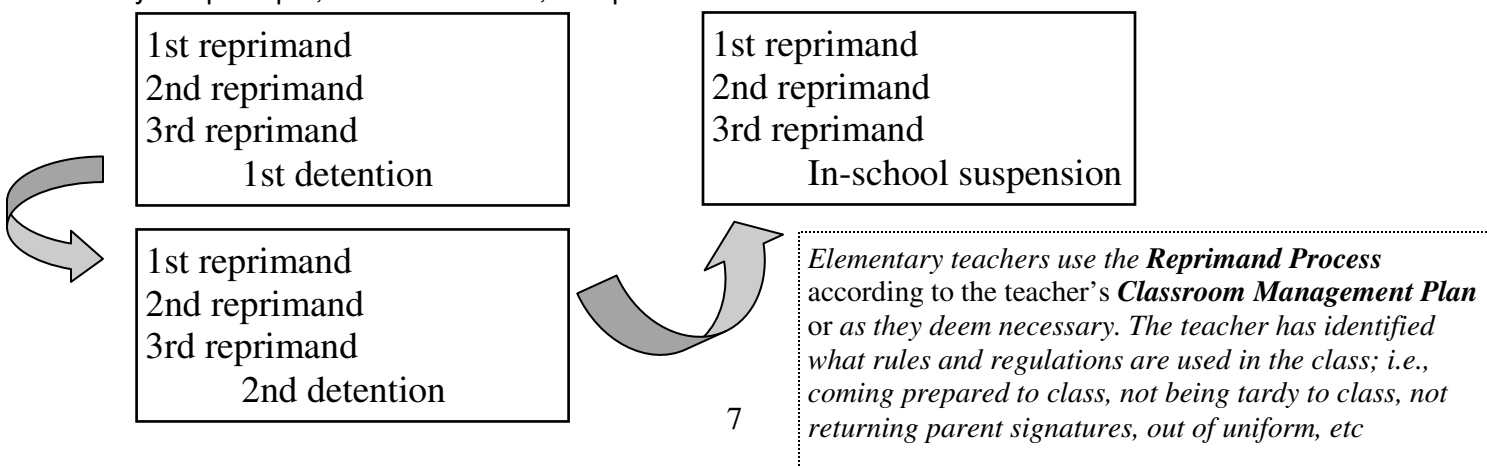
Detention

A Detention is given to a misbehaving student after three reprimands are issued in a quarter. The Detention time is served 3:00 to 4:00 Tuesdays and Thursdays. Students will be issued a detention notice that must be signed by their parent and returned to school the next day. Parents must also indicate which day the student will serve the detention. It is expected that students serve detentions as soon as possible. Possible offenses (but not all) that may warrant a detention are:

- 3 written reprimands during the school year
- physical aggression towards another student
- disrespectful behavior or insubordination toward faculty or other adults
- leaving class without permission/not being where you're supposed to be
- cheating/copying or allowing another student to cheat/copy from them
- vulgarity or inappropriate conversation
- bullying/making another feel negative with words or actions
- other conduct / policy infractions as deemed necessary by the school principal

If a student receives 3 more reprimands after being given 2 detentions, parents will be notified that appropriate behavior is not being learned, and a **1 day in-school suspension** will be given by the Principal. Students with in-school suspensions are expected to complete schoolwork that the teacher provides the morning of the suspension. Work will be completed under his supervision and returned to the teacher by the student or Mr. Pearson. Students with in-school suspensions will be allowed to attend co-curricular classes at the Principal's discretion.

Continually misbehaving students will be considered for a 1 day or 3 day out of school suspensions, additional in-school suspensions, Saturday school suspension, or other options that will be considered and decided by the principal, with the teacher, and parents.



Suspensions *(one to three days)*

The denial to the student of the right to attend a class or classes for a specified time is a suspension. Suspensions are only considered for very serious offenses such as, but not limited to:

- 9 reprimands
- fighting
- being willfully disruptive
- smoking
- bullying
- destruction or vandalism of school property
- serious acts of misconduct
- substantial disruption to the educational day
- repeated vulgarity
- gang related activity
- physical aggression towards another student

A conference with the parents will be required at the time of suspension. Suspensions are recorded in the student's records.

Three types of suspensions:

▪ In-school Suspension

Designed to catch the attention of all parties involved for serious misbehavior, but so that the student does not have his grade negatively affected as much as an Out of-school Suspension; they are normally given for one day.

▪ Saturday School Suspension

Given for excessive tardiness or misbehavior that negatively affects the classroom environment, but also given so that the student does not have his grade negatively affected as much as an Out of-school Suspension

▪ Out of-school Suspension

Out of-school Suspensions are given to a student for serious misbehavior that has negatively affected the classroom and school environment. OSSs are normally given for one or three days.

=====

Junior High Disciplinary Policy

We expect our JH students to show the teacher, other staff members, or volunteers respect at all times and to follow their directions and guidance. It is a reasonable expectation we should not have to use any of the four processes outlined below for mature Christian adolescents.

We recognize that Junior High students are in period of adolescent development where their values begin to reflect emerging independence from adults and authority. Peer groups and societal challenges typically cause behavioral issues that challenge the classroom environment and authority (teachers). But at the same time we expect and encourage the young adolescents to behave appropriately so they make a successful transition to High School, where reprimands and reminders to behave appropriately are not given or expected to be necessary.

When a Junior High student behaves in a manner contrary to what is expected or is unacceptable according to the teacher's ***Classroom Management Plan*** the teacher will have these courses of remedial action or evaluation to use:

- ✓ **ZAP** -students who do not turn in Homework assignments will be expected to stay after school to make up those assignments with teacher supervision and assistance. Parent support is appreciated for a program that will help them get homework in on time and without penalizing them.
- ✓ **Evaluation of Effort** -if a student comes to class unprepared, or does not participate in class discussions, for example, they will have their effort grade lowered appropriately
- ✓ **Evaluation of Conduct** - if a student disrupts the class or misbehaves they will have their conduct grade lowered appropriately
- ✓ the **Detention Process**, if a student violates the ***Classroom Management Plan*** rules or procedures they will receive a **Detention** to be made up after school that day. If that student can not make up the detention that evening it must be made up the following day after school. Failure to make up the detention will result in a **Saturday School Suspension**.
- ✓ the **Referral Process** is in place for serious behavioral problems where the student will be

referred to the Principal for disciplinary action. Behavior resulting in the application of the referral process might be:

- Disruption of classroom processes and activity
- Insubordination
- Fighting
- Bullying (verbal/ physical) of other students
- Sarcastic reply or retort to the teacher
- Disrespectful behavior or action toward instructor

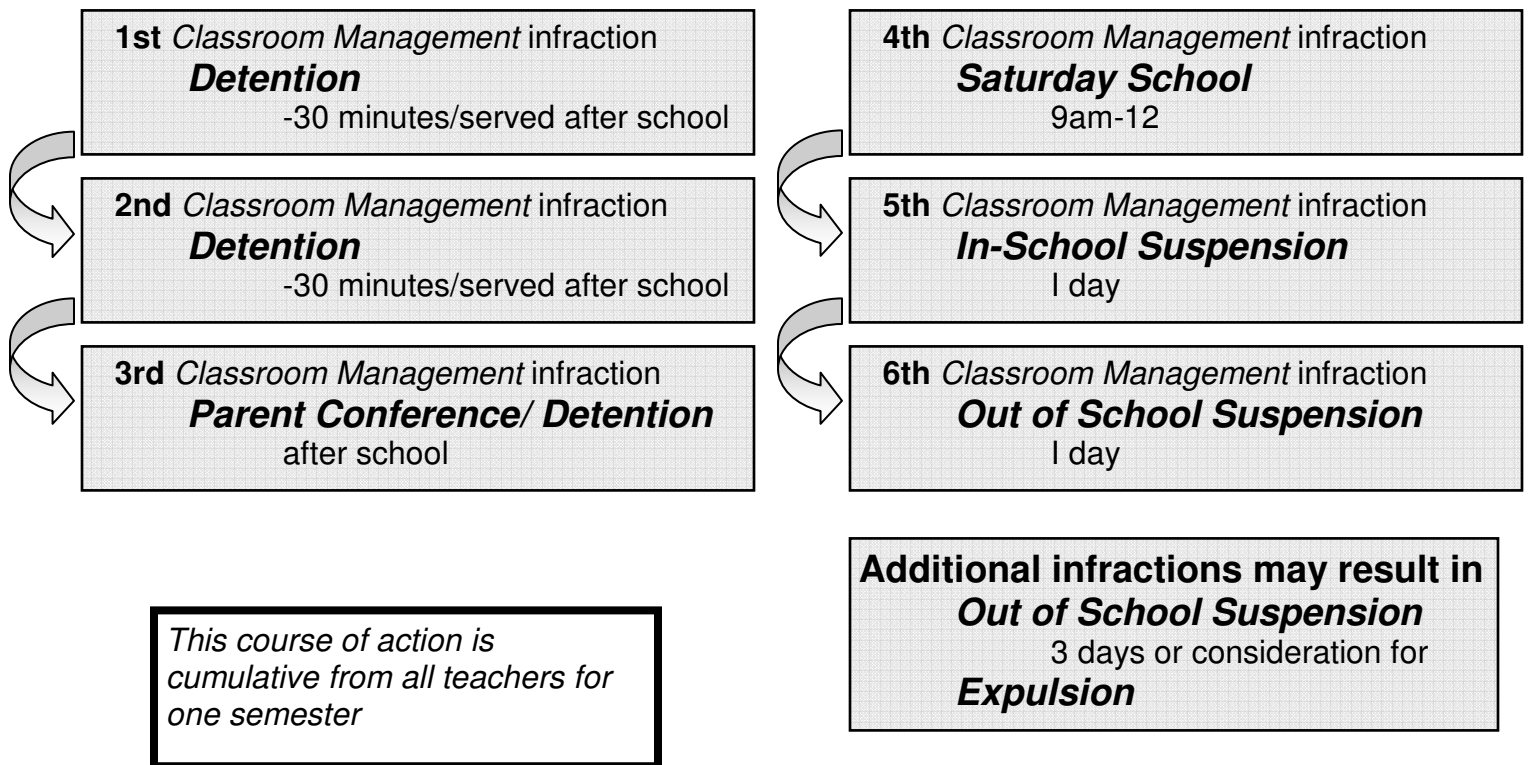
The Principal may choose in-school, out-of school, Saturday school, and expulsion as avenues to address disruptive student misbehavior. *In these cases the rights of our students and the teacher's expectations to maintain an educational environment conducive to learning, outweigh the needs of a non-cooperative and disruptive student.*

The JH Detention Process

Teachers use the **Detention Process** when the classroom learning environment is compromised by a student who disrupts or negatively affects it. The **Detention Process** and disciplinary action is outlined below.

Saturday School is assigned when the 3rd infraction occurs. If Saturday School is not served on the Saturday assigned or made up the following servable week the student will receive a one or three day Out-of School Suspension.

Other disciplinary action can follow a different form or path than this procedure at the **Principal's Discretion.**



Expulsions

Permanently removing a child from the school as a result of serious academic or behavioral infractions is expulsion. Since the Catholic School, at a great cost to parishioners, is totally dedicated to the spiritual as well as the academic and social development of the child, a child who willfully undermines classroom discipline and impedes the academic process of the class will be subject to expulsion. Expulsion is a last resort method and will be employed only in the most extreme cases, and only after a thorough review of the case by the principal and the Principal's Advisory Committee.

Drug/Weapon Possession

The St. Bridget School campus is declared to be a Zero Tolerant Zone regarding drugs and drug paraphernalia, or any object which could be considered a weapon, including guns and knives. Any student found in possession of any of these is subject to immediate expulsion, at the discretion of the principal and/or pastor. Any violation will also be reported to the proper authorities.

Dress Code

Uniforms are to be worn by all students in grades K-8. Uniforms must be clean, free of wrinkles, and appropriate size, and in good repair (free from holes or tears).

In regard to skirt, short, and skort length: It is impossible to assign a given length due to the varying heights of students; therefore the "appropriate length" is at the discretion of the school staff and will be on the conservative side. Students out of uniform will be issued a reprimand. Students repeatedly out of uniform will be subject to disciplinary action by the teacher and school principal. All uniforms may be purchased from the Dennis Uniform Company, or from a company with comparable quality (must include St. Bridget Lettering and Logo; Oxford white shirts (Grades 6-8), light blue shirts (Boys K-5), and yellow blouses (Girls K-5) as long as the style is the same). Dennis Company brochures are available in the school office that further detail uniform options. Shoes (both boys and girls) must be soft-soled, scuff proof, low-rise, solid-color (brown, black, or navy). These are mandatory for playground safety. No heels higher than 1 inch. No flip flops, white athletic shoes (including skater shoes), and no "heelies". **Only** dress shoes and uniform socks may be worn with uniform shorts, pants, skorts, and jumpers.

Boys Uniforms (K-5):

- All shirts must be snugly tucked into pants.
- Black or brown shoes, with navy-blue or black dress socks
- No ankle, white or black, athletic socks are to be worn; socks must cover ankle and above.
- No jeans, cargo pants, or corduroy pants

MAY 1st – NOVEMBER 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

- Dark navy blue pants or shorts, secured with a black or brown belt.
- Light blue oxford shirt
- Navy blue St. Bridget Polo available at Dennis Uniform.

NOVEMBER 1st – MAY 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

- Light blue oxford shirt
- Navy blue cardigan sweater with "SBS" logo or navy blue vest with "SBS" logo
- Navy blue "SBS." logo fleece/sweatshirt; burgundy "SBS" hoodie

Note: Sweaters may **not** be worn without the prescribed uniform shirt beneath it. No sweater or sweatshirts with hoods other than the uniform style may be worn.

Boys Uniforms (6-8):

- All shirts must be snugly tucked into pants.
- Black or brown shoes, with navy-blue or black dress socks

- No ankle, white or black, athletic socks are to be worn; socks must cover ankle and above.
- No athletic socks are to be worn
- No jeans or corduroy pants

MAY 1st – NOVEMBER 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

- Khaki uniform pants or shorts with black or brown belt
- Burgundy St. Bridget Polo available at Dennis Uniform.

NOVEMBER 1st – MAY 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

- Khaki uniform pants or shorts with black or brown belt
- White long-sleeved oxford
- Burgundy vest with “SBS” logo, cardigan sweater with “SBS” logo, or pullover burgundy sweater with “SBS” logo. No other sweaters or sweatshirts; unless it’s a “Spirit Wear” or “Dress down Day”.
- Navy blue “SBS.” logo fleece/sweatshirt; burgundy “SBS” hoodie

Girls Uniforms (K-5):

- Black or brown shoes; NO open toes, flats, heels, wedges, or mules.
- Plaid jumper. (It is impossible to assign a given length due to the varying heights of students; therefore the “appropriate length” is at the discretion of the school staff and will be on the conservative side).
- Plaid skort
- Blouse – light yellow plain round collar (Peter Pan style) blouse.
- Navy, yellow or white socks only; or navy blue tights.
- All hair accessories are to be as issued by Dennis Uniform or of comparable quality.

MAY 1st – NOVEMBER 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

Navy blue or plaid uniform pants or shorts allowed at this time.

- Yellow St. Bridget Polo available only at Dennis Uniform.

NOVEMBER 1st – MAY 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

No shorts, jumpers may be worn during this time without wearing full navy tights.

- Navy blue pants.
- Cardigan with “SBS” logo. No other sweaters or sweatshirts; unless it’s a “Spirit Wear” or “Dress down Day”.
- Navy blue “SBS.” logo fleece/sweatshirt; burgundy “SBS” hoodie

Girls Uniforms (6-8):

- Black, brown, or burgundy shoes, 1” heels or wedges are allowed; NO open toes, flats, or mules
- All hair accessories are to be as issued by Dennis Uniform or of comparable quality.

MAY 1st – NOVEMBER 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

- St. Bridget polo (available at Dennis Uniform only).
- Khaki shorts, khaki skort, or khaki pants with belt. **Length must be no more than 1” off the floor when in kneeling position.**
- Burgundy dress socks that come up to knee. No athletic socks are to be worn.

NOVEMBER 1st – MAY 1st: *(these dates are strongly suggested; parents may use their discretion; the Principal reserves the right to make the final deadlines)*

- Burgundy vest with “SBS” logo, cardigan sweater with “SBS” logo, or pullover burgundy sweater with “SBS” logo. No other sweaters or sweatshirts; unless it’s a “Spirit Wear” or “Dress down Day”.
- White oxford long or short sleeved blouse.
- If wearing pants, use burgundy dress socks. No athletic socks are to be worn.
- Navy blue “SBS.” logo fleece/sweatshirt; burgundy “SBS” hoodie
- Burgundy tights are optional

Additional Dress Code Information

- PE uniforms may not be worn to Mass by students on Mondays in grades 1st through 8th, school dress uniforms are the only acceptable uniform.
- Shoes (both boys and girls) must be soft-soled, scuff proof, low-rise, solid-colored. No heels higher than 1 inch. No flip flops, white athletic shoes (including skater shoes), no “heelies”, no crocs, open toes, or mules! No shoes that advertise their name on the outside of the shoe may be worn except for in gym class.
- St. Bridget students are to keep their hair clean and styled. Hair styles must not obstruct vision. Boys hair length cannot be longer than the shirt collar. Conservative hair styles are the only ones considered appropriate for school. Students will be required to modify any styles found to be inappropriate. Hair dying or highlighting in any way is NOT acceptable.

Physical Education Dress Code

Non-compliance with PE uniform will be reflected in the student’s PE grade. Students should wear athletic shoes (any color/brand as long as they are athletic/sport shoes) to PE class. St. Bridget School **requires** a PE uniform shirt available for purchase through Dennis Uniform Company. PE uniform pants/shorts are to be navy blue sweats. Kindergarten through 3rd grade students must wear their PE uniform to school on the days they have PE. Grades 4th – 8th will change into their PE uniform for PE class and back into school dress uniforms for classes.

Other appearance requirements:

- Students may not wear make-up or fingernail polish. If students desire they may wear lip balm (Chapstick, Carmex, etc.). **Lip balm must not be glossy or colored in any way.** Lip balm is never to be applied during class. Girls may wear one set of small stud earrings only (large or dangling earrings are not permitted.) Boys may not wear earrings. Watches may be worn. A single simple chain necklace may be worn; any charm on the necklace must be religious in nature (cross, image of Mary, etc.). Students may not wear French or acrylic nails. Personal body art, along with any body piercing is not permitted, except as outlined above.
- On “Spirit Wear” days students
 -
 -
 -
 -
 -
- On “Out of Uniform” days, *(which are given once or twice a year)* clothing, especially jeans must be free of holes, inappropriate graphics, or text. Students may not wear a mini skirt. Students may not wear shorts with an inseam less than 6 inches.

ALPHABETICAL LISTING OF MISCELLANEOUS ITEMS TO NOTE

Absences/Attendance

Attendance is considered a high priority for accreditation by the state. If you know your child will be missing a school day, please inform their classroom teacher as soon as you know. The school office also needs to be contacted with a reason each time a student is absent. Upon returning to school, the student must have a dated, written note explaining the absence *which is* presented to the school secretary or Principal before school starts.

All students need a pass for any absence or tardy before they are admitted to class. Failure to obtain the pass before morning prayers at 7:50 or going to classes without a pass will result in issuance of a tardy.

If a child misses three (3) consecutive days of school due to illness, a Physician's Release Form is required. Excuse notes are due the day the student returns to school for assignment credit. Make up work for absent students will be given to students upon return and due same amount of days later when student returns. (4 days absence = work is due 4 days after receiving it) unless advance arrangements are made with the classroom teacher(s).

It is the responsibility of the student or parent to contact their teacher(s) to obtain the missed work/tests from their absence the day they return or earlier.

If a student is out of the building over two (2) hours of instructional time then the student is marked absent for ½ day. It is expected that families make every effort to schedule doctor's appointments before or after school hours.

The State of Indiana requires all school-aged children to attend 180 days during the school year. If you take your child out of school during the regular school year, that is certainly your right as a parent. However, please be advised that you are responsible for the impact on the child's academic grade and failure to comply with Indiana law referred above. Frequent unexcused absence is regarded as educational neglect and affects our school's accreditation by the State Department of Education (now *EXEMPLARY*).

Absences from school fall into two categories:

- **Excused absences:** Those that have written documentation from a doctor or prior written approval from the school principal. Make up work will be given upon return and entered with 100% credit into teachers' grade book.

- **Unexcused absences:** All other absences and removal for vacations. Partial credit at 90% (90% times their score) will be given to students who return with a written excuse note from home. No credit will be given for make up work without a written excuse/note from home.

- **Please note** the individual absentee policies of classes that meet less frequently (PE, Art, Music, Computers, Religion, Latin) in **Syllabus** or **Classroom Management Plan given** at start of year.

St. Bridget School reserves the right to classify absences in these two categories as they see fit. Students missing more than 10% of the school year (18 days for any reason) may be held back from being promoted to the next grade level at the discretion of the school principal.

** Please also see "Make Up Work" and "Vacation/Personal Leave"*

Achievement Tests

Achievement tests are to be administered yearly according to the directives of the Diocese of Gary. The ISTEP test to determine educational progress is administered in the grades and at times determined by the Indiana Department of Education. Psychological tests and individual tests to determine learning dysfunction are administered through the School City of Hobart or the student's home school district they live in at the request of the student's parent or the recommendation of the teacher.

AIDS/HIV

St. Bridget School follows the policy of the Diocese of Gary regarding AIDS. All decisions will be based on the ever-changing scientific data, Christian charity, and anti-discrimination laws of the United States. All information regarding students with the disease will be confidential. All school personnel will routinely wear gloves when dealing with incidents involving contact with the mouth, bleeding, or loss of other bodily fluids.

All students will be taught about AIDS in the regular Health curriculum. The teaching of prevention will emphasize traditional Catholic moral teaching concerning sexual activity and drug use.

Alcohol/Drug Possession and Use

The possession or use of alcohol or other drugs by a St. Bridget student during or after school hours which are not prescribed by a physician, is grounds for expulsion. Violations may be reported to the proper authorities.

AM/PM Child Care Program

St. Bridget parents may take advantage of the after school child care program called the “Bears’ Den”, or our morning care program, called “Morning Cubs.”

- Parents pay \$1.00 per 15 minutes of care (\$4 per hour)
- Parents will be sent invoices every two weeks. Payment is due in school office 1 week after invoice is sent home.
- If balance is not paid after one month of being billed, **students will not be admitted to after-school care; please don't put us in that position.**
- Please save all statements for tax deductions.
- Morning Cubs care is from 6:30AM – 7:30AM for grades K-8, and 6:30AM until 8:30AM for Pre-K students. The Bear’s Den after school care is 3:00PM to 6:00PM. **Parents who pick up students later than 6:00PM will be charged an extra \$10 late fee per every 15 minutes after 6PM.**
- Care provided at St. Bridget School facilities.
- Elementary children are urged to complete homework and can receive help with studies from the Bear supervisors; after that they can participate in games, service activities, arts, crafts, and fun!
- Junior High students are expected to devote their time to school work and study.
- All children are provided a healthy snack and drinks each day of care at no additional charge.
- No Bear’s Den on Halloween, Field Day, or when there is half day.

Art

All students in grades K-8 receive instruction from the school art teacher using the facilities in the Art Room. Art is a graded subject.

Assignment Notebooks

Students will be required to have and use an assignment notebook in grades 2 – 8. They can be purchased in the office at our cost. Each day students will write down their assignments, teachers will check for accuracy and sign, and parents will check for completeness and sign. It is the responsibility of the student to ensure their parent has signed their assignment notebook each night. Upon the third time the assignment notebook is not signed, a reprimand **may** be issued.

Athletics

The sports program is open to all students in grades 5-8. It follows CYO rules and is under the direction of the pastor, the principal, and the athletic director. The following sports are encouraged and may be included in the St. Bridget program: Volleyball, Basketball, Cross Country, Cheerleading, Soccer, and Track and Field. Coaches for all athletic activities serve on a voluntary basis. Refer to the Athletic Handbook for specific athletic programs and eligibility requirements.

Band

Students are eligible in grades 4-8, and receive instruction through the CYO Band Program.

Before/After School Supervision

School doors open at 7:30 a.m. each school day. Because St. Bridget provides before school care, the school is not responsible for students dropped off earlier than 7:30 a.m. outside of the building. Students are dismissed from school at 3:00 p.m. At 3:10 p.m., any student still waiting to be picked up will be taken to after school care. Parents will then be charged a minimum of 15 minutes of care and must pick up their child from the after school care program.

During an after school event such as sports practice or academic activities, students must be picked up on time. If a student is not picked up within 15 minutes of the given pick up time, after school care charges go into effect with a minimum of 15 minutes service.

Bicycles

Bike riders must obey traffic rules. Bikes may not be ridden on the playground when children are present. Bikes are to be walked across the parking lot to the bike rack. Riders should lock their bikes. St. Bridget is not responsible for lost, damaged, or stolen bikes. No mopeds or motorized bikes are permitted to be brought to school.

Birthdays

Invitations to birthday parties are not to be passed out at school unless every child in the classroom receives one. Inviting a few select children is best done over the phone or by U.S. mail so that no feelings get hurt. We have precious few hours in the school day for all that needs to be done. As such, please plan for a short birthday recognition at school. Parents are welcome to bring in store bought treats for the class to celebrate. We ask that you make arrangements with the classroom teacher ahead of time. No food is allowed in the classrooms so that we may continue to have a bug free building. Arrangements can be made with the cafeteria manager for class lunch treats. Treat bags without food items are also allowed, as long as you check with the classroom teacher for the best way and time to pass them out to classmates.

Bus Service

Bus service within city limits is provided by the Hobart City Schools. When the public school is not in session, parents must provide transportation for their children. Students are expected to conduct themselves appropriately while on the school bus.

All eligible bus riders must obtain a registration form and pay a registration fee to the School City of Hobart (phone: 947-2413).

ALL STUDENTS ARE DIRECTLY RESPONSIBLE TO THE BUS DRIVER WHILE THEY ARE ON A SCHOOL BUS OR AT THEIR STOPS. Ongoing bus problems may result in loss of bus service, especially when it is infringing on the safety of others on the bus.

Cell Phones

St. Bridget School acknowledges the necessity for students to have cell phones in 'this day and age'. However, the phones must not be a disruption to students' focus while at school. *Student's cell phones must remain out of sight and must not be on.* Students caught with cell phones in sight and/or on will have them taken away for a parent to pick up. Other disciplinary action such as a Saturday School Suspension may be given by the Principal.

Chaperoning trips/events

(See VIRTUS)

Class Rosters

When enough students enroll in a single grade level, we will make every effort to have two separate classes to keep the student-teacher ratios low. In this case, the school will make the decision of which students are placed in which classroom based on academic needs, behavioral issues, and recommendations from previous teachers. Specific circumstances presented to the school principal will be heard and evaluated, but parents are not allowed to make general requests for their child's teacher.

Communication Between School & Home

Communication between school and home is a priority for a highly effective school community. In order for us to foster responsibility in our students, it is mandatory that communications be directly given from school to home or from home to school, whichever the case. Failure to bring back communications will result in a reprimand for each day the communication chain is broken by the student.

Community Service Hours – 8th Graders

Our 8th grade students are required to perform 20 hours of community service (5 hours each grade quarter) before June 1 of graduation year. Students may volunteer for St. Bridget School or Parish activities through the school office or church rectory. Forms for keeping track of hours are available in our school office and are the responsibility of each student to keep track of.

Signatures on each volunteer activity are required.

Students not performing 5 service hours each grade quarter may have their report cards held. Students not performing the service hours will forfeit their right to attend graduation ceremonies.

Computers

St. Bridget School has a full computer lab, equipped with individual student computers and a printer. All students in grades K-8 receive instruction under the direction of the Instructional Technology teacher. Each student and his/her parents/responsible adult must sign an **Acceptable User Policy** before using school computers. This policy is included in the blue parent folder. *Students violating the policy will be forbidden to use St. Bridget School computers.*

Conferences

If a problem or misunderstanding arises concerning your child and the administration of discipline, please do not hesitate to contact the teacher and make an appointment. Parents will also be called for conferences by the teachers and/or principal when necessary. Parents of students receiving grades lower than a "B" are expected to work closely with the teacher. Every parent is expected to meet with the student's teacher(s) at least once a year.

Parent conferences are scheduled to issue the first report card of each academic year. Each individual teacher schedules conference times and notifies the parents. It is the responsibility of the parent(s) to re-schedule a conference with the teacher(s) should the parent(s) be unable to attend the originally scheduled conference. **No first quarter report cards will be issued to any student until a conference is held.** Teachers will be available for individual conferences throughout the year. It is imperative that appointments with the teacher be made through the teacher. Parents are not permitted to see their child's teacher without an appointment. Parents are not permitted to see their child's teacher when they have a class in session.

NOTE: After school pick-up time is not considered a conference time unless prior mutual arrangements have been made.

Copying/cheating

Students who copy/cheat or permit another student to copy/cheat from any school work will receive a detention. Additionally the work cannot be made up and the student(s) involved will receive zero credit on the assignment.

Corporal Punishment

Corporal punishment will not be used under any circumstances. If a child is in need of physical correction, the school believes that it is the responsibility of the parent to administer such punishment.

Dismissal

Students must have a written note from their parent/guardian if they are to be dismissed to another parent's custody. Parents may send a note with the student or fax one to school: (219) 942-0939. If no note is sent to school, the school will call the emergency phone numbers for permission to release the student(s) into the custody of that person. This is for the child's safety.

Students are dismissed from school from the gymnasium at 3:00 p.m.. Students who are not picked up by 3.10 p.m. will be taken to our after school child care and charged for care (see AM/PM Child Care Program).

Drop off / Pick Up

To ensure the safety of all St. Bridget students, **PARENTS WILL ONLY BE PERMITTED TO DRIVE ONTO THE PARKING LOT BETWEEN 7:00 A.M. AND 7:45 A.M.** Students may be dropped off along the side walk next to the building. Please have your child ready to get out of the car as soon as you drive up. This helps to keep the traffic flowing. **PARENTS ARE EXPECTED TO LEAVE THE SCHOOL PREMISES BY 7.50 AM.** Continued parent presence may distract students and thus interrupt the education process.

Gates are locked during recess time. Parents may park in the lot to pick up their students at 3:00 P.M. All vehicles must enter by the church, and leave by the gate closest to the Parish Building. The section of Center Street in front of the Church is reserved for busses. Cars are not permitted to stop, load, or unload their students on Center Street. **Please note: There is a fine for passing a bus while it is loading or unloading.**

Parents are also reminded to encourage their children not to cross the street in the middle of the block in order to go to a waiting car. All students should cross only at the corners, regardless of where they live or where the vehicle picking them up is parked. There is a crossing guard at the corner of Center and Front Streets. Students may walk on the sidewalk alongside the gym and exit to Main Street.

Early Dismissal from School Day

The student will be released at the office and must be fully signed out by the parent or representative. The sign out sheet will indicate the date, time out, student's name, person's name to whom the student is released, and the reason. The time away from school will be noted in their record as a half day absence for missing more than two hours per day. Please also note that time is documented towards a total school day absence.

Emergency Closing

Sometimes it is necessary to close or delay the opening of school, most often for severe weather conditions. St. Bridget School will follow (most likely) the actions of the Hobart City Schools in weather related school cancellations or bus delays. In the event of severe weather, please check with the **Emergency Closing Center**, emergencyclosings.com to find out if St. Bridget School has been closed. Any announced school closing is for that day only. Subsequent closings will be announced daily as they occur. Two snow days have been added to the school calendar to make up for 2 emergency closings. If there are no closing days used the snow day will be "no school" days. Additional snow days, beyond the 2 anticipated snow days will be made up at the end of the year (if necessary) according to the directives of the State Department of Education. Local radio stations which may broadcast school closing include: WJOB – 1230 AM and Indiana 105 out of Valparaiso. **Please do NOT call the rectory, school. Principal, and/or teachers to ask about school closures.** You will also be contacted by a phone tree system.

Extra-curricular Activities

St. Bridget School sponsors many extra-curricular activities for the enjoyment of the students and the development of abilities not covered in the formal classroom setting. These activities may include: Tri Kappa Spelling Bee, Academic Bowl, Math-a thon, Math Bowl, Gifted & Talented, Daisies, Brownies, Girl Scouts, Tiger Scouts, Cub Scouts, Boy Scouts, CYO Band, Student Council, Altar Boys, Basketball, Volleyball, Cheerleading, Cross-Country, Latin for 8th grade, Science Olympiad, DARE Program, various convocations, CYO Spelling Bee, FAME, Geography Bee, National Junior Honor Society, Poster Contests, Book Fairs, Santa Secret Shop, Lake County Read-A-Thon, Art Exhibits, and Leadership Camp are only a few of the opportunities available for student participation.

Field Trips

Students in every grade may have the opportunity for educational field trips. Generally, field trips are the financial responsibility of the parents. Parents, who have VIRTUS training, are welcome on these trips according to availability of seating. All students are required to have written permission to go on any field trip. If a parent chooses to have their child not participate, the child must attend school or will be counted as unexcused without proper documentation.

Students attending field trips must depart and return on the school bus unless specific written permission is given from parent.

Student participation in class field trips is at the discretion of the sponsoring teacher and/or Principal.

Fire, Intruder, and Tornado Drills

Fire drills are held monthly, tornado drills are held four times per year; and Intruder drills are held twice per year. Students are expected to remain silent so they can hear and follow the directives of the teacher in charge. Both fire and tornado drills are regularly evaluated by the City of Hobart and emergency reports are regularly filed with the State of Indiana. During intruder drills classes are in lock-down mode.

Grade Scale (per Diocese of Gary) for grades 1-8

Letters for achievement:

94 -100	= A	84	= C+	70	= D-
93	= A-	76 - 83	= C	69 and below	= F

92	= B+	75	= C-
86 - 91	= B	74	= D+
85	= B-	71 - 73	= D

Graduation Ceremonies

If a student has completed the requirements for graduation, they will be promoted to the next grade level. However, the graduation ceremonies and events surrounding graduation (final class field trips, class parties, etc.) are a privilege that may be forfeited should unacceptable behavior in or outside the school be exhibited by a student.

Students participating in graduation ceremonies will be charged a graduation fee that will cover caps, gowns, tassels, decorations, and refreshments at the ceremony. Students will be able to keep caps, gowns, and tassels for their own. Graduation fees are due at the beginning of the school year.

Health/Illness

Public health services are provided to the school by a county nurse. These services include:

- Determination of height and weight of students in grades 1-8.
- Hearing checks in grades 1, 4, and 7 as well as new students and any referred to the nurse by the faculty.
- Vision check for students in grades 1, 3 and 8 as well as any referrals and new students.
- Head checks for lice when a problem is suspected.
- St. Bridget School will abide by all State of Indiana health codes and law.

Children who are ill do not belong in a public environment; do not send or bring your child to school if the child is ill. It is strongly recommended that a child with a fever and/or vomiting should not be sent to school until the symptoms have not been present for twenty-four (24) hours. If a child becomes ill during the school day, the teacher will send the child to the nurse. A higher than normal temperature, or a complaint of pain will prompt an immediate call to the parents. The parent must make arrangements to have the child picked up promptly at the school office.

Basic first aid is administered by the volunteer nurse or the person in charge of the child at the time of the accident. If a serious accident has occurred, parents will be notified immediately.

Students may be sent to a hospital emergency room at the discretion of the school or if a parent does not pick up the sick child within a reasonable amount of time. Any fees incurred for this service are at the expense of the parent(s).

Home and School Association (H.S.A)

The Home and School Association is an organization formed to enhance the relationship between parent and school and to be a vehicle of communication and support. Meetings are held every month beginning in September and all parents are encouraged to attend at least 5 of the scheduled meetings each year. Voting for new officers takes place in March. A copy of the H.S.A. by-laws is available by requesting one through the H.S.A.

Purpose of the Home and School Association:

1. Promote the welfare of children in the home, school, church, and community.
2. Bring into closer relation the home and the school so that parents and teachers may cooperate in the education of children.
3. Support, by volunteer effort, the operation, growth, and administration of St. Bridget School.
4. Assist in the development of the fundraising efforts.

Homework Policy

Homework is an integral part of the educational process. It allows the student an opportunity to develop independence and to improve the skills learned at school. It develops self-discipline, study habits, and to some extent helps to involve the parent in the child's learning. At St. Bridget School, it is believed that the best policy is one that allows for weekends to be a time of family activities. On the weekends homework will therefore be minimal, unless other measures become absolutely necessary. This homework can include written assignments, reading contracts, and/or studying.

Students in grades K-8 will be assigned homework each night. In grades K, 1, and 2, homework may simply be a responsibility incentive such as bringing a folder back and forth each day or practicing their name. This practice will be initiated so that students will develop the habit of bringing things home and remembering that there are things that go back to school. This is in preparation of good study habits and responsibility. Students in grades 2-8 will be required to keep an assignment notebook. Students will write down their assignments into an assignment notebook (see Assignment Notebook section). Each night parents will check their child's homework for completeness and accuracy, and sign their assignment notebook too. **Students will be given a homework grade that is averaged into their regular class work grade.** Please refer to the individual classroom teachers for specifics on how the homework grade is averaged into final grades.

Honor Roll Guidelines

All classes taken by students are averaged into their grade percentage average (GPA) including PE, Religion, Art, Computers, Music, and Latin for 8th graders. Grades are weighted according to subject strength. To be on the Honor Rolls, students must abide by the following:

- Students must not have a D or F anywhere on their report card.
- A = 4, B = 3, C = 2, D = 1, F = 0
- Principal's Honor Roll = Perfect 4.0 average of all classes
- "A" Honor Roll = 3.70 to 3.99 average of all classes
- "B" Honor Roll = 3.00 to 3.69 average of all classes

Library

The school library is staffed by our school librarian and books may be checked out for a period of one week. Overdue books require the same fine as the public library. If a book is lost or damaged, complete or partial payment will be required depending upon the circumstances and the age of the book in question. Overdue library fees will be applied towards tuition balance with all tuition balance regulations applying.

Limited Criminal Background Check

All St. Bridget School staff and volunteers are required by the Diocese of Gary to have a limited criminal background check completed by the State of Indiana. These checks are valid for one year. Please contact the school office to have this done. There is no charge for Indiana residents. Residents of outside states must have a national background check completed. The fee for national background checks is \$5.00.

Lockers & Desks

The school lockers in the hallways and in the gym and desks are property of St. Bridget School. They are not rented out to students. Students may use them for books, and personal items. Because the lockers & desks belong to St. Bridget School, they may be searched at any time. Students are expected to keep their lockers clean and free of food.

Lunch

The Diocese of Gary requires that Catholic Schools have a closed lunch policy, which means that no child is permitted to leave school property for lunch even if a parent wishes to take them out. Parents are permitted to eat lunch at school with their child on special occasions or with permission from the principal. Students will be permitted to have a cafeteria supervisor or Mr. Pearson use a microwave to heat up food for lunch.

The State of Indiana School Lunch program regulations prohibit certain items from being introduced into a School Lunchroom Facility or are not permitted by SBS policy:

- ✓ **Cans or bottles of soda pop**
- ✓ **Fast food lunches, such as McDonald's Burger King, Subway, etc.**
- ✓ **No glass beverage containers are to be brought into school.**

These items may not be brought into the lunchroom facility. **Parents are asked to cooperate with these regulations.**

Occasionally, students who forget their lunch or lunch money will be loaned lunch money by the school cafeteria. They are expected to repay that loan on the following school day. Lunches may be paid for by the

day, the week, or the month.

Students in grades 3-8 may purchase an additional State approved treat only after they have eaten their lunch. Students in grades K-2 may not purchase this due to the time involved eating their lunch, and the way these treats may affect their behavior for the remainder of the school day.

Rules of Lunch:

1. Students who are admitted into the cafeteria may not leave without permission of the supervisor.
2. Students may talk during lunch, provided the noise is kept at an acceptable level. An unacceptable noise level may result in loss of recess and/or silent lunch.
3. Politeness, table manners, and general good behavior are expected in the cafeteria.
4. Each student is expected to keep his/her place neat and orderly by throwing away lunch bags, returning trays, cleaning up spills, and picking up anything that has fallen to the floor.
5. Students have an outside recess period after lunch. Students are supervised on the playground, on the way to the playground, and coming from the playground. It is expected that the students respect the playground supervisors or loose playground privileges as determined by the school principal.
6. When the weather is inclement, students remain indoors or have recess in the gym.
7. Students can be issued a written reprimand for not following lunch rules or be given a lunch warning from the cafeteria manager which can result in loss of lunch privileges for a specific period of time.

Make Up Work/Late Work

When a student is absent for a class or class period, it is the responsibility of the student and parents to visit the teacher(s) and retrieve the missing assignments. This is expected to be done **on the day of the student's return** to school. Students are generally given one day for every day with an excused absence to complete their work. Exceptions to the formula are spelled out in the teacher's ***Classroom Management Plan***; ***please be aware that co-curricular teachers will have different rules since they do not meet as often.*** Parents please do not ask us to extend timelines and grant exceptions. This does not teach our students or your children the responsibility they will need for high school, college, or the rest of their lives.

*It is the responsibility of the **student and the parent** to get class work completed on time!*

Medication

According to Indiana State Law IC 34-4-16.5-3.5, school personnel are not permitted to administer any form of medication, prescription, or over the counter medicine, unless written permission from a parent and a practitioner's written order are on file in the school office. Please make sure the prescription written by the physician is able to be read by school personnel and the dosage/time is clearly indicated. School personnel are prohibited from administering ear drops, nose drops, and eye drops. Medications must be brought to school upon the child's arrival in the morning and will be administered to the child at the proper time by the nurse on call or office staff. **Parents are to bring to the school only the amount of medication necessary for the course of the school day, and that medication must be in its original container.**

Parents please insist that your child drop off his/her medication to the office each morning in the original prescription bottle/container. Any containers will be given back to the student after he/she takes the medication so that they may be filled again the next day (if needed).

Under no circumstances should children have prescription medication or over the counter medication in their locker, in their desk, in their purse or backpack, or on their person. At no time are children to share their medication, prescription or otherwise, with another child.

Music

Students receive instruction under the direction of the school music teacher and participate in programs at all grade levels. Students in grades 4th and 5th are required to purchase a recorder and recorder methods book. Recorders must be purchased through the school to ensure that all students receive the same instruction for the same model recorder. (Different recorders are played in different ways). Students may

purchase both of these in the school office. Students in grades K-8 are also required to attend the evening Christmas Program in December.

Parent Newsletter

Parent/student newsletters are issued periodically, every 7 to 10 days, throughout the school year and posted on the *St. Bridget School* website, <http://www.stbridgethobart.com>. The purpose of the newsletter is to keep parents informed of school activities and concerns.

A copy of the *Principal's Newsletter* or the *HSA's Newsletter* will be given ***if it is requested*** to each family's oldest or only child at school to save on copying costs. ***We expect the parents to read the newsletter; this is the primary form of communication between school, the HSA, and home.***

Out-of-Uniform Days

Occasionally, the school will sponsor "Out-of-Uniform" days for students earning the privilege. On these days, it is imperative that the dress for our students be appropriate. Students not dressed appropriately will not be allowed to attend classes. Students will wait in the office for proper clothing to be brought, resulting in lost class time and will have a negative impact on academic progress.

Not acceptable:

- Tight clothing,
- Sheer or see-through clothing,
- Inappropriate graphics on clothing,
- Revealing clothing (absolutely no cleavage, no plunging necklines, no skin showing between shirt and pants while standing or seated)
- No bra straps or underclothing is to be showing
- No mini skirts or mini shorts (It is impossible to assign a given length due to the varying heights of students; therefore the "appropriate length" is at the discretion of the school staff and will be on the conservative side).

Parent-Teacher Contact

Please contact your child's teacher with any questions or concerns regarding their classroom, curriculum, or daily events. Each teacher may be contacted by phone, letter, fax, or email. Teachers will respond to all questions within two school days.

If a parent would like to have a conference with a teacher, ***parents must schedule an appointment through that teacher.*** "Walk-ups" before and after school hours are times during which teachers are still supervising children; therefore, we do not want to take their focus away from supervision duties.

Perfect Attendance

A certificate will be given out at the end of each quarter for any student obtaining perfect attendance. In order to qualify, a student must not have missed any days of school ***nor have any tardies*** – the attendance must be **perfect**.

Personal Recreational Equipment, Articles of Significant value, and Toys

Students are not permitted to bring to the school personal recreational equipment or articles of significant worth. These items would include, but are not limited to: personal computers, IPODs, cameras, roller blades, watches with alarms, skateboards, Gameboys or other handheld electronic games, toys or collector items, etc. These items can be distracting, and at times, dangerous to other students. The school simply cannot guarantee the safety and security of such items. Keep them at home. **All toys should be kept home** or they will be confiscated and returned to the parent only or to the student on the last day of school.

After School Care

Any items brought for after-school care use are to be turned in to the homeroom teacher ***at the beginning of the school day.*** Teachers are not responsible for any loss or damage to these items.

Pre-School

Parents of pre-school children will have natural expected anxieties about being separated from their child. It is imperative that we set good groundwork for healthy separation and independence. Please help to prepare your pre-school child for this transition by having conversations about the great things they will encounter while at pre-school. Practicing times when parents leave children in another's care are also helpful. In order to best facilitate this transition, pre-school parents will not be allowed in the building past the first week of attendance. (This excludes times of assigned volunteering or special parent involvement days.) The school has found that parents staying to "comfort" their child only end up creating more dependence on the parent from the child.

Phone messages to & from students

Every effort will be made not to disrupt the ongoing school day for students. This includes phone calls to and from parents. Only in emergency situations will a message from home be delivered to a student. Messages to students will be delivered the last 15 minutes of school in homeroom. Students will not be allowed to call home because they forgot an item for school (homework, money, supplies, lunch, gym clothes/shoes, etc.).

Photographs

Individual student photographs and class group pictures are taken each year for the purpose of documenting identification in school records. All students must sit for the class picture and be in school uniform. Pictures are taken other times during the school year giving the students opportunity to be photographed out of uniform. Purchase of the class picture or pictures taken at other times is optional.

Physical Education

Physical Education is included in the school curriculum for grades K-8 and is taught by a qualified physical education instructor. All students take part unless a doctor's excuse is presented. If a student is in school, but is to be excused from physical education, a written note must be given to the teacher. Students not dressed for gym still participate but will not receive uniform points for class that day. Dress requirements appear in the Dress Code section of this handbook.

Physicals

Incoming kindergarten students must have a physical exam and updated immunization record. A TB test is also recommended. By law, students participating in sports must have a sports physical each year before they are permitted to either practice or play on any St. Bridget team. When receiving a sports physical, the student should give a copy to the school office. The school office will notify the coaches of any health concerns noted on the report.

Progress Reports

Progress reports will be issued school-wide mid quarter during the academic school year. The *Progress Report* is an additional motivational tool to be used to encourage high levels of academic effort. The progress report is a strong indication of impending success or failure to parents and students. A less than anticipated *Progress Report* should stimulate formulating a plan of action to insure improvement. Teachers should be contacted for their guidance, support, and action. Please refer to the school calendar and weekly newsletters for issue dates for *Progress Reports*. Parents need to know when to expect these coming home, and parents are responsible for ensuring their child/children bring home this report.

All grade concerns are to be addressed to the particular class teacher.

Promotion/Retention

There are predetermined skills and knowledge that must be mastered each year before a student will be promoted. The school will work closely with all parents and students to keep them informed of the student's progress. Retention must not be viewed as a punishment. Rather, it is the logical consequence of a student who has failed to master the curriculum of that particular grade. It is an attempt to re-teach and re-motivate the student and prepare a foundation for further learning.

It is up to the final discretion of the parents, teachers, and the Principal as to whether or not a student in jeopardy of failing is promoted, placed, or retained. If necessary, the Principal will make the final determination. This decision will be made after review of grades/GPA, ISTEP scores, teacher recommendation, and student maturity/effort.

Recess

All students have outdoor recess throughout the school year as long as it is not raining or dangerously cold (wind chill 0 degrees or below), or they have a note from a doctor prohibiting them from being outside. Other factors/questions will be used to determine outdoor recess. Among them: *Is it sunny outside? Is there wind? When is the last time they had outdoor recess? Do they need to go outside to help with behavior?* Please make sure they are appropriately dressed for being outside. Students will be allowed to play in the snow as long as they are wearing a snow pants, hat, gloves, and proper boots. Students may play with the snow but they may never *throw* snow.

Report Cards

Reports of student academic progress are issued mid-quarter and at the end of each academic quarter in the format prescribed by the Diocese of Gary.

Searches

The school does not need a warrant or probable cause in order to search a student's belongings. The school reserves the right to search student belongings, school lockers, and/or school desks when there is a reasonable belief that a school rule or law has been violated.

St. Bridget School Principal's Advisory Board

The St. Bridget School Principal's Advisory Board has been established to assist the faculty, principal, and the pastor in the development, implementation, enforcement, and review of school policy. The board will meet once monthly during school months, to discuss any and all matters brought before it. The board will, of course, be prepared to discuss matters of concern brought forward by school parents, but parents must, without exception, follow the protocol outlined below before the Principal's Advisory Board will address the concern.

1. Attempt to resolve any problem or concern with the student's teacher.
2. In the event that a solution cannot be reached, or the teacher cannot resolve the problem or concern, then the principal should be contacted for guidance.
3. In the event that a solution cannot be reached, or the principal cannot resolve the problem or concern, then the pastor should be contacted for guidance.
4. The Principals Advisory Board may be called upon to meet with the pastor and the principal to review any situation that is not easily resolved by the teacher, principal, or pastor. Final authority concerning school policy rests with the pastor.
5. The principal and pastor have the right to change the policies in this book at their discretion.

Speeches

St. Bridget School reserves the right to view a student's speech prior to student giving the speech publicly (graduation speech, acceptance speech, etc.) or in a classroom. Symbolic speech may not cause any disruptions to the educational process.

Sports - Fees

CYO Sports Fees: Additional fees may be collected by the CYO for students participating in sports. These fees are due before participating in any games.

Sports - Transportation

St. Bridget Students must be transported by a parent to away games. Due to legal reasons and insurance, St. Bridget Staff members are not able to transport students.

Student Council

The Student Council is a school sponsored organization for the children in grades 3-8. The purpose of which is: To promote citizenship through positive influence, encourage a high level of academic achievement, to boost school spirit, to demonstrate the practical application of democracy, to ensure the success of our school and to enrich the members in every possible manner. Refer to Student Council by-laws for specific eligibility requirements.

Summer Vacation Packets

There are many summer work packets available for student use. Details and recommendations will be sent home several times before summer vacation explaining what is expected of our students.

Returning students and new students entering St. Bridget over the summer in grades K-8 will be required to complete a summer vacation work packet. Students work on the activities over the summer to help retain what they have learned over the school year, and to keep them sharp to begin a new grade level. Students will need to obtain these Summer Bridging Activities at the end of the school year, and turn them in at the beginning of the next school year. These packets are required and will be taken for a grade in the first quarter reporting period. Parents are asked to remove the answer keys in the back of the workbooks!

Student Supply Lists

Each year a student supply list is issued to parents before the end of the school year. These are classroom supplies needed for each student for the next school year broken down by grade level. Because we are a private school and do not receive federal or state funds for supplies, these are a required purchase for families. All supplies are due within one week of first day of attendance. After week one, students will be issued a reprimand for each week until the supplies are purchased. If your family has difficulty purchasing supplies, please contact the school principal before reprimands are issued.

Tardy Policy

Students arriving to school after 7:45 AM are considered TARDY. If they arrive after the gym doors close at 7:50, they are not allowed to participate in Daily Prayers or hear school announcements. They must report to the office for a tardy slip BEFORE they can enter the teacher's classroom.

Tardiness affects the school community in three ways: 1) students miss announcements and prayer at the beginning of the day, 2) students miss the beginning of class at a time most critical for turning in assignments and receiving instructions for the day, 3) and most important, students who arrive late disrupt the educational environment for the entire class.

Students who are continually tardy learn to think that it is an accepted practice; when in fact it is not.

- When a student comes in for the 3rd tardy during the quarter, the student will be warned and a form letter will be sent home for parental signature.
- When a student comes in with the 4th tardy during the quarter, the parent and student will need to meet with the principal. A phone conversation with the parent will suffice when a meeting proves difficult. The conference or phone call needs to occur before the student is admitted back to class.
- All subsequent tardies will result in a Saturday School for each offense for the remainder of the quarter.

There is a \$12 fee for Saturday School to cover administrative costs; \$18 for 2 students from the same family; \$22 for 3 students from the same family.

We accept the responsibility of helping develop good character habits in our students. Tardiness is the detriment to the establishment of those habits and cannot be condoned.

Once you record the tardy slip on your attendance sheet with a capital "T" for that day, return the tardy slip with the attendance folder to the office. The attendance folder and tardy slip will be returned to you later that day. File the tardy slips in your provided tardy slip box. Tardy slip boxes will be collected from each teacher at the end of the school year, and may be requested at any time for verification. Please keep up with filing these.

Transcripts/Records

The first transcript/records request to another school is free. Additional transcripts or records requests to additional schools will be accessed a processing fee of \$5.00. All records (except health records) are held until all fees are paid in full. No records will be sent if a balance remains. St. Bridget reserves the right to contact a student's prior school and request records/information from that school.

Transportation

Students having behavior problems while riding the school bus to or from school may forfeit the privilege of riding the bus at the discretion of the school.

Use of Equipment

Because of safety concerns, students who are untrustworthy, or misuse equipment intentionally may not be permitted to use that equipment (science lab materials, PE equipment, etc.). Those students have a greater possibility to be injured or cause injury to others.

Vacation/Personal Leave

Family vacations during the school year are **strongly discouraged**. They will count as unexcused absences, which the Indiana Department of Education closely monitors. If a student missed 10% of the school year (18 days) they will not be given credit for the school year. This is a State regulation, not ours. Before you plan a vacation during school time, please consider carefully the fact that your child will be missing valuable school time, and many things which will never be made up merely by assigning extra written work. Please schedule vacations when children will not miss school. *If an absence from school is unavoidable, please notify the office, in writing, as far in advance as possible so that the child may be best prepared.* All missed written work must be made up for 90% credit. **Under no circumstances should family vacations be planned during standardized testing weeks.** *Homework will be issued according to the Teacher's Classroom Management Plan.*

VIRTUS "Protecting God's Children"

VIRTUS is *Child Sexual Abuse* awareness sessions for adults that provides adults with the knowledge and tools they need to help prevent and, if necessary, to respond appropriately to child sexual abuse. Parents who wish to have any contact with St. Bridget students in any way (chaperoning, volunteering in the classroom, driving to sports events) are **REQUIRED** by the Diocese of Gary to go through VIRTUS training. The program includes attending one training session and completing 24 online required readings, called "Bulletins". Parents who do not keep up to date with reading at least one bulletin each month will have to start the VIRTUS program from the beginning. Please check with the office or Diocese of Gary office to see if you are up to date on VIRTUS training.

When chaperoning an event, please log on to your VIRTUS account and print out your training bulletin status to submit to the school office ahead of time. This way, we can verify that you are up to date on your training. **It is up to each parent to have documentation of their current VIRTUS status before entering the school or chaperoning an event for the school.**

Volunteering at St. Bridget

Parents are encouraged to volunteer their time and talent to our school in whatever ways they can. An **HSA Parent Volunteer Survey** will be sent home each year in August. All parents wishing to help in any way must take part in the VIRTUS "Protecting God's Children" program. **No babysitting will be provided.**

Only SBS children will be allowed to participate in SBS functions and classes, unless a special event is announced. (no younger brother/sisters hanging around and **no babysitting will be provided!**)

- When a parent volunteers, they should not bring their toddlers/non-SBS school kids. This has been a problem in the past with disruptive kids.
- Volunteers/chaperones **MUST** have proof of up to date VIRTUS training, or proof that they have completed their 24 readings.
- Volunteers must have a limited criminal background check updated each year.

Withdrawing from St. Bridget

Should your family choose to withdraw your child(ren) from school, you must come to the school office to complete a proper Withdrawal Form. A student is considered to be enrolled until the Withdrawal Form is completely and submitted to the school office. Tuition will not be reimbursed for partial month's enrollment.

Fees are not refundable for withdrawing from school. Academic records will be forwarded onto the new school when all fees and balances are paid in full and all books/equipment are returned. Re-enrolling at St. Bridget is not guaranteed once a student withdraws and is subject to approval of principal or pastor.

If a family leaves a school and does not pay the balance of tuition, another Catholic school in the Diocese will not accept that student until the tuition is paid in full.

If a family leaves a school and does not pay the balance of tuition, the school need only send the health records on to the public school. Grades and test scores do not have to be sent to the public school until the balance is paid. Verbal confirmation of grades may be given.

Morning Prayers

Students should know these by memory and will recite them together in the gym each morning before school announcements and before they go on to their classrooms.

The Lord's Prayer

Our Father, Who art in heaven
Hallowed be Thy Name;
Thy kingdom come,
Thy will be done,
on earth as it is in heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass against us;
and lead us not into temptation,
but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace.
Our Lord is with thee.
Blessed art thou among women,
and blessed is the fruit of thy womb,
Jesus.
Holy Mary, Mother of God,
pray for us sinners,
now and at the hour of our death.
Amen.

Glory Be

Glory be to the Father
and to the Son,
and to the Holy Spirit.
as it was in the beginning,
is now, and ever shall be,
world without end.
Amen

The Morning Offering

O Jesus, through the Immaculate Heart of Mary,
I offer You all my prayers, works, joys, and sufferings of this day,
in union with the Holy Sacrifice of the Mass throughout the world.
I offer them for all the intentions of Your Sacred Heart,
the salvation of souls,
reparation for sin,
and the reunion of all Christians.
I offer them for all the intentions of our Bishops and all the
Apostles of Prayer,
and in particular,
for those recommended by our Holy Father for this month.
Amen.