

# **SAINT BRIDGET of KILDARE SCHOOL**

*“St. Bridget of Kildare School in partnership with family is dedicated to meeting the individual needs of students in a safe, nurturing environment, promoting Catholic virtues and empowering students to develop their fullest potential in the 21st century world. ”*



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**PARENT HANDBOOK**

**2018-2019**

## MISSION STATEMENT

St. Bridget of Kildare School in partnership with family is dedicated to meeting the individual needs of students in a safe, nurturing environment, promoting Catholic virtues and empowering students to develop their fullest potential in the 21st century world. (August 2018)

## GUIDING PRINCIPLES

St. Bridget of Kildare School is a Virtue Based Restorative Discipline (VBRD) School of Distinction therefore we have dedicated ourselves to following the VBRD Guiding Principles.

1. We will dedicate ourselves to living virtue.
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

## PHILOSOPHY

St. Bridget of Kildare School finds its educational mission centered in the life of Jesus. “In Jesus, the Church invites all people into communion with the Father, the Son, and the Holy Spirit and into the mission of transforming all of life into God's Kingdom” (*Philosophy of Catholic Education*). We are Alive in Christ present in the Eucharist.

*We are called as school community - parents, faculty, staff, and students:*

- *to proclaim the Message revealed by God through Jesus Christ;*
- *to foster a personal relationship with Jesus Christ;*
- *to live as a community of faith, sharing the Tradition of the Church and supporting one another*
- *through the challenges of human life; to be of service to God, Church, school, and neighbors,*
- *helping each individual to grow toward his/her full potential;*
- *to worship in liturgical and communal prayer;*
- *to respond to God's overwhelming love as stewards of His gifts.*

Education in St. Bridget of Kildare School includes an effort to develop the virtues, values, knowledge, and skills needed for life. Our faith formation program will provide “comprehensive religious studies and catechesis in the Catholic faith that integrates faith, culture, and life in all aspects of the program” [Faith Formation Standards and Benchmarks, Alive in Christ, Standard Two (2)]. We welcome the opportunity to address diverse, unique needs.

The learner is invited:

- to study and interpret all knowledge and human experiences in light of faith;
- to realize his/her obligation to spread the Gospel message;
- to experience the relationship between personal morality and social morality and
- the need to work for peace, mercy, and justice – to engage in acts of charity and social justice;
- to receive and express the Message of Hope contained in the Gospel;
- “to transform oneself and society . . . through personal sanctification and social reform with God’s help” (*To Teach as Jesus Did*, p. 3);

We are committed to live not for ourselves but for others.

We believe that parents are the primary educators of their children in knowledge and faith. This effort is shared with members of St. Bridget of Kildare Parish and the universal Church. Each educator is committed to professional excellence and spiritual growth which has the power to transform the individual and society. This faith community will provide the learning environment, leadership, resources, and spiritual climate to guide the students to recognize, celebrate, and share their gifts as disciples of Christ in a global community.

Educational excellence is an inherent part of our Catholic identity. We strive to create a Catholic Christian educational environment conducive to the spiritual, moral, intellectual, social, emotional, physical, and aesthetical growth of each student committed to the care of St. Bridget School. In those instances where the needs of the child require special services, the school collaborates with the parents and the local public school district or other agencies to identify appropriate services or placement matching the child’s needs.

Educating for today and tomorrow entails developing habits of thought and concepts and skills that support lifelong learning. This requires the ability to adapt to change and to embrace new technologies and methods.

## **1000 ADMINISTRATION**

### DISMISSAL

· Preschool parents having no children in grades 1-8 are to arrive by 2:50 P.M. and park on Union Street (lower level/cafeteria side). Preschool students will be “signed out” and dismissed from the cafeteria at 2:50 P.M.

· Kindergarten parents having no children in 1-8 are to arrive by 2:55 and park on Union Street (lower level/cafeteria side). Kindergarten students will be “signed out” and dismissed from the cafeteria at 2:55 P.M.

Preschool and kindergarten parents with children in grades 1-8 are to pick their child up at the office doors at 2:45. The students should be “signed out” at 2:45 pm,

Students in Grades 1-8 will be dismissed at 3:00 P.M. and exit through the gym doors. Children are not to be left in cars unattended. Parents of students in Grades 1-8 are to remain in/the cars at dismissal. Animals in the cars must remain in the cars.

Students are to proceed directly to the car at dismissal. There is no playground supervision at the dismissal. Parents allowing their child to play on the playground at this time must remain with the child and assume responsibility for the child.

It is imperative that parents not allow their child/children to remain after school unless the child/ren is/are enrolled in the After Care program or participating in a teacher supervised activity. There will be no sports practices at St. Bridget of Kildare School prior to 4:00, as dictated by the needs of the school. Children may not be present for practices unless a coach is present and supervising.

#### EARLY DISMISSAL DUE TO AN EMERGENCY CONDITION

*Early dismissal would be rare. Should an early dismissal be necessary, parents will be contacted by School Messenger. (If warranted by conditions, the media may be contacted.) The parent is to come to the office (or other designated "Command Center" in case of a crisis). A member of the office staff will call the children to the office or "Command Center" and sign the children out there.*

#### FINANCIAL AID INFORMATION

Grants are awarded based on the following:

1. Assessment of financial need;
2. Amount of funding available.

#### Types of Financial Aid

- **St. Bridget of Kildare Parish Scholarship Fund**

*Families of children, Catholic and non-Catholic, enrolled in Grades K-8 at St. Bridget of Kildare School, may apply for tuition assistance funded by the parish Scholarship Fund. This Scholarship Program is a reserve of funds donated by parishioners, school and non-school families, alumni/ae, and friends of St. Bridget in the corporate community. These gifts are given so that families, Catholic and non-Catholic, who wish to educate their children in the Catholic Christian environment, but find the tuition levels financially challenging, are able to do so. In years when earnings are available on the Scholarship Endowments, these may be accessed by the Pastor to fund financial aid based on need. An application is required.*

The following financial assistance is organized through one online application available at [www.ttef-stl.org](http://www.ttef-stl.org). The application is available for a limited amount of time during the second semester. For the exact dates visit the website: [www.ttef-stl.org](http://www.ttef-stl.org).

- **Alive in Christ Awards**

Applicants meeting certain eligibility criteria may receive awards up to \$2000.00 which is renewable yearly when meeting certain criteria. Catholic and non-Catholic students may apply for this assistance.

- **Catholic Families Tuition Assistance (CFTA)**

*Applicants must be Catholic and must be registered in a Catholic parish.*

Students must be enrolled in a Catholic Parochial Elementary or Archdiocesan, Regional, or Parochial High schools. Private Elementary and Private High Schools are not eligible. These scholarships for K-12 students are funded by the Returning God's Gifts Archdiocesan Endowment.

- **Beyond Sunday Scholarships**

Applicants meeting certain eligibility requirements may receive rewards renewable yearly when meeting certain requirements. Catholics and non-Catholics may apply for assistance. These scholarships for K-12 students are funded by the Beyond Sunday Foundation.

## **APPLICATION PROCESS**

In the case of a family receiving a financial aid award(s), the FACTS monthly tuition payment system figures will be adjusted at the time the amount of the tuition assistance is known.

## **PASTOR, FACULTY, STAFF**

Father James Holbrook is the Pastor of St. Bridget Parish. St. Bridget of Kildare School is staffed by a lay principal and lay teachers who are dedicated to providing a nurturing, challenging Catholic/Christian educational environment in which the gifts of each child can surface and develop.

Pastor	Father James Holbrook
Principal	Mrs. E. Anne Hanneken
Pre-K (3 year olds)	Mrs. Ashley Aikin
Pre-K (4 year olds)	Ms. Genevieve Price
Kindergarten	Mrs. Jamie Puetz
Primary 1	Mrs. Julie Bukowsky
Primary 2	Mrs. Erica Ham
Primary 3	Mrs. Karen Simily
Grade 4	Mr. Michael Etter
Grade 5	Mrs. Renee Nickelson
Grade 6	Ms. Megan Brady
Grade 7	Mrs. Laura Page
Grade 8	Mrs. Michele Geatley
School Counselor	Mrs. Courtney Hill
Music Education	Mrs. Florence Gibson
Physical Education	Mrs. Shelly Hill
Art	Mrs. Kelly Jasper
Instructional Aide	Mrs. Mary Elaine Suden
Secretary	Mrs. Jean Swebilus
Physical Plant Manager	Mr. William Diffey

## **PASTOR RESPONSIBILITIES**

The Pastor is the spiritual leader and chief administrator of the parish. It is his duty to see that the teachings of the Church are clearly and accurately presented in all religious education programs of the parish. The pastor is, therefore, primarily responsible for ensuring that the parish identifies, articulates, and meets the catechetical needs, goals, and priorities of the elementary school, parish school of religion, and youth and adult parish religious education programs (*Administrative Manual for Catholic Education*).

### Responsibilities of the Pastor:

- Ensures the implementation of policies of the archdiocese and local board;
- Works closely with the St. Bridget School Board;
- Delegates the administration of the school and its instructional program to the principal;
- Delegates the direction of the Parish School of Religion to the Director/Coordinator of Religious Education;
- Collaborates with the Principal and Director/Coordinator of Religious Education in forming a faith community to proclaim the message and to educate toward Christian service;
- Supports the Principal and Director/Coordinator of Religious Education in providing a faith environment in which prayer and Sacraments are properly celebrated;
- Confirms the recommendations of the Principal regarding hiring and dismissal of faculty and signs contracts of employment;
- Assures good financial practices and planning which provide a sound financial base for parish education programs;
- Promotes the understanding that the elementary school, Parish School of Religion, and religious education programs are necessary and valuable parts of the larger parish faith community and need the support of the Pastor and parishioners;
- Supervises and evaluates the Principal and parish Director/Coordinator of Religious Education.

## **PRINCIPAL RESPONSIBILITIES**

The Principal is the spiritual and educational leader of the elementary school community and Executive Secretary of the St. Bridget School Board. The highest priority of the principal is the building of a Christian community of faith that provides for the spiritual, moral, intellectual, aesthetical, emotional, social, and physical needs of the children in the school. (Reference: *Administrative Manual for Catholic Education 2203*)

### Responsibilities of the Principal

#### ***Faith Community***

- Articulates and acts in accordance with the Philosophy of Catholic Education, archdiocesan policies related to the religious dimension of the Catholic school, and the school's mission statement;

- Acts in accordance with Gospel values; Participates in building faith community; Takes responsibility for personal and communal spiritual formation opportunities in an effort to build faith community.

### ***Administration and Leadership***

- Demonstrates effective instructional leadership;
- Provides for efficient and effective school operation;
- Uses appropriate and effective decision-making procedures;
- Engages appropriate members of the school community in designing and implementing plans for the school's future.

### ***Communication and Interpersonal Relationships***

- Exhibits cooperation with local school and Archdiocesan administrators;
- Exhibits cooperation with teachers and other colleagues;
- Communicates effectively with and maintains positive relationships with parents;
- Conveys a positive image of the school to the larger community;
- Exhibits effective communication skills.

### ***Professional Responsibilities and Professional Development***

- Demonstrates a sense of professional responsibility;
- Actively responds to total school needs;
- Engages in continuous professional development.

## **SCHOOL BOARD RESPONSIBILITIES**

**The purpose of the board is to advise the Pastor in making policy for the parish education programs . . . .** (*Administrative Manual for Catholic Education 2202*) At St. Bridget of Kildare, the School Board advises the Pastor in making policy for the elementary school.

### Functions of the Board

- Develops, with the help of the administrator and staff, a Mission and Philosophy statement;
- Advises the Pastor in making policy for the parish education programs;
- Approves the final budget for parish education programs that will be submitted to the Pastor and Finance Committee and determines and identifies the needed funding for these programs;
- Assists in the development of the long-range strategic plan;
- Assists in the formal and informal marketing efforts related to the educational programs;
- Advises the Pastor on the hiring of a new principal or Director of Religious Education.



The St. Bridget of Kildare School Board is comprised of six lay members. School Board information may be found at [www.sbkparish.org](http://www.sbkparish.org)

### **St. Bridget of Kildare School Board 2018-2019**

Jenny Brinkmann  
John Burrington  
Melissa Teipel  
Amanda Todahl  
Angie Reincke  
Thomas Tomlinson

Business meetings are open to the public unless otherwise noted and are scheduled at 6:30 P.M. in Room 109/Parish Business Offices. Following is an excerpt from the Public Relations Policy:

All meeting agendas will include an "Open Session" (maximum of twenty minutes) during which the community may address or bring business before the board.

- *For those who are interested in bringing issues up for Open Session, the speaker and topic must be approved no less than two (2) days in advance of the School Board meeting. This time period is important so that the President of the School Board and the Principal can review speaker topics for appropriateness. Notification should be made either to the School Board President or Vice-President.*
- *Open Session periods are limited to a maximum of twenty minutes. This time period may be adjusted with the approval of the present School Board members, if there are several Open Session speakers.*

### **CALENDAR OF SCHOOL BOARD MONTHLY BUSINESS MEETINGS**

2017/2018 School Board Meeting Schedule 6:30 p.m. on the following dates:

8/6/18	1/28/19
9/24/18	2/25/19
10/29/18	3/25/19
11/26/18	4/29/19
12/17/18	5/20/19

### **TUITION/FEES (KINDERGARTEN-8<sup>TH</sup> GRADE)\***

Refer to the Tuition Policy in *School Board Policy and Administrative Guidelines* of this Handbook.

Preschool tuition and fees are separate. Refer to the Preschool Handbook for the complete list.

## **VOLUNTEERS**

Parent volunteers provide a vital service at St. Bridget of Kildare School. All volunteers are to sign the Volunteer Log in the school office at each visit and wear a volunteer name tag. St. Bridget of Kildare School requires that volunteers provide teacher and student the confidentiality expected in the school setting. All volunteers must attend a Protecting God's Children seminar prior to volunteering.

Opportunities Include:

- Home and School Association projects
- Helping a teacher with a particular project or regular class work
- Helping with special improvement and maintenance projects
- Volunteering as Homeroom Mothers/Dads
- Assisting in the Technology Program
- Sharing one's special gifts or career with the students
- Helping in Advancement (fundraising) efforts
- Volunteering in the school office
- Helping with Marketing efforts
- Assisting faculty on Field Trips
- Volunteering for cafeteria and Activity Period duties on a scheduled basis

These opportunities are open to dads and mothers, and we would welcome grandparents, older brothers and sisters, or other family members who wish to share their time and talent with us.

In addition to volunteers for day-to-day operations, key events require additional help from school families. For example, Seventh Grade parents are responsible for the Eighth Grade Dinner, and parents at certain grade levels have traditionally sponsored events related to reception of the Sacraments. Parents would be notified of these events and the needs on a timely basis.

All volunteers will receive a copy of the Archdiocesan Policies/Guidelines related to treatment of students. Striking or demeaning a child – harassment in any form – is unacceptable and never permitted.

## **2000 STUDENTS**

### **ABSENCES**

When a student must be absent from school, the parent is to call the office to report the child's absence. Parents who do not call by 8:30 A.M. will be called.

If an extended absence is known beforehand, a written note prior to the absence is helpful.

When a student is absent, a parent may request the homework. Materials can then be picked up at the end of the day in the school office. The student is responsible for requesting make-up

work required after an absence. Reasonable due dates will be set up by the teacher. The student who does not request make-up work on his/her return is jeopardizing his/her academic standing.

*The Homeroom Teacher will keep accurate records of tardiness and absenteeism on FASTDIRECT and record this information on the Report Card and include this record in the Permanent Record file of the student at the end of each school year.*

## **ATTENDANCE**

### **TARDINESS**

**A student is tardy who arrives after the time fixed . . . for the start of the school day.**  
(*Administrative Manual for Catholic Education 4202*).

#### Administrative Guidelines

The school day begins at 7:50.

- **Children who are not registered for Morning Care may enter the building at the west doors only at or after 7:40 A.M. each day and go directly to the Homeroom.**
- At the 7:50 bell, students are to be in their desk, seated, and attentive to the teacher.
- **Students who are not present at 7:50 will be considered tardy.**
- Children who are tardy, arriving before morning prayer/Mass., are to go directly to the classroom. Children arriving after morning prayer begins/Mass begins are to go directly to the office. An exception would be on Mass days when children in a class attending Mass that day arrive late. In this case, the child/ren is/are to be taken directly to the church *by the parent*. It is asked that the parent observe the child/ren entering the church prior to leaving.

A student who is not present for one-half of any portion of a morning or afternoon session is marked absent for one-half day. A student who is absent for the majority of both sessions is marked absent for one day.

A student who is absent for two hours or less in either the morning or afternoon is marked accordingly on the attendance and report card.

A written excuse or other verifiable evidence is required for each tardy. For excessive tardiness, appropriate action will be initiated as required by Archdiocesan Policy (4202).

### **BIRTHDAYS**

*At no time may invitations to private parties be handed out on the school premises. This includes invitations to children's birthday parties.*

Birthdays are prized by boys and girls.

Children may choose to wear "No Uniform Today" (NUT) pass clothing or "dress up" clothing on their birthday, school day nearest their birthday or ½ birthday. (March 2018)

*Refer to the Administrative Guidelines of the Uniform Policy for appropriate dress on birthdays.*

Parents may send an item such as cupcakes to share with classmates for birthdays at a time designated by the Homeroom Teacher. An option is to purchase the birthday treat through the cafeteria personnel. *Any food brought into the school has to be commercially prepared.* Birthday treats should not interfere with the normal lunchroom routine.

## **COMMUNICATION**

An open line of communication between home and school is extremely important. If there is any misunderstanding or confusion, it is a simple and necessary procedure to make personal contact to bring about an improved understanding. No concern is too small to be addressed. *It is appropriate to address issues within the context of faith community.* It is not appropriate to focus on personalities.

In every case, to discuss any topic relating to an individual child, an appointment is to be scheduled with the teacher(s) at a time that is mutually agreed upon outside of school hours.

*During the hours of 7:40 – 3:00 daily, the responsibility of the teacher or teacher substitute is to prepare for the school day and supervise and teach students in his/her charge. The teachers are not available to discuss a behavioral incident, academic issue or concern relating to an individual student during school hours.*

- Should a parent have a concern relating to a teacher or teacher substitute, the parent contacts the teacher or teacher substitute, and the parties attempt to resolve the issue or concern.
- The teacher is to respond to an inquiry (telephone call, note, or e-mail) within 24 hours.
- Should a parent not hear from the teacher within that time frame, the principal is to be contacted.
- It is only after the parent and the teacher or teacher substitute have cooperated in attempting to resolve any issue(s) that the principal is to be consulted.
- The teacher will inform the principal of the meeting and the resolution of the issue or concern - or the need for the principal to meet with the teacher and the parent.
- The parent is to identify the concerns in writing.
- In this case, the principal will schedule a meeting with the teacher and the parent in an effort to resolve the concern through cooperation and collaboration.
- Should a parent have a concern that falls within the role and function of the principalship/administration, the parent is to schedule an appointment with the principal to discuss the issue(s).
- The principal will work with the parent and attempt to resolve the concerns.
- If the concern remains unresolved, the parent is to address the concern in writing. The pastor may be consulted. In this case, a meeting will be scheduled with the pastor, the principal, and the parent in an effort to resolve the concern through cooperation and collaboration.

## CONDUCT

The student in Grades Four through Eight will earn a conduct grade from each subject area teacher which will be recorded on the grade card. The Homeroom Teacher will evaluate behavior in unstructured time (lunch-Activity Period-hall/lavatory behaviors).

A four-tier reporting system will be used:

**Exemplary**                      **Above Average**                      **Satisfactory**                      **Unsatisfactory**

All students are expected to exhibit the behaviors noted below. In order for a child to earn an Exemplary designation, he/she must exhibit the following behaviors *consistently*:

- Respects the right of other children to learn;
- Exhibits reverence in church;
- Respects adults (teacher/lunch-playground supervisor – all adults);
- Treats children with respect (kind words/kind action);
- Follows directions (the first time asked);
- Exhibits on-task behaviors (participation/active listening);
- Displays appropriate hall/lunchroom/playground/lavatory/travel to and from church behaviors;
- Enters class prepared to learn (has materials/is seated and attentive to teacher);
- Uses appropriate language in the school setting;
- Obeys school rules.

Refer to Safety and Discipline Policy and Administrative Guidelines in the School Board Policy section of the *Handbook*..

## CONFERENCES

**A Parent-Teacher conference for each student in Grades K-8 will be scheduled at the end of the First Quarter and Third Quarter.** Teacher or parent may choose to request a conference *at any time, and this is encouraged.*

A schedule is prepared, giving a stated number of minutes for each conference. If additional time is needed by the parent or teacher, special arrangements can be made by the parent and teacher at that time.

## EXTENDED CARE

### **Morning Care**

Morning Care is available from 6:30 A.M. to 7:40 A.M. each day. Information is available in the school office.

### **After-School Care Program**

After Care is available from 3:00 until 6:00 P.M. each school day.

## **EXTRACURRICULAR ACTIVITIES**

St. Bridget of Kildare School offers a variety of programs and activities which give the children opportunities to develop spiritually, academically, socially, and physically. While some are noted below, other opportunities will be communicated to parents throughout the school year.

### Altar Servers

Catholic students who serve at the Sunday Masses in their respective parishes may also serve at the weekday Masses.

### Sports

The St. Bridget of Kildare Athletic Association provides opportunities for youth to take part in sports in CYC League play. In addition, there may be games scheduled in tournaments or other venues. Parents who wish to participate actively in this organization are asked to contact a member of the Executive Committee of the Athletic Association. Contact information is available in the school office.

The St. Bridget of Kildare Athletic Association is an independent organization that operates according to CYC rules and those policies established by that organization. *While St. Bridget students participate in this program, it is not a school sponsored program.*

### Student Council and Student Ambassadors

Student Council members are elected at each grade level, six through eight. From these students, officers are elected.

Students may serve as Student Ambassadors at school events.

### Academic Competitions

Students have the opportunity to participate in competitions related to the disciplines.

### Service

Students are often invited to visit the Pacific Care Center to present a program or help the Senior Citizens. Other service learning opportunities occur during the school year, as involvement with Birthright and the St. Patrick's Center.

### Liturgical Roles

Students participate in the Mass through prayer and song and, on occasion, have the opportunity to participate in the Mass in such roles as lector, gift-bearer, choir members, flag bearers, or the like.

### Mission Event

The Eighth Grade students sponsor a Mission Event with proceeds going to support the missions of the Notre Dame sisters.

### Other Opportunities

Musical performances, Read, Right, Run, Garden Club, Bellarmine Speech League, etc offer opportunities for students. Meetings/planning sessions, and the like, may be conducted outside the school day. Information regarding these (or other) events will be sent when and if they are available.

Other opportunities for after school events can be shared with the principal. All after school events/clubs must have a school moderator.

### **HALL, BATHROOM AND OFFICE PASSES**

Students who have a need to be out of the classroom will have the permission of the teacher or supervising adult.

The office is designated for business. Any student having a need to come to the office is to obtain permission from the teacher. There is one exception: the occasion when a student may observe an injury or other emergency condition and need to report this to a responsible adult immediately (at the request of an adult present or when an adult is not present to observe the emergency situation).

### **HOME AND SCHOOL ORGANIZATION**

All parents/guardians of children enrolled at St. Bridget and the faculty are members of the Home and School Organization. Parents are encouraged to take an active role in the Home and School organization.

Meetings for the 2018-19 school year: 9/13, 11/8, 1/10, 3/14, 5/9. Meetings will take place at 6:30 in the school cafeteria. Students will earn a NUT pass for parent/guardian attendance.

### **LUNCH PROGRAM**

The cafeteria manager can be reached at (636) 271-4533, extension 113, or on Fast Direct. A hot or alternative lunch is available to students each full school day. Students are welcome to bring lunches from home with the option of purchasing milk. Each morning a lunch count will be taken by the Homeroom Teacher. The students will need to indicate main entree, alternative entree (ala carte), 2nd helping, PB&J, sack lunch, or sack with milk. **Food allergies/intolerances should be noted on the Emergency Forms provided by the school office.**

Meals will not be served on half-days.

Meal prices are as follows...

Preschool – Grade Five(Main entree, 2nd entree, PB&J):	\$2.75
Grades Six – Eight:(Main entree, 2nd entree, PB&J):	\$3.00
All Grades- Second Helping:	\$1.00
Milk Only:	\$0.45
Monthly “Special Treat”:	\$1.00

Cafeteria meals/milks should be prepaid. These will be available for purchase at Open House. They may also be purchased by sending an envelope marked cafeteria with a check enclosed to the office indicating the child ('s/ren's) names(s) and the purpose (lunch or milk). Notice will be given to you when your child owes or only has a few lunches left.

PK-Grade 5	10 days is \$27.50 or 20 days is \$55.00
Grade 6-8	10 days is \$30.00 or 20 days is \$60.00

**Note:** The new options could encourage students to choose a second serving more than usual, therefore your cafeteria account will rise quicker than you realize. Please pay close attention to your accounts and keep them up to date. **All balances will have to be paid in full and up to date before December 3 in order to switch over to Food Service Consultants.** Students will not be able to get the main entree after December 3 if cafeteria accounts are in arrears.

The cafeteria supplies and salaries are paid for with money collected for lunches and milk. It is important that all bills be paid in a timely manner.

**Restrictions:** Students are not permitted to bring soda for lunch, nor lunch from a Fast Food restaurant. Students may not microwave food at lunch. Please do not send a lunch that requires use of a microwave.

### **Reduced Lunch Prices Program**

St. Bridget of Kildare School no longer participates in the Federal Free and Reduced Lunch Program. Reduced price lunches are still available for those that qualify. Applications and related information for reduced lunch prices are available in the school office. Applications, and the information they contain, are kept confidential. Eligible families are encouraged to apply.

### **Birthday Treats Available through the Cafeteria**

The cafeteria will be selling decorated birthday treats. Should you care to order, please call the cafeteria one week in advance and send an envelope to the office with the payment. Mark on the envelope: the name of student, choice of treat and date to be delivered to the classroom. Parents should send in napkins. This service is also available for class parties.

Decorated Brownie (\$7.00); Decorated Cookie (\$7.00); Fruit Kabobs 6-7 fruit on a straw .50 each

### **MESSAGES AND SUPPLIES FOR STUDENTS**

Parents who have messages or supplies for students are to come to the office. The office staff will relay these to the students.





The student has earned no unsatisfactory conduct grade, "U", for the quarter.

Students are recognized at the end of each quarter - and at the end of the school year in the case of those students who have met the above criteria for the school year.

### ***Shamrock Awards***

Students receiving this award are cited due to exceptional, ongoing, and observable behaviors that reflect the quarterly virtue emphasized by the school community.

### **End-of-Year Awards**

End-of-the-year awards, Grades Pre-school through Seven, will be sent home with the student in the weekly folder at year's end. The Eighth Grade Awards will be distributed at the Eighth Grade dinner. The type of awards earned may include:

Presidential (Grade Eight)  
Citizenship - Discipleship – Leadership - Service  
Initiative (Motivation/Effort)  
Creativity  
Academic Awards

The faculty aims to recognize each student for his/her special gifts.

## **RELIGIOUS EDUCATION**

Christianity is a relationship, an intimacy with God, self, others, and the cosmos. Like other human loves and commitments, it invites us to a changed way of living. Believers begin living not for the self but for Christ. Their choices are marked by Christ's truth and a passion for God. Faith in Jesus calls us to prophetic lifestyles, words, and actions that witness the real possibilities of just and peaceful living to churches, nations, and neighbors (*Act Justly, Love Tenderly, Walk Humbly: Prayers for Peace and Justice*, p. 13).

We strive to present the Message and the Person of Christ and His challenge to grow in holiness and reform the social order through the light of instruction; Christian example; experiences of prayer and worship; the sacramental life lived in parish; and service opportunities.

We recognize the vital and primary role of the parent in the faith formation process and will strive to include and engage the parent in our faith formation efforts at school through frequent communication, sacramental programs, adult education, and shared faith experiences.

Maturing in the faith is the journey of a lifetime. A climate that affirms and respects the dignity and gifts of each person will engender trust. To the degree that we model what we value: prayer and worship, building relationships with God and one another; compassion and reconciliation; deep respect for the individual; service; faith, hope, charity and other virtues - to that degree we reflect the goodness and mercy of the Lord and His call to holiness.

## **Mass Schedule**

The Eucharist is the heart of our experience. We prepare to encounter Christ in the Eucharist. In the Eucharist our faith deepens. We go forth to live and share the Good News. **The children attend Mass each Monday and on the First Tuesday of each month at 8:00 am.**

## **Prayer**

Prayer has been described as "talking consciously to God". Teachers will pray frequently with students including these times: the beginning and end of the day, before the lunch period and at the beginning of the afternoon classes. The traditional prayers of the Church, informal shared prayers, and silent prayers are encouraged. Students attend Adoration of the Blessed Sacrament on the second Tuesday of the month.

## **Sacraments**

First Reconciliation and First Eucharist are celebrated in the parish at Grade Two. Confirmation is celebrated in Grade Eight.

## **Programs for Youth**

The Family Life program required by the archdiocese is taught beginning in Grade Four.

The Pro-Life Office of the Archdiocese of St. Louis sponsors a program, RIGHT START, for students in Grade Eight. Parents are notified of the opportunity to attend a parent meeting to gain information about this program.

Parents are encouraged to take advantage of a series of programs offered yearly by the Mercy Medical Center.

## **Service Projects**

Grade level service projects are conducted throughout the year. There are other opportunities for students to participate in stewardship: Mission Carnival, Canned Food Drives, Pro Life Baby Shower, etc.

## **RETENTION**

Refer to the *School Board Policy and Administrative Guidelines Handbook* in the Student Progress section.

## **SCHOOL PICTURES**

Information will be sent home shortly after school begins concerning the school picture prices. Students are permitted and encouraged to dress up for this occasion. Purchase is optional, but

every student needs to have the picture taken for the group composite. Yearbooks will be available for purchase separate from the pictures. First Communion, Confirmation, Eighth Grade Graduation pictures will also be taken by a photographer and may be purchased.

Spring pictures are an option each year.

## **TELEPHONE USE**

Suitable reasons for student use of the telephone might include forgotten lunch or glasses. Students are not permitted to use the phone to make after school social arrangements. *When phone calls are necessary, students are to use the phone in the office.* (Refer to the Technology Acceptable Use Policy in the *School Board Policies and Administrative Guidelines* of this Handbook for information regarding cell phones and e-mail contact.)

Students are permitted to use cell phones during the school day when the teacher requests this for a specific project or purpose. (Refer to the policy regarding Personal Technology Items.)

## **UNIFORMS**

**Students are expected to be in full uniform each school day. The principal may designate certain days as special dress-up, or out-of-uniform days.**

Refer to *School Board Policies and Administrative Guidelines* of this Handbook for the specific guidelines.

In the case of a child coming to school out-of-uniform in some respect, a note from the parent is required. Should a child not have a note from the parent, the Check System may be used.

## **UNIFORM VENDOR**

Uniforms can be ordered or purchased, at any time, directly from the supplier. The school holds a fitting day in the spring when families may order new uniforms. To ensure timely summer delivery and availability, parents need to order at this Uniform Fitting. The uniform supplier is noted below.

JUST ME APPAREL  
232 OLD SULPHUR SPRINGS ROAD  
MANCHESTER, MO.  
636-391-3551

## **GIRLS' UNIFORMS - PRE-SCHOOL – GRADE 5 (August 2018)**

Jumpers	Dennis shift style #788 Hem length	- No shorter than 3" above the knee
Shirts	White Polo Hunter green Polo	(without trim or Logo) - worn with jumpers or pants (without trim or Logo) - worn with jumpers or pants
Sweatshirt	Hunter green	- with school Logo
Fleece	Hunter green	-with school Logo
Sweater	Navy blue cardigan or pullover	-buttons/zippers on cardigan
Pants	Navy blue uniform pants	
Shorts	Navy blue uniform shorts	
Belts	Dark blue, black, or brown	
Tights	Navy blue	
Leggings	Solid Black or navy blue	
Socks	White or black socks	-without trim or Logo
	<i>Athletic socks that are not "visible" are not acceptable.</i>	
Shoes	Dark dress shoes with rubber soles Athletic shoes with rubber soles	
Jewelry	Watch, traditional religious medals, or religious symbols in good taste Non-dangling post earrings	
Makeup	None allowed	
Nail Polish	None allowed	

- All shirts must be tucked in.
- Belts are to be worn with shorts and pants. Required for 4<sup>th</sup> grade and up.
- Sweatshirts are either worn or taken off. They are not to be tied around the waist.
- T-shirts worn under the uniform must be white with no writing or pictures on them.
- The uniform shirt must be worn under sweatshirts with collar out.

## GRADES 6-8 GIRLS; UNIFORM (August 2018)

Skirts	Dennis kilt style 3135b Hem length	- No shorter than 3" above the knee
Shirts	White Polo Hunter green Polo	(without trim or Logo) - worn with kilts, pants, shorts (without trim or Logo) - worn with kilts, pants, shorts
Sweatshirt	Hunter green	- with school Logo
Fleece	Hunter green	-with school Logo
Sweater	Navy blue cardigan or pullover	-buttons/zippers on cardigan -worn with kilt or pants
Pants	Khaki blue uniform pants	School apparel or Dennis -without school Logo
Shorts	Navy blue uniform shorts	-without school Logo
Belts	Dark blue, Brown or Black	
Tights	Navy blue	
Leggings	Solid Black or navy blue	
Socks	White or black socks	-without trim or Logo
	<i>Athletic socks that are not "visible" are not acceptable.</i>	
Shoes	Dark dress shoes with rubber soles Athletic shoes with rubber soles	
Jewelry	Watch, traditional religious medals, or religious symbols in good taste Non-dangling post earrings	
Makeup	None allowed	
Nail Polish	None allowed	

- All shirts must be tucked in.
- Belts are to be worn with shorts and pants. Required for 4<sup>th</sup> grade and up.
- Sweatshirts are either worn or taken off. They are not to be tied around the waist.
- T-shirts worn under the uniform must be white with no writing or pictures on them.
- The uniform shirt must be worn under sweatshirts with collar out.

**PRESCHOOL - GRADE 5 BOYS' UNIFORM (August 2018)**

Polo shirts	Hunter green	-without Logo or trim
	White	- without of Logo or trim
Sweatshirt	Hunter green	- with Logo
Fleece	Hunter green	- with Logo
Sweater	Navy blue cardigan or pullover	- buttons/zippers on cardigan
Pants	Navy blue uniform pants	- without school Logo
Shorts	Navy blue uniform shorts	- without school Logo
Belts	Dark blue, black, brown	
Socks	White or black socks	- without Logo or trim

*Athletic socks that are not "visible" are unacceptable.*

Haircuts	Above the collar. Spikes, mohawks, unnatural colors are discouraged.	
Jewelry	Watch, traditional religious medals, or religious symbols in good taste Earrings not permitted	
Shoes	Dark dress shoes with rubber soles Athletic shoes with rubber soles	

- All shirts must be tucked in.
- Belts are to be worn with shorts and pants. Required for 4<sup>th</sup> grade and up.
- Sweatshirts are either worn or taken off. They are not to be tied around the waist.
- T-shirts worn under the uniform must be white with no writing on them.
- The uniform shirt must be worn under sweatshirts with collar out.

## GRADES 6-8 BOYS' UNIFORM (August 2018)

Polo shirts	Hunter green	-without Logo or trim
	White	- without of Logo or trim
Sweatshirt	Hunter green	- with Logo
Fleece	Hunter green	- with Logo
Sweater	Navy blue cardigan or pullover	- buttons/zippers on cardigan
Pants	Khaki uniform pants	- without school Logo
Shorts	Khaki uniform shorts	- without school Logo
Belts	Dark blue, black, brown	
Socks	White or black socks	- without Logo or trim

*Athletic socks that are not "visible" are unacceptable.*

Haircuts	Above the collar. Spikes, mohawks, unnatural colors are discouraged.	
Jewelry	Watch, traditional religious medals, or religious symbols in good taste Earrings not permitted	
Shoes	Dark dress shoes with rubber soles Athletic shoes with rubber soles	

- All shirts must be tucked in.
- Belts are to be worn with shorts and pants. Required for 4<sup>th</sup> grade and up.
- Sweatshirts are either worn or taken off. They are not to be tied around the waist.
- T-shirts worn under the uniform must be white with no writing on them.
- The uniform shirt must be worn under sweatshirts with collar out.



## VACATIONS

Vacations taken when school is in session may be necessitated by family work schedules. Should this become necessary, discuss arrangements for missed class work/homework with the teacher(s). Make-up work is the responsibility of the student. A reasonable deadline for make-up work is set by the teacher.

## 3000 PERSONNEL

### ARCHDIOCESAN REQUIREMENTS: FACULTY/STAFF/VOLUNTEERS

Faculty, staff, and volunteers complete the form, *Missouri Department of Health and Senior Services, Family Care Safety Registry, Worker Registration*. This form is available in the parish office. Faculty, staff, and volunteers are required to attend the *Protecting God's Children* seminar. A schedule of seminars is available at the following website:

<http://archstl.org/sep/page/protecting-gods-children> or  
[http://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=14498&theme=0](http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=14498&theme=0)

## FACULTY MEETINGS

Faculty meetings are held on designated full days or half-days noted in the calendar. School will dismiss at 12:00 noon on half-days. After Care is available on early dismissal days (except the first day of school, the day before Christmas vacation, and the last day of school) for those students registered in the After Care Program. Parents using the After Care program on early dismissal days are to advise the school in advance. A \$20.00 charge per student is charged for early dismissal days; lunch is provided.

## MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

School personnel are required to report to the Missouri Division of Family Services (1-800-392-3738) if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

## 4000 CURRICULUM AND INSTRUCTION

### ACADEMIC GRADING SYSTEM AND PROCEDURES

#### Grades 4-8

A+	98 - 100
A	95 - 97
A-	93 - 94
B+	90 - 92

B	87 - 89
B-	85 - 86
C+	82 - 84
C	79 - 81
C-	77 - 78
D+	74 - 76
D	71-73
D-	69-70
NI	Expectations have not been met.
M	Missing Work

### *Grades 1-3*

O	Consistently does outstanding work
VG	Consistently does above average work
S	Consistently does average work
IN	Consistently does below average work
NI	Expectations have not been met.

The grade cards for certain students in Grades 1-8 could include the following information:

Major adjustment to curriculum (     ); instruction (     ); or assessment (     )

The Spanish classes at Grades 1-5 are considered enrichment and are ungraded. A grade is assigned at Grades 6-8.

Students in Pre-K and Kindergarten will receive *an informal progress review* in conference with the teacher at the end of the first quarter. They will receive a Report Card for the remaining three quarters.

## **ACADEMIC PROGRAM**

The parish supports a strong academic program. The faculty is committed to academic excellence - to recognizing and developing the gifts of children. The school program is based upon current theory, research, and recommended practice in the disciplines and related fields. The development of the whole child is of paramount interest. Within this philosophy, the students are challenged to develop their unique gifts. There is on-going study of what constitutes developmentally appropriate practice at the various age/grade levels, and adjustments are made when indicated.

## **ACCELERATION IN MATH**

Children *with significantly above the average* math ability and achievement are accelerated in math *when deemed appropriate*. In fourth grade, students are identified and criteria must be met to begin 6th grade Math in fifth grade. At Grade Eight, Algebra will be offered to students who meet certain criteria: exceptional aptitude for math; high achievement in math; exceptional study skills and motivation; and the desire to participate in this program.

## CALENDAR 2018-2019\*

August 13	Back to School Night, 6:00-7:30
August 15	First Day of School, Noon Dismissal
August 31	Fall Field Day, Noon Dismissal
September 3	Labor Day, NO SCHOOL
September 14	1 <sup>st</sup> Quarter Midterm
September 17-25	<i>Iowa Assessments/CoGat</i> Testing Grades 3-8
October 16	First Quarter Ends
October 19	Grandparents Day/Book Fair, Noon Dismissal
October 30	Report Cards/Parent-Teacher Conferences, 3:30 – 7:30
November 1-2	NO SCHOOL
November 4	St. Bridget Parish Fall Festival
November 16	2 <sup>nd</sup> Quarter Midterm
November 21-23	Thanksgiving Holiday, NO SCHOOL
December (TBA)	Christmas Program
December 21	First Semester/Second Quarter Ends
December 24- 1/2	Christmas Vacation- NO SCHOOL
January 3	Classes Resume.
January 10	Report Cards Home
January 19	Dr. Martin Luther King, Jr. Holiday, NO SCHOOL
January 27-2/3	Catholic Schools' Week
February 1	3 <sup>rd</sup> Quarter Midterm
February 4	Catholic Schools' Week Mass, 10; Open House, 11-12:30
February 18	Presidents' Day, NO SCHOOL
March 8	Third Quarter Ends
March 11	Region 8 Prayer Day, NO SCHOOL
March 21	Report Cards/Parent-Teacher Conferences, 3:30-7:30
April 12	4 <sup>th</sup> Quarter Midterm
April 15-22	Easter and Spring Break- NO SCHOOL
April 23	Classes Resume
April 27	St. Bridget Dinner Auction
April (TBA)	Spring Musical
May 1	Preview Day, 12:30-2:45
May (TBA)	Spring Field Day-All Day
May 21	Last Day of School PK-7, Noon Dismissal/Report Cards Mailed Home
May 22	Graduation Mass/Dinner 6:00 P.M.

\*The calendar is subject to change. Check the official school calendar in the St. Bridget School section at [www.sbparish.org](http://www.sbparish.org) each month for the most current list of dates.

**NOTE: If additional days are needed because of extra inclement weather days, school will be in session on the following days in the following order: Mon, Jan 21 (Martin Luther King Jr. Day) Mon, April 22 (Spring Break); Mon, Mar 11 (Region 8 Prayer Day); Mon, Feb 18 (Presidents Day)**

## **CARE TEAM**

Teachers may refer students to the CARE TEAM, as needed. This team addresses those student needs, academic or behavioral, when intervention is dictated by the circumstances. The team works in collaboration with parents. Notes are kept and a learning/behavior plan may be written.

## **CHARACTER EDUCATION: VIRTUE BASED RESTORATIVE DISCIPLINE (VBRD)**

There will be regular class meetings devoted to the Virtue Based Restorative Discipline (VBRD) program. Helping children learn to set goals, evaluate goal attainment through virtue is at the heart of this program. Yearly and quarterly schoolwide virtues are discussed and practiced during class meetings.

## **COUNSELING**

Counseling is available at St. Bridget School through St. Louis Counseling (formerly known as Catholic Family Services). In those cases where ongoing counseling is recommended, a referral will be made. Parents requesting a conference are to sign a form available in the school office.

## **EDUCATIONAL OPPORTUNITIES: SCIENCE FAIR- FIELD TRIPS**

Field experiences that are planned well and include follow-up activities relating directly to the curriculum are encouraged. The cost of the field experiences is listed on the Field Trip form that is sent home with the student. **Students are expected to be present for the Field Trips.**

A Science Fair is held each year. St. Bridget also participates in the Greater St. Louis Science Fair each year. Information will be communicated to parents in a timely manner.

## **EXIT GOALS (December 2017)**

St. Bridget of Kildare School defines success of students by using exit goals. The exit goals demonstrate the values, skills and knowledge expected for each school graduate.

### **Value**

1. Students will act in accordance with Catholic beliefs demonstrating actions of faith. (Catholic belief and practices)
2. Students will show respect for the differences in others and value their own self-worth. (Individual and cultural diversity and Christian values)
3. Students will demonstrate empathy towards others by volunteering their time and talent to perform works of mercy in their local and civic communities. (Responsible participation in society and in groups)
4. Students will be life-long learners leading safe and healthy life styles. (Life-long learners)
5. Students will participate in collaborative and cooperative experiences both socially and globally. (Conflict resolution) (Individual and Social Decision Making)

### **Knowledge**

1. Students will interpret events from the past and apply their knowledge to the present and future. (Adaptability and flexibility) (Application of knowledge and skills within and across subject areas)
2. Students will understand how to utilize the scientific method when presented a specific situation. (Problem identification and solution and Critical thinking and reasoning)
3. Students will recognize the importance of being good stewards to the environment. (Responsible participation in society and in groups)
4. Students will self-reflect upon their learning styles and apply to their education. (Self-discipline and responsibility and Life-long learners)
5. Students will collect and analyze data. (Information gathering, evaluation, and application)

### **Skills**

1. Students will compute various mathematical operations and apply problem solving to real life situations. (Problem identification and solution)
2. Students will express ideas and opinions both written and orally. (Effective communication and Creativity)
3. Students will demonstrate an understanding of various fine art skills. (Creativity)
4. Students will operate technology in an appropriate manner that assists them to effectively complete daily tasks. (Technology usage)
5. Students will use time management and organizational skills to set and accomplish goals. (Self-discipline and responsibility)
6. Students will apply steps of Science, Technology, Religion, Engineering, Art and Math (STREAM) to revise an original project. (Research, design, implementation, and presentation)

## **HOMEWORK**

Homework is an integral part of a child's total learning experience. The amount of homework will be reasonable. Homework will not be assigned on weekends with the exception of math exercises. Homework will not be assigned at holiday periods. Students in Grades 1-8 are required to keep a Homework Planner available in the school office at a cost of \$5.00.

*It is expected that students will take advantage of weekends and holidays to continue work on projects or to engage in independent reading.*

There may be times when a student in Grades 4-8 is not able to complete homework (as when ill or at times of family crises). **At these times, the parent is to send a signed note to school identifying the legitimate reason for the homework not being completed.**

*In the absence of a signed note, the student will receive "Incomplete" for that day. Work not turned in by the next school day may be recorded as an unsatisfactory grade. In the case of illness, family emergencies, or the like, the student will make arrangements with the teacher to complete the work.*

*All missing work should be completed during the grading period unless arrangements are made with the teacher and administration.*

*Grades will be posted on the FASTDIRECT website. It is the responsibility of the parent and student to view this information frequently.*

## **REPORT CARDS**

### **Grades 1-8**

Students in Grades One through Eight will receive report cards at the end of each quarter. These student reports reflect the conscientious and professional desire of the faculty to provide a meaningful interpretation of the student's achievement. At the beginning of the year, teachers are asked to share their system for determining grades with the student and the parent.

Students' year-end averages are recorded on the permanent records and filed in the principal's office. Attendance is recorded both on the quarterly report card and the permanent record. Parents wishing to *view* their child's cumulative record are asked to schedule an appointment with the principal. *Official records* are never copied and taken from the office.

## RESOURCES IN THE GREATER ST. LOUIS AREA

- The Science Center in St. Louis offers Junior Science Academy membership to students at Grades Seven and Eight.
- The Gifted Resource Council of St. Louis offers classes throughout the year.
- The Art Museum offers programs for children.
- MEGGSS offers programs for students with exceptional math abilities.
- College for Kids information may be found at this link: <http://www.collegeforkids.net/>
- East Central College also has summer classes for young student.

## SCENIC REGIONAL LIBRARY BOOKMOBILE

The Scenic Regional Library visits the school twice each month.

## TECHNOLOGY

Technology is a part of instruction throughout the school. There is increased emphasis at grades 3-8. Students in grades 5-8 are issued school owned Chromebooks to be used during school hours. Chromebooks are not sent home with students.

Refer to *School Board Policies and Administrative Guidelines* of this Handbook for the specific guidelines.

## TESTING

Prior to entering Kindergarten, students from the St. Bridget Preschool are assessed for readiness. It is recommended that all students entering the Preschool and/or Kindergarten be tested for readiness.

The *Metropolitan Readiness Test, Level 2*, is administered at the end of Kindergarten.

The Archdiocese requires that the *Iowa Assessments* and the *CoGat (Cognitive Abilities Test)* be administered in September at Grades Four, Six, and Eight. The *Iowa Assessments* will be administered at Grade 3-8 at St. Bridget, and the *CoGat* at Grades 3, 4, 6, and 8. A religious education survey (*ACRE*) is administered at Grades Five and Eight in January each year.

Students meeting certain criteria, including teacher recommendations, may be referred for testing for the Gifted Education Program (ODYSSEY) offered through the Meramec Valley School District.

The parent, principal, or teacher may request that additional testing be accomplished through an outside agency. St. Bridget of Kildare does avail itself of the testing program administered

through the Meramec Valley R-111 School District when appropriate. In addition, the school will provide names of agencies engaged in private testing at the request of the parent or when circumstances dictate the need.

## **TEXTBOOKS**

- All texts are provided; however, students are to keep the books in good repair (e.g., refraining from writing in or on any text). There should be no marks in any hardback text. (Occasionally, a student with specific learning challenges will be permitted to highlight or otherwise make notes in a text. This is the exception.)
- All hardback books must be covered at all times. Parents are asked to be observant and insist that students keep their books in good repair.
- Books that are lost will be replaced, and the parent will be billed for the cost of the book. If significant damage to a book is noted, fees will be assessed.

## **5000 HEALTH AND SAFETY**

### **ADMINISTRATION OF MEDICATION**

**Refer to School Board Policies and Administrative Guidelines.**

### **COMMUNICABLE DISEASES**

**Children who are excluded from school for a communicable disease may return to school after the period of infectiousness, or by certification in writing by a physician attesting to a person's non-infectiousness, or when the local health authority declares that the designated health emergency has ended.**

Children must be free of fever, vomit and diarrhea for 24 hours before returning to school after an illness.

**Should the student be experiencing nausea or a fever in the morning, it is imperative that the student not be sent to school that day.**

- **If a child becomes ill while at school, school personnel will contact the parents to come for the child.**
- **If the parents are not available, one of the individuals designated on the Emergency Form will be contacted who will assume temporary care for the child.**
- **The adult picking up the student must sign a release form in the office. The child will be called to the office. Children are never to be released from the classroom.**

It is extremely important that school personnel can reach the parents during the day in the event of illness or a serious accident. Parents are asked to consider this in filling out the emergency form and advising of any changes to the data on the emergency form.



## **INCLEMENT WEATHER AND THE CLOSING OF SCHOOL**

St. Bridget of Kildare School makes every effort to operate on regularly scheduled school days, but when weather, road conditions, or other emergency situations warrant it, school is canceled. This information is communicated to the parent by School Messenger, FAST DIRECT or Facebook. It may also be announced on channels 2, 4, and 5.

### **Late Start/snow schedule**

A late start/snow schedule will begin at 9:30 am and no before care will be available. It is the responsibility of parents/guardians to decide if students attend school on snow schedule days. *(October 2017)*

### **Snow Day Usage Schedule**

If additional days are needed because of extra inclement weather days during the 2018-19 school year, school will be in session on the following days in the following order: Mon, Jan 21 (Martin Luther King Jr. Day) Mon, April 22 (Spring Break); Mon, Mar 11 (Region 8 Prayer Day); Mon, Feb 18 (Presidents Day)

If days are still needed, consultation between the pastor, principal, Catholic Education Office and School Board will occur to determine if days need to be added at the end of the year.

Graduation ceremonies will not be moved but 8<sup>th</sup> graders may have to return to school afterwards to complete the necessary hours. *(October 2017)*

## **SAFETY MEASURES**

- *Entrance during the school day will be through the west entrance only. All doors in the building are to be locked throughout the school day, including the exterior doors to classrooms 102 and 103 and the exit door in the south hallway.*
- All persons entering the building are to stop at the office.
- Volunteers are expected to log in at the school office. Any parent volunteering in any capacity must attend the Protecting God's Children Seminar offered by the Archdiocese of St. Louis, sign the Code of Ethical Conduct, and participate in a background check.

**Refer to *School Board Policies and Administrative Guidelines* of this Handbook for more guidelines.**