

**SCHOOL BOARD POLICY
and
Administrative Guidelines**

2018-2019

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.*



School Board Members:

**Jenny Brinkmann
John Burrington
Amanda Todahl**

**Angie Reincke
Melissa Teipel
Thomas Tomlinson**

Father James Holbrook, Pastor

Anne Hanneken, Executive Secretary of the School Board

DISCLAIMER

The *School Board Policy* documents contain established policies and procedures for the 2017-18 school year. Since it is not possible for School Board Policy to address every situation that may arise during a school year, the School Board reserves the right to amend or revoke the policies and procedures at any time as circumstances may require. When changes are made to the policies and procedures, parents (and students in those cases where there is a “need to know”) will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

ADMISSION SECTION

ADMISSION

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs (4101 Policy of Non-Discrimination *Administrative Manual for Catholic Education*).

Transferring from Another Catholic School (4102.2)

A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission 4102.1 would apply at any transfer point.

4102.1

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of the Catholic school. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in a Catholic school must understand and agree to the purposes of Catholic schools.

Transferring from a Merged/Consolidated Catholic School (4102.3)

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school.

If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish.

Transferring from a Non-Catholic School (4102.4)

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission (4102.1) would apply at any transfer point.

Transferring from a School District under Court Ordered Desegregation Plan (4102.5)

Public school students from public school districts directly affected by a mandatory Court Order for integration may not be accepted into Catholic schools.

Admission of Students under Special Circumstances (4102.6)

Admission of Students on a Conditional Basis (4102.61)

If a school intends to accept a student on a conditional basis, it is essential that the decision be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school should communicate the conditions of the acceptance in writing. The Catholic Education Office is available for assistance with making and communicating such decisions.

Admission of Home School Students (4102.62)

Prior to accepting a student who has been home schooled, the parents/guardians must provide evidence that the student has been receiving regular instruction.

1. by providing the following records which they are required to keep by state law:
 - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
 - b. a record of evaluation of the student's academic work;
 - c. a record of evaluation of the student's academic progress;
 - d. other written or credible evidence equivalent to the points listed above.
2. by providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.
3. by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessments.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school.

Admission of Students from Other Countries (4102.63)

Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have

entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

St. Bridget of Kildare School will accept and serve students who have the social, emotional, and academic readiness for the age/grade level. St. Bridget of Kildare School follows the Archdiocesan policy stipulating age requirements for entry into Kindergarten and First Grade.

Administrative Guidelines

The school will refer to Archdiocesan Policy and Guidelines prior to accepting students under all circumstances that apply to sections of the policy statements noted above.

Children are to be four years of age by July 31 for entry into Preschool; five years of age by July 31 for entry into Kindergarten; and six years of age by July 31 for entry into Grade One.

The following steps will be taken prior to acceptance of new students:

- (a) Records from the previous school will be requested;*
- (b) The former school may be contacted by telephone for information;*
- (c) The parent will be asked to identify any prior testing or diagnosis of special needs as part of the registration process;*
- (d) When a need for additional information or clarification is evident, the principal will schedule a meeting with the parent(s).*

The following guidelines apply upon acceptance:

- (a) There will be a probationary period of nine weeks for all new students;*
- (b) During this probationary period, the effort, conduct, and academic grades of the student will be monitored by the classroom teacher(s) and reported to the principal, parent, and student at the Mid-Quarter reporting period (earlier, if dictated by need).*

REGISTRATION

There will be an initial registration period at St. Bridget of Kildare School in each school year. Notice of the registration and acceptance periods will be communicated to the groups noted below in a timely manner. After the initial registration period, families may register at any time and will be notified of acceptance or waiting list status based upon availability of openings.

Registration and notice of status shall take place according to the prioritized listing below:

- (1) Current students ~ grades preschool - eight**
- (2) Siblings of current students ~ grades preschool - eight**
- (3) Catholic families registered in the parish**
- (4) Catholic families registered in other parishes**
- (5) Other families**

In cases in which the parents of the student are divorced, verification of custody arrangements is necessary (4103 Manual for Catholic Education).

Administrative Guidelines

Registration will take place according to the priorities established by the St. Bridget of Kildare School Board.

A notice of the dates, times, and place of registration for each of the groups identified in School Board policy will be communicated to parents, parishioners, St. Mary's Parish and St. James Parish, and the local community in a timely manner.

Registration is not completed until all required forms are in, the \$40.00 registration fee is paid, and the method of tuition payment has been selected. The parent is to provide a Baptismal Certificate and a Birth Certificate. If applicable, a copy of the portion of the divorce decree which verifies custody arrangements must be provided.

Notification of status will be communicated to each family in a timely manner.

Accurate records of registrations will be kept on file in the school office by the school secretary.

ASSESSMENT SECTION

GRADE REPORTS

Progress reports, meetings with the student, and/or parent/guardian, at the request of teacher, parent, or administrator, and grade reports are used to inform students and parents/guardians of a student's progress. The grades issued at the end of each quarter, Grades 1-8, (and the second semester in each year Pre-K/K), should never be a surprise to the student or the parent. The grade report includes a summary of the academic achievement, conduct, punctuality, and attendance of the student for the grading period. (Reference: 5300 *Manual for Catholic Education*)

Administrative Guidelines

q The grading scale will be noted in the Handbook each year.

Reporting for Students with Special Needs (Reference 5301.4)

The school will adhere to "Reporting Academic Progress of Students with Special Needs on Cumulative (Permanent) Record Cards and Report Cards" (Appendix 12, Section 5000, Manual for Catholic Education). It is the responsibility of faculty and administration to be clear about the requirements that allow modification of grades in certain circumstances and to adhere to these requirements.

q The teacher will advise the parent and student of assessment and grading practices at the beginning of the school year.

q For students having academic difficulties, the following procedure must be followed:

q Sufficient evidence regarding deficiencies should be collected;

q School administrator must be informed, on a timely basis, of students doing unsatisfactory work;

q At mid-quarter, students in Grades 1-8 will receive a Progress Report.

Should the student's academic work or conduct deteriorate between mid-quarter and the end of the grading period, the parent and student are to be informed at the earliest opportunity by telephone or in a face-to-face meeting called for that purpose.

q Subject failures will be reported to parents in a timely manner (Reference: 5301.2), and "students are required to make up failures in all subjects necessary to achieve the successful completion of the minimum grade level requirements". The administrator will determine the method of making up the work, (e.g., summer school, tutoring, or other option). (Reference 5301.3)

q The teacher is responsible for recording grades in a timely manner and communicating the information in a timely manner to the parent.

- q *Parents will be encouraged to acquire access to their teacher and child's information posted on FASTDIRECT.*
- q *When a student has been absent ten (10) days or more, consecutively or otherwise, during a grading period, the grade of Incomplete ("I") is reported until the student has fulfilled the required work for that grading period ("Reporting for Absentee Students" 5301.5). The teacher will inform the student and the parent of the time period within which the work will be accepted.*
- q *A conduct grade will be reported to parent/guardians by each teacher. The standards by which the student's conduct will be evaluated shall be included in the Handbook and communicated to the parent and student by the teacher at the beginning of each school year. (Reference: 5301.6)*

Semester Evaluations (Reference 5302.2 Manual for Catholic Education)

A comprehensive assessment of the student's acquisition of knowledge, skills, and concepts taught in the Major Subjects will be used at the end of each semester as part of the evaluation of student progress in Grades Six (Second Semester), Seven, and Eight. Forms of "authentic assessment" are encouraged, e.g., writing of quality, research, a multi-media event, or the like. It is the responsibility of the teacher to make known to the children exactly what they are expected to know and be able to do on the assessment and to offer guidance in preparing for the assessment. A grade will be reported on the Report Card for this assessment.

REPORTING STUDENT CONDUCT

The teacher in every subject area will report evaluation of student conduct to parents/guardians. Standards should be clearly communicated to parents/guardians and students. (Reference: 5301.6 Manual for Catholic Education).

Administrative Guidelines

Expectations for student conduct will be communicated to parents and students. The grade will be the grade the student earned based upon how well the student met the expectations.

WITHHOLDING REPORT OF STUDENT PROGRESS

The school may withhold reports of student progress if obligations (financial or otherwise) of the parents/guardians have not been fulfilled (5301.7 Manual for Catholic Education).

Administrative Guidelines

The policy shall be published in the Handbook.

ATTENDANCE SECTION

ATTENDANCE

Students are expected to attend all classes and school activities (including but not limited to standardized testing, sports programs, field trips, etc.) on days scheduled by the elementary school as days of student instruction. A student who is not present at the appointed time is designated “absent” (4200 Administrative Manual for Catholic Education)

Administrative Guidelines

The Homeroom Teacher will take attendance at the beginning of each day and submit this information to the School Secretary by 8:30 each morning.

The Homeroom Teacher will record the daily attendance for each student and place the information in the Cumulative Record folder for each student at the end of the year.

ABSENCE

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.). Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent-guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student’s continued enrollment in the school (4201 Administrative Manual for Catholic Education).

Administrative Guidelines

When a student is to be absent from school, it is the responsibility of the parent to notify the school of the absence by 8:30 A.M. of that day. Should the school not receive a call/message regarding the absence, it will be the responsibility of the school receptionist to call the parent by 9:00 A.M.

An unexcused absence will be addressed with the parent of the child by the school administrator.

TARDINESS

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

Administrative Guidelines

The school day begins at 7:50.

- q Children who are not registered for Morning Care may enter the building at the *west doors* at or after 7:40 A.M. each day and go directly to the Homeroom.
- q At the 7:50 bell, students are to be in their desk, seated, and attentive to the instructions of the teacher.
- q Students who are not present at 7:50 will be considered tardy.
- q Children arriving before 8:00 A.M. are to go directly to the classroom. Children arriving after 8:00 A.M. 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. Parents are asked to check the monthly Mass schedule.

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 written excuse or other verifiable evidence is required for each tardy.

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.

For excessive excused or unexcused tardiness, appropriate action will be taken. (Reference: *Administrative Manual for Catholic Education # 4202.*)

TRUANCY

A Student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials (4201.1 *Administrative Manual for Catholic Education*). Truancy is considered a serious offense. Repeated truanancies could result in dismissal.

Administrative Guidelines

Consequences of truancy:

- (1) *a conference with the parent/guardian*
- (2) *probationary status*

RELEASE OF STUDENT FROM SCHOOL

Release of a student(s) during the school day, except for early dismissal days noted in the school calendar at the beginning of the year, requires the permission of the parent/guardian.

At any time that early release may be necessary due to weather conditions, a crisis situation, or the like, the parent/guardian will be contacted by School Messenger to come to the office (or designated “Command Center” in the case of a crisis).

In all cases when it is necessary to obtain parental permission to release a student from school, it must be determined that the parent giving permission has the custodial authority to do so. A student may never be released to a parent subject to a court restraining order restricting his/her right to have contact with the student(s).

Administrative Guidelines

- q *Requests by telephone or personal messages for a student to leave school early for any reason must be checked for authenticity.*
- q *The person to whom the student is to be released should be identified by the parent/guardian.*
- q *This individual should make himself/herself known to school officials upon arrival at school.*
- q *Students are not to be sent home or to any other destination off school property for any reason without the knowledge of their parents/guardians. In the case of students being transported to the Meramec Valley School District by that school district or St. Bridget personnel, the written permission of the parent is to be obtained and retained in the child’s file.*
- q *Students must have the written permission of the parent/guardian to participate in a school sponsored field trip.*

q *Students may not leave the premises during the school day except in those cases noted above with the permission of the parent/guardian.*

RELEASE OF STUDENT FROM SCHOOL DUE TO ILLNESS

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent-guardian cannot be reached should be kept on file. Parents/guardians are responsible for providing transportation for the student to leave (4203.1 Administrative Manual for Catholic Education).

Administrative Guidelines

- q *The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease.*
- q *The student is to be “signed out” in the school office by the parent/guardian or other party designated by the parent/guardian. In the case of the latter, school office personnel will check the identity of the designated person in cases where the person is not known to the school office personnel.*
- q *The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student’s presence does not constitute a threat to the health of others.*

DUAL ENROLLMENT

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services. (4204 Administrative Manual for Catholic Education)

Administrative Guidelines

- q *Dual enrollment is possible only in another accredited school.*
- q *The Catholic school is the primary educational provider. The other school is a supplemental provider.*
- q *The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science, and social studies).*
- q *A student is not considered absent from the Catholic school when in attendance at the other school.*

- q *In determining whether dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning the core curriculum in the Catholic school.*
- q *A written plan should be developed whenever a dual enrollment is established and placed in the student's cumulative file. This plan should include specific information regarding:*
 - q *The educational purpose the dual enrollment arrangement is intended to achieve;*
 - q *The amount of time the student will be away from the Catholic school;*
 - q *The mechanism by which the Catholic school will receive information from and provide information to the supplemental program, including attendance/absences;*
 - q *Transportation to and from the Catholic school.*

CONDUCT SECTION

DISCIPLINE AND SAFETY

Students are expected to exhibit Christian behavior consistent with their age and maturity level. St. Bridget of Kildare School shall develop specific disciplinary procedures in keeping with its philosophy of education and accepted educational practices to ensure high standards of moral, intellectual, and spiritual education of its students.

St. Bridget of Kildare adheres to the policies of the Catholic Education Office, Archdiocese of St. Louis, as stated in the *Administrative Manual for Catholic Education* (2006) Section 4300.

INFRACTIONS THAT MAY MERIT SERIOUS DISCIPLINARY CONSEQUENCES SUCH AS SUSPENSION, AND/OR PROBATION, OR WITHDRAWAL FOR CAUSE (*Administrative Manual for Catholic Education* 4302)

Examples include but are not limited to the following:

An individual infraction of a major school rule;

Disrespect (for) authority;

Repeated truancy;

Repeated infractions of school rules;

Disruption of the learning environment;

Theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;

Harassment, threats;

Serious physical acts against others;

Possession of a weapon;

Out of school conduct which seriously detracts from the reputation of the school.

CONSEQUENCES OF SERIOUS INFRACTIONS OF SCHOOL POLICY: ONE OR MORE OF THE FOLLOWING IN NO SPECIFIC ORDER

SUSPENSION (*Administrative Manual for Catholic Education 4302.1*)

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action and the length of the suspension is determined at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing suspension should be communicated to parents and students in the appropriate manner.

Administrative Guidelines

A notice of suspension is conveyed to the parent, orally, as soon as possible.

A written statement to the parent follows the oral notice. The statement contains the following: the reasons for the suspension; the length of time of the suspension; the process and conditions of the student's return to school; the procedure for the student making up class work. The written statement is to be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed copy will be kept on file at the school. A copy is given to the family.

PROBATION (*Administrative Manual for Catholic Education 4302.2*)

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing probation should be communicated to parents and students in the appropriate manner.

Administrative Guidelines

The following may result in a recommendation to place a student on probationary status: multiple infractions of school rules; an individual infraction of a major school rule; a single suspension for an infraction of a major school rule; multiple suspensions for infractions of school rules.

In the event a student is placed on probation, the parents/guardians and student will be informed in writing. The written notice will contain the following: the reason for the probation; the period of time of the

probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended. The parents/guardians and student are to sign a statement indicating that they understand and accept the terms and conditions of the probation. The original signed statement will be kept on file at the school, and a copy will be given to the family.

During the probationary period, any major infraction of a school rule, or a series of minor infractions, may result in Withdrawal for Cause.

WITHDRAWAL FOR CAUSE (Reference: *Administrative Manual for Catholic Education 4302.3*)

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily, a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to Withdrawal for Cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

Administrative Guidelines

The decision of Withdrawal for Cause is made by the pastor with the recommendation of the principal. This action would be considered when Withdrawal for Cause is appropriate to reflect the serious nature of the conduct.

When considering Withdrawal for Cause, the following procedure will be followed:

The student is placed on indefinite suspension and the parent/guardian and student are notified that Withdrawal for Cause is being considered.

The principal will consult with staff members, students, or others to obtain information about the student's behavior leading to consideration of Withdrawal for Cause.

The principal will consult the appropriate member of the Catholic Education Office staff to review the situation prior to a decision being made.

If warranted, the principal will recommend to the pastor of the parish that Withdrawal for Cause is the appropriate action given the student's behavior, and in the best interest of the school community.

A conference would be held with parents/guardians of the student, and the student if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of Withdrawal for Cause.

Following the conference, a decision will be reached by the pastor and communicated to the parents in writing. The Catholic Education Office will be informed of the decision.

Withdrawal for Cause will be recorded on the student's cumulative record, along with the date of the action.

SPECIFIC CONDUCT POLICIES

TOBACCO

As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, schools should prohibit tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves a smoke free environment. (*Administrative Manual for Catholic Education* 4303.1).

St. Bridget of Kildare is dedicated to the growth and well-being of each student. The use of tobacco on the premises or at any school sponsored activity is prohibited. St. Bridget of Kildare is a smoke-free environment.

Administrative Guideline

The policy regarding the use of tobacco products shall be published in the school Handbook.

DRUGS, ALCOHOL, AND SUBSTANCE USE AND ABUSE

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved (*4303.2 Manual for Catholic Education*).

If a student is found to be in violation of drug and alcohol policies, in any case where the student would be considered for readmission, assessment for chemical dependency, intervention, and treatment, if professionally indicated, are required as a condition for readmission. Obtaining these services is the responsibility of the parent, as well as any costs that may be associated with this.

Search and Seizure

School officials with sufficient reasons (reasonable grounds relating to prohibitive conduct) may search a student's jacket, purse, backpack, and the like, (personal property). In this context, search and seizure may be employed without prior notice to parents or students.

Lockers, desks, and the like, (school property) are subject to search by school officials. (Search and Seizure 4303.5 *Manual for Catholic Education*).

Administrative Guidelines

The school curriculum will include educational programs that teach prevention of drug and alcohol abuse.

In any case involving drug or alcohol abuse, the following steps will be taken:

Facts will be gathered and documented.

A decision will be made, in consultation with the pastor, to initiate suspension and/or Withdrawal for Cause. Communication with the parents will be initiated immediately, orally, and subsequently, in writing. The school will cooperate with civil authorities, as necessary, or required by law.

In any case involving drug or alcohol abuse, the following steps will be taken:

Facts will be gathered and documented.

A decision will be made, in consultation with the pastor, to initiate suspension and/or Withdrawal for Cause. Communication with the parents will be initiated immediately, orally, and subsequently, in writing. The school will cooperate with civil authorities, as necessary, or required by law.

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VIOLENCE

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that

is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists in words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; harassment; assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted (*Manual for Catholic Education* 4303.3).

Administrative Guidelines

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, probation, or Withdrawal for Cause, and legal action depending on the severity of the incident (Guideline #4 4303.3).

The school administrator will be in compliance with 4303.3 #4 and address reported or observed instances of violence and threats of violence, whether on or off the school premises in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice.

The Homeroom Teachers of St. Bridget of Kildare will inform students of the meaning and forms of violence as described in 4303.3, and the commitment of the school to provide a safe learning environment for all members of the school community.

In conjunction with the Virtue Based Restorative Discipline (VBRD) program and class meetings, the Homeroom Teachers will address personal and collective student responsibility to contribute to the peace and harmony expected within the school setting, engage students in setting goals (in accordance with the developmental level of students), and set benchmarks for monitoring progress toward goal attainment.

St. Bridget of Kildare School administrator, faculty, and staff will implement effective supervision and security procedures. Students are to be supervised whether in or out of the classroom at all times.

St. Bridget of Kildare faculty and staff will report concerns regarding specific students to the administrator promptly.

St. Bridget of Kildare students and parents/guardians will be encouraged to report concerns regarding potential acts of violence to the administrator or faculty member.

*If a student engages in serious, threatening, or violent behavior the following steps (will) be taken:
(Reference: Guidelines 4303.3)*

The student will be removed from any contact with the school and a meeting with the parent will be scheduled to discuss consequences;

The Pastor and appropriate officials in the Catholic Education Office will be contacted;

The police will be notified of the threat and/or involved in the handling of any possession, threatened use, or use of a firearm or other weapon by a student. Parents of the student will be informed that the police have been contacted.

The student's behavior will be reviewed to determine if the student's actions constitute grounds for Withdrawal for Cause.

A communication will occur with any staff or students (and their parents/guardians) who may have been the target of the violent threat for the purpose of informing them of the threat and the actions taken to deal with the threat. Counseling or other needed support will be provided to assist these individuals in coping with the threat.

A communication will occur with the parents of those students who may have been indirectly affected by serious, threatening, or violent behaviors of a student.

If the decision reached is that Withdrawal for Cause is not the consequence, before a student can be readmitted to the school, the administration must receive reasonable assurance that the student does not pose a future danger to self or others. In this case, the following steps will be taken:

The parents will be informed that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to himself/herself and to others. Appropriate forms of release of information must be signed to allow communication between school officials and the mental health professional. (Authorization for the Release of Student Discipline Information)

LEVEL I – THE CHECK SYSTEM AND/OR DETENTION

Students at Grades 4-8 disrupting the learning environment may be subject to a “check” using the “Check System”- or a detention for accumulated checks - for less serious infractions. Detention is an option reserved by the faculty to address infractions of school rules at any time.

Should it appear that a student would benefit from frequent home-school contact, the school reserves the right to engage in daily/weekly monitoring of the student's behavior. A meeting with the parent or guardian and student would be scheduled, as needed. In this case, the child may be referred to the CARE TEAM.

LEVEL II - TIME OUT (used in instances in which it is not necessary for the student to be removed from the school setting)

- v *The student will be removed from the classroom for a supervised time-out.*
- v *A Notice of Disciplinary Action will be completed by the teacher giving the time-out.*
 - *A copy is sent to the parent or guardian.*
 - *A copy is sent to the Homeroom Teacher.*
- v *The Homeroom Teacher will file a Discipline Action Reflection Sheet (DARS).*
- v *The student will remain in the time-out for the remainder of the period and respond in writing to the following questions:*

An Injustice Occurred: What was it?/What did I do?/What virtue was broken?

Restore Equity: Who was harmed?/How can I make things as right as possible?

Guarantee a better future: What now?/What is my part? How can we help each other?

These responses and the Discipline Action Reflection Sheet are to be signed by the parent or guardian and returned to the faculty member whose signature appears on the notice the next school day. (Should the faculty member be a part-time teacher and not available the next day, the student is to give the signed form to the Homeroom Teacher.)

FIRST AND SECOND INSTANCES IN A QUARTER

- v *The teacher giving the Discipline Action Reflection Sheet will make contact with the parent or guardian, and the child. The principal and Homeroom Teacher will be advised of the meeting. The student may serve a detention.*

THIRD INSTANCE IN A QUARTER

- v *The student is referred to the CARE TEAM. The Coordinator of the Care Team will schedule a meeting with all parties involved: parents, student, teachers assigning the time-outs, full-time teachers having the student in class, and the principal.*
- v *The student will serve a detention.*
- v *A record of recommended action is completed by the CARE TEAM Coordinator with a copy to all attendees.*
- v *The Homeroom Teacher will attach a copy to the Discipline Action Reflection Sheet.*

FOURTH INSTANCE IN A QUARTER

v A child receiving four Discipline Action Reflection Sheets within a quarter is subject to suspension and/or probation or Withdrawal for Cause.

v The student will serve a detention.

v The principal will schedule a meeting with all parties involved: parents, student, teachers assigning the time-outs, full-time teachers having the student in class, and the CARE TEAM Coordinator. These parties are required to attend the meeting.

o A record of the meeting discussion is completed by the CARE TEAM Coordinator with a copy to the principal and the Home Room Teacher.

o The Homeroom Teacher will attach a copy to the Discipline Action Reflection Sheet.

v A decision is reached in consultation with the Pastor. If suspended, the student will be placed on probation upon returning to school and will be allowed to remain in the school so long as: (a) the parent is responding to the recommendations of the principal; (b) the student exhibits expected behaviors in the school setting.

Should a student earn two suspensions within one semester, Withdrawal for Cause will be considered.

Should the inappropriate behavior occur during the Lunch or Activity Period:

(a) The volunteer or staff member will warn the student;

(b) If inappropriate behaviors continue, the following actions will occur:

§ At the Activity Period, the volunteer or faculty member will send the child to the office for the remainder of the Activity Period (Level II Time Out).

§ At the lunch period, the volunteer will seat the child at another space away from the confrontation with the option of sending the child to the office, if necessary – Level II Time Out.

*(c) Should Physical Aggression or other serious, inappropriate behaviors occur, the student will be accompanied to the school office. In the case of physical aggression, suspension and/or probation, or Withdrawal for Cause will be considered.**

Should the inappropriate behavior occur during a Field Trip:

(a) The teacher or parent volunteer will warn the student;

(b) If behaviors continue, the teacher will determine the consequence.

Should it be determined that the child should not continue on the Field Trip, the principal will be called and arrangements made for the child following a discussion between principal and parent. (Reference: Crisis Manual) A consequence will be identified that relates to the nature of the infraction and School Board Policy and/or Administrative Guidelines upon the student's return to school.

(c) In rare cases, the parent may be asked to accompany a student on Field Trips.

*Refer to the earlier statements in the Conduct Section that address suspension, probation, and Withdrawal for Cause.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including Withdrawal for Cause (4303.4 *Administrative Manual for Catholic Education*). Note: (Refer to 4302.1, 4302.2, 4302.3 "Serious Disciplinary Consequences".)

Monitoring Internet Activity (5202.71 *Manual for Catholic Education*)

Schools should develop and implement clearly written local policies and procedures regarding the access to and use of Internet resources by teachers and students. These policies should be communicated to teachers, students, parents, and any others who make use of a school's Internet access capabilities, and administrators should establish an expectation of adherence to these policies and procedures.

These policies should address:

- q **Internet safety and protecting individual identity;**
- q **Copyright protections and individual technology;**
- q **Appropriate uses of communications and technology;**
- q **Inappropriate conduct and disciplinary consequences.**

ST. BRIDGET OF KILDARE POLICY STATEMENT

The standards noted above shall apply to faculty, staff, and any others "who make use of the school's Internet access capabilities" or other communication devices. (Refer to *Technology Acceptable Use Policy and Administrative Guidelines*, pp.46-49 of this document, and *Use of Copyrighted Material*, pp. 26-27.) Employees violating the standards shall be subject to a full range of consequences that may include dismissal.

Administrative Guidelines

St. Bridget School shall develop and implement strategies to inform students, parents, and teachers regarding:

potential threats to individual identity and safety posed by inappropriate uses of websites and other means of digital communication;

ways to protect individual identity and safety when using the Internet or engaging in electronic or digital communication;

appropriate forms of communication over the Internet and other electronic or digital devices which respect the privacy, dignity, safety, and good name of others;

the consequences of inappropriate actions or communications that affect the school, other students, their parents, members of the school staff, or others associated with the school.

All use of communications technology must conform to the letter and intent of Archdiocesan policies 4303.4 and 5202.71.

Students may only use communications technology when sanctioned, monitored/supervised by a faculty member.

Communications technology is never to be used for recreational purposes (e.g. purposes that do not relate to the curriculum and instruction).

Personal technology items brought to school by students (e.g., cell phones or other communications devices) may not be used during school hours without teacher permission and a Personal Technology Form on file. (September 2014)

The administrator will investigate and act upon all reported or observed instances of inappropriate Electronic Conduct.

Students, parents/guardians, and members of the school staff are to report promptly to the school administrator all suspected or observed instances of Inappropriate Electronic Conduct.

When making decisions regarding the discipline of students who violate this policy, the administrator will give paramount consideration to the safety and dignity of students, parents, members of the school staff, and others associated with the school.

The school will use Internet blocking and filtering software to limit access to inappropriate material on the Internet and World Wide Web.

Note: Refer to local policy, Technology Acceptable Use, noted elsewhere in this document.

DRESS AND GROOMING

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed (*Administrative Manual for Catholic Education 4303.6*).

Reviewed and Approved August 2018

Administrative Guidelines

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 St. Bridget of Kildare Uniform Policy and Guidelines.)

The appearance and dress of students is the primary responsibility of parents/guardians.

HARASSMENT

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken (*Administrative Manual for Catholic Education 4303.7*).

Administrative Guidelines

The Homeroom Teacher will discuss this policy with students at the beginning of each school year and review the policy, as needed. There will be "0" tolerance for harassment.

Students will be encouraged to report harassment.

Faculty and administration will respond to acts of harassment promptly.

Prior sections of this document that relate to consequences of inappropriate behaviors will apply.

SOCIAL ACTIVITIES

Social activities sponsored by a school should be consistent with Christian values and Catholic teaching (*Administrative Manual for Catholic Education* 4303.8).

Students are perceived as representatives of their school. Students have a responsibility to conduct themselves both in and out of school in a manner consistent with values professed by the Church and in the Gospel of Christ. The school has a right to discipline a student whose out-of-school conduct brings scandal to the school and church community or which seriously detracts from the reputation of the school.

Administrative Guidelines

Social activities planned by the school must be developmentally appropriate for the student's age and maturity and should take into consideration the safety and welfare of the students. In "Supervision of Students" (4402.1), Administrative Manual for Catholic Education, it is stated that "Schools can be found negligent if they do not take proper measures and have failed to provide appropriate supervision of students . . . at school functions". It is essential that appropriate supervision be in place at any school sponsored event.

The teacher will implement effective supervision and safety procedures at school sponsored social events for which the teacher assumes or shares responsibility. Expectations for behavior will be communicated to the student by the teacher.

In accordance with archdiocesan recommendations, the school will not sponsor dances/mixers.

Should it appear necessary to discipline a student for out-of-school conduct for reasons noted in the policy, the matter would be investigated and discussed with the pastor. Prior to any action being taken, the pastor and principal would meet with the parent(s) of the student(s) involved and discuss the issue and necessary remedy/remedies.

CURRICULUM POLICY

A curriculum that reflects the vision, mission, and philosophy of St. Bridget of Kildare School; current theory, research, and recommended practice in the disciplines and related fields; and the needs of the child and society shall guide instruction. This curriculum shall be evaluated yearly and amended, as necessary. “Promoting knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation” (5100 *Manual for Catholic Education*) shall have a prominent place in the curriculum.

Administrative Guidelines

- *Curriculum, the written record of what will be taught and what the students are expected to know and be able to do, will be developed in each discipline and reviewed yearly.*
- *The responsibility for developing curriculum is shared by administration and faculty.*

EXPECTATIONS OF SCHOOL BOARD MEMBERS: ATTENDANCE POLICY

Meetings of the St. Bridget of Kildare School Board are held monthly August to May. Members of the board are expected to be punctual and regular. While there is advance preparation and outside study that will make the members more effective, the meeting is the activity of the board. The quality of decisions is reduced if a full board is not present. Excessive unexcused absences may result in release from these duties.

Administrative Guidelines

- *School Board schedule, agenda, and reports to be discussed shall be made available to the School Board members one week prior to the meeting.*
- *Board members are expected to make necessary arrangements in order to be able to attend the meeting.*
- *Board members shall communicate to the President any difficulties concerning attendance at the regular meeting.*
- *The Board President will communicate with board members if attendance becomes an issue to be addressed.*

FACULTY PERSONAL APPEARANCE POLICY

The appearance, dress, and grooming of faculty at school should be appropriate to the teaching profession and should set a positive example of good taste. Teachers should be aware that extremes in dress or appearance may have a negative effect on their role in the classroom and upon the image of the school in the community.

Administrative Guidelines

Shorts are not to be worn during the school day with the following exceptions:

The PE teacher may wear shorts of modest length during class;

All teachers may wear shorts of modest length on Field Days.

Articles of clothing such as halters or unusually revealing articles of clothing are considered inappropriate. Modesty in dress is expected.

Flip-flops are considered inappropriate professional dress in the school setting.

HARASSMENT OF OR BY ADULTS IN THE WORKPLACE AT ST. BRIDGET OF KILDARE

INTRODUCTION

*The Harassment Policy noted below is excerpted from the **Code of Ethical Conduct** promulgated by the Bishops of the United States in 2003.*

HARASSMENT

As is true in relationships with adults and equally applicable with minors, clergy, employees, and volunteers must not engage in physical, psychological, written, or verbal harassment of employees, volunteers, or parishioners and must not tolerate such harassment by other Church employees or volunteers.

Clergy, employees, and volunteers must maintain a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

Harassment encompasses a broad range of physical, written or verbal behavior, including without limitation the following:

- **Physical or mental abuse;**
- **Racial insults;**
- **Derogatory ethnic slurs;**
- **Unwelcome sexual advances or touching;**
- **Sexual comments or sexual jokes;**
- **Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation;**
- **Display of offensive materials.**

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

Allegations of harassment are to be taken seriously and reported immediately to the competent authority in the archdiocesan office or agency, parish, or school. The applicable personnel policy of the archdiocese or the parish, school, or agency is to be followed to protect the rights of all involved.

Administrative Guidelines

This policy will be included in the school Handbooks each year and communicated to each employee yearly.

- *The policy and guidelines will be communicated to substitute teachers.*
- *The policy and guidelines will be communicated to support staff.*

The applicable personnel policy of the Archdiocese of St. Louis or the parish or school will be followed to protect the rights of all involved.

HEALTH SECTION

HEALTH DOCUMENTS

Appropriate medical information will be collected on each student and maintained in a secure area. The school shall develop procedures for the emergency handling of injury and sudden illness of a student occurring on parish property and during school sponsored events. (Reference: 4401.2/4401.21 Administrative Manual for Catholic Education)

Administrative Guidelines

Parents will complete the following prior to the school year:

Emergency Form for each student enrolled;

A form indicating special needs;

Any other information required by the Archdiocese in specific instances: e.g., information from the physician in cases of exceptional health needs.

School health records will be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. An exception will occur when an ISP for health related services is part of the student's educational program.

The school will implement the guidelines to Archdiocesan Policy 4401.21.

COMMUNICABLE DISEASES/IMMUNIZATION

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

According to Missouri state statute 167.181, prior to entrance into school, students are required to be immunized according to the rules and regulations promulgated by the Missouri Department of Health. Also, students are required to be immunized in accordance with rules and regulations of the local Department of Health in whose jurisdiction the school lies.

It is unlawful for any child to attend school unless properly immunized prior to the first day of school as required under the rules and regulations of the Department of Health and can provide satisfactory evidence of such immunization.

It is unlawful for any child to attend school unless the child has been immunized according to the law or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school administrator (4401.5 *Manual for Catholic Education*).

Administrative Guideline

The school has access to the most current School Health Manual and follows the recommendations within that manual.

A record shall be prepared each year showing the immunization status of children enrolled in the school. This form shall be transmitted, yearly, according to the directions provided by the Department of Health.

Parents have the right to request notice of whether there are children currently enrolled in or attending our facility for whom an immunization exemption has been filed. (December 2015)

PHYSICAL EXAMINATION POLICY

New students enrolling in St. Bridget of Kildare School and students entering Kindergarten, Grade Three, and Grade Six are required to have a complete physical examination. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months.

(Reference: Diocesan Policy 4401.3)

Administrative Guidelines

- *Parents will be advised of the physical examination requirements at the registration.*
- *Each new family, including those families registering for the Preschool, will receive the physical exam and immunization form with the registration packet and are to return the completed form signed by the licensed practitioner in a timely manner.*

ADMINISTRATION OF MEDICINE POLICY

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

- 1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);***
- 2. written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parental Consent for Medication Administration to their Child);***
- 3. the medication in the original container;***
- 4. proper training of personnel on medication administration. (4401.4 Manual for Catholic Education)***

All medication sent to school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

St. Bridget School shall be in compliance with 4401.4 (Manual for Catholic Education).

The school shall have guidelines for the proper administration of medication for students during school hours.

Administrative Guidelines

- *Designated trained staff member(s) must be assigned to administer medication.*
- *School personnel shall not administer the first dose of medication.*
- *The school does not supply internal medication.*
- *Medication must be brought to school in a container appropriately and currently labeled by the pharmacy or licensed practitioner with instructions for giving the medication: dosage/frequency.* (The parent is to ask the pharmacist for a small container with the prescription label which can be sent to school and remain there during the time the medication is to be administered.)*
- *A licensed practitioner's order may accompany the medication – or can be FAXed to the school at (636) 257-2504, or the practitioner's orders that appear on the medication bottle will suffice, as noted in the policy.*
 - *The Parent Consent Form (from the Handbook pocket) must accompany the medication or be on file in the school office.*

- *When a physician recommends/approves the administration of an over-the-counter drug, the physician's consent form must accompany the medication (or be faxed to school by the physician). The medication must be in the original container.*
- *If medication is sent to school in any manner other than the above, the secretary will call the parent and explain the procedure for dispensing medication at school.*
- *All medicine will be kept in a locked container.*
- *A log of medications administered will be current and accurate and include the student's name and date and time the medication was taken.*
- *The person administering the meds will read the prescription label three times (name, date, medication, and dosage) to ensure correct medication administration. If there is any cause for concern regarding the medication, the parent will be contacted to provide a new prescription bottle with current directions.*
- *Medication will not be stored in the school office beyond the time period designated for the administration of the medicine.*
- *Children allergic to bee stings are required to have their own bee sting kits to be stored in school. In case of an incident of bee sting, paramedics would be called immediately, and the medication would be administered by appropriate school personnel.*
- *Medication given three times a day will be given at home (morning, after school, and bedtime).*
- *Chronic conditions are addressed on an individual basis. A form, "Serving Students with Significant Medical Conditions" is provided with the Handbook. The parent will inform the physician of information that needs to be transmitted to the principal in writing on a timely basis.*
- *Designated school personnel may apply the following topical items: antibiotic ointment; Calamine Lotion; 1% Hydrocortisone.*

**If there is any change in the dose or timing of the medication, the licensed practitioner must submit the change in writing.*

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. The school should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to

provide the student with a healthy and safe environment (4401.6 Administrative Manual for Catholic Education).

Administrative Guideline

The school will comply with 4401.6 in the case of a student “who has a significant or potentially life threatening medical condition”.

INSTRUCTION SECTION

EXTRACURRICULAR ACTIVITIES

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents’/guardians’ permission must be obtained for a student to participate in extra-curricular activities (5202.10 Manual for Catholic Education).

Extracurricular activities are an integral part of the learning experience at St. Bridget of Kildare School. These activities should carry the same mission and philosophy of the school. Students involved in these activities may do so as a privilege.

Administrative Guidelines

The Safety and Discipline Policy will apply to extracurricular activities that the school sponsors.

STUDENT PUBLICATIONS

Student publications are to be the work of students under the leadership and careful supervision of faculty. The publications are to meet the standards of good journalism and reflect the Catholic philosophy of education and the school's mission. (Reference: 5202.101)

Administrative Guidelines

Student publications, whether print products or multi-media presentations/broadcasts, must meet the standards of good journalism. As noted in the policy, these productions must “reflect the Catholic philosophy of education and the school's mission”.

All publications, multi-media events/broadcasts will be reviewed by the faculty member in charge prior to distribution.

SPORTSMANSHIP

St. Bridget students should be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators are to model and emphasize the importance of Christian behavior and sportsmanship at all athletic events and should frequently emphasize its importance to participants and spectators, including parents and other fans. (Reference 5202.102 “Sportsmanship” Manual for Catholic Education)

Reviewed and Approved 5-19-14

Administrative Guideline

“Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship are to be addressed promptly and appropriately” Reference 5202.102.

USE OF COPYRIGHTED MATERIAL

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No authorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. “Fair Use” of copyrighted materials is allowed for specific instructional purposes within the limits of the “Fair Use” limitations.

Students and teachers should be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to prosecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws. (5202.6 Manual for Catholic Education).

Administrative Guidelines

Faculty and others associated with the school in a volunteer position are to read and follow, without exception, the policy noted above.

Students are to be instructed by the faculty in the procedures for using copyrighted materials (e.g., acquiring permission, citing references, and the like) within the context of instruction.

Description of "Fair Use" (Reference: 5201.6 1-4)

- q The copyrighted material is used by a teacher for research or class preparation;
- q To achieve a specific educational purpose;
- q With direct instruction of students in the school setting;
- q Only portions of the work relevant to the educational objectives are used.

Repeated use of the same copyrighted material requires the permission of the copyright owner.

Sources should be credited when using copyrighted material to include the copyright ownership information shown on the original work.

Making copies of copyrighted material can never be used to substitute for the purchase of books or materials or to replace consumable materials as worksheets, standardized tests, or answer sheets.

Refer to Appendix 6 "Instructional Use of Copyrighted Materials" (Manual for Catholic Education), included in the pocket of this Handbook. The faculty or volunteers who may be working with the students in a capacity to which the Copyright Laws apply, must be familiar with Appendix 6 and adhere to the stipulations therein, using this information in conjunction with work with students, as appropriate, and providing students with the necessary information to be in compliance with copyright law and Archdiocesan Policy noted in this document.

MONITORING INTERNET ACTIVITIES

(5202.71 Manual for Catholic Education)

Refer to Conduct Section – "Internet and Electronic Communications Conduct", pp. 17-18.

FIELD TRIPS (Reference: Administrative Manual for Catholic Education 5202.8, 5202.81, 5202.82, 5202.83, and 5202.9)

Each Catholic elementary school of the Archdiocese determines the appropriateness of school sponsored field trips. Only if there is an evident educational purpose may the trip be planned under the school's auspices. This applies even if the trip takes place outside the school year. All field trips must be approved in advance by the administration and noted in the calendar (Administrative Manual for Catholic Education 5202.8 and 5202.9).

Field trips are to relate to the philosophy, curriculum, and instruction at St. Bridget of Kildare School. Class visits to places of cultural or educational significance are encouraged. Field trips that include potentially dangerous activities for students, such as water events, are prohibited.* Adequate supervision of students is essential. The written consent of a parent/custodial parent/guardian must be obtained for every child participating in a field trip. No child may participate in a field trip experience unless a signed parent permission slip for the specific event is on file with the principal.

***In addition to water events, skiing, and exploring caves are considered potentially dangerous activities and are not to be scheduled events for St. Bridget students. In every case, the teacher supervisor is to exercise caution and good judgment in the scheduling of Field Trips. The safety of students is to be the priority.**

A field trip is an educational event that the school is offering to the student that day, and the student is expected to take part in the field experience. If there is some reason why a child is not able to participate in a field trip (i.e., medical, dual enrollment, or the like), the parent is asked to discuss the circumstances with the principal.

Emergency medical information for faculty member(s), chaperones, and students are to be in the possession of the faculty supervisor(s) on each Field Trip.

The permission slip must be the Archdiocesan form found in Appendix 8 "Permission Form for Field Trip Participation" (Manual for Catholic Education, Section 5000). Include the name, location, and date(s) of the event; cost to the student; mode of transportation and route to be followed; the name of the supervisor overseeing the activity; specific responsibilities of adult volunteer chaperones; the principal's and parent or guardian's signature.

The primary responsibility of the school is the safety of the students on field trips. No other children shall be allowed on such events for the protection of students.

TRANSPORTATION OF STUDENTS

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities (5202.9 Manual for Catholic Education).

If a private passenger vehicle is used, the following criteria are necessary:

The driver must have completed the Protecting God's Children program.

5202.9 #1-#6 follows:

Drivers must have a valid, non-probationary driver's license and have no physical disability that may impair the ability to drive safely;

The vehicle should have a valid registration and meet state safety requirements;

The vehicle must be insured for minimum limits of \$100,000.00 per person; \$300,000.00 per occurrence;

Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;

Every person in the private vehicle must wear a seatbelt or use an appropriate passenger restraint system. (Reference Missouri Law SB 872)

Adults accompanying the children are not permitted to consume alcoholic beverages /drugs while on a school sanctioned trip.

Adults are not to smoke in the vehicle (5202.9 1-6).

Administrative Guidelines

Whenever possible, bus transportation by an insured carrier for off-campus school sanctioned events will be used.

Administration, faculty, and volunteers are to be in compliance with the requirements of the Field Trip and Transportation policies and guidelines.

Students traveling, whether by bus or private vehicle, are to exercise self-discipline so as not to distract the driver or jeopardize one's own safety or the safety of others. Windows of the vehicle are to be up. Other drivers on the road are not to be distracted by student antics. At any time that this is not the case, the person in charge of the Field Trip or other school sponsored activity is to take action to correct the situation which may include removing the student from the Field Trip (or other school-sanctioned event off-campus).

The faculty member in charge of the Field Trip is to take the Crisis Manual on all Field Trips planned by school personnel and sanctioned by the school.

Drivers for sports, extra-curricular, and "school day" field trips are to be given a copy of this policy and these guidelines.

Supervision is to be provided in the ratio of one adult for each three to ten children depending upon such factors as the age of the children and the activity.

The following is an excerpt from the Crisis Manual:

FIELD TRIP AND/OR SCHOOL SPONSORED EVENT BEHAVIOR INCIDENT

DEFINITION

An incident occurs while away from the school premises for a school-sponsored event that warrants extraordinary attention: e.g., significant violations of the Safety and Discipline Policy of the school.

In cases of suspected substance abuse, the Substance Abuse section of the Crisis Manual will be used.

PROCEDURES

The Safety and Discipline Policy will apply to extra-curricular activities that the school sponsors. Should it be determined that a child/ren should be not continue to participate in the event, the principal will be called and arrangements made for the child following a discussion between principal and parent.

In this case, it will be necessary for a chaperone/supervisor at the event to remain with the student(s) in question until the child/ren can be transported back to the school or to the home.

The safety of students and adults is to be the priority.

Emergency medical information for faculty member(s), chaperones, and students is to be in the possession of the faculty supervisor(s) on each Field Trip.

The St. Bridget of Kildare Athletic Association is advised to address pertinent sections of this policy and these guidelines, as necessary. The St. Bridget of Kildare Athletic Association is responsible for obtaining signed permission from parents of students who are transported to sanctioned sports events in private vehicles (a general parent permission may be obtained at the beginning of the school year to satisfy this requirement).

The Teacher's Responsibility

Prepare the students for the Field Trip through proper planning and communication. Forward the Field Trip Permission Form to the principal for approval at least 3 weeks before the Field Trip.

Create a Field Trip Permission Form with all required information on the form. (The teacher will adhere to all requirements of the Archdiocese of St. Louis 5202.9 and the Field Trip Form, as well as local board policy and Administrative Guidelines.) The following are to be on the back side of the Field Trip form: The Educational Goal; Student Preparation; Follow-Up Activities (from the Field Trip Planning Form).

Acquire principal's signature on the form.

Provide a copy of the form containing the principal's signature to office personnel to be filed in the school office. Provide a copy of the form to the Cafeteria Manager on a timely basis.

Forward the Field Trip Form to parents.

Check receipt of Field Trip Forms no later than 48 hours in advance of the Field Trip and encourage students who have not returned the form to do so.

"Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities" (5202.9).

Inform the drivers of the following:

Drivers must present:

- a valid, non-probationary driver's license and have no physical disability that may impair the ability to drive safely*
- declaration of insurance with for minimum limits of \$100,000.00 per person; \$300,000.00 per occurrence (an insurance card does not show this information)*

The vehicle should have a valid registration and meet state safety requirements

The teacher will certify the validity of all information noted and when all information has been received, transmit pertinent information to the school secretary.

NOTE:

The school may require new copies of the Driver's License and the insurance information prior to driving on each Field Trip to ensure that the information provided is current and valid.

The Field Trip permission slips are to be given to the school office staff prior to embarking on a Field Trip to be archived for a period of two years.

After the Field Trip, the teacher will provide "follow-up activities" for the students.

Responsibilities of the School Secretary

Maintain a file for each Field Trip that contains the following:

- The signed Field Trip Permission form*
 - Signed Field Trip Permission forms for a period of two years.*

The parish secretary will advise of completion of Protecting God's Children Seminar (on file at the parish office).

The Responsibilities of the Parent

Adherence to all aforementioned policies and/or administrative guidelines that pertain to the parent is essential. This includes following the designated route and ensuring that each child is in a proper restraint according to the law.

STUDENTS WITH SPECIAL NEEDS

St. Bridget School “should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school’s financial and human resources” It is essential that the school “fairly evaluate both students’ special needs and their own capabilities of addressing those needs. The goal of all efforts to address students’ special learning needs should be successful mastery of the regular curriculum in the regular setting.”

The school should not exclude “otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education.”

In those cases where the school is not able to meet a child’s needs “with minor adjustments, the school should assist the family in finding appropriate alternatives” (Reference: 5204 Manual for Catholic Education)

Administrative Guidelines

Every effort will be made to work with the parent/guardian, and outside agencies, as necessary, to identify special needs of student - strengths and needs.

Every effort will be made to meet those needs (as noted in the policy – within the parameters of the school’s financial and human resources).

Communication will take place with the parent/guardian frequently.

There may be instances in which the school determines that the needs of the child are greater than can be met in the regular classroom. In this case, the parent/guardian will be informed of the need to seek placement elsewhere.

SPECIAL NEEDS RECORDS

INTRODUCTION

In order for the school “to implement the policies concerning the admission and education of students with special needs, school personnel must have access to the most complete and current information about the nature and extent of the special need and the adjustments recommended or required.”

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies. In order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student’s cumulative record (5204.1 Manual for Catholic Education).

Administrative Guidelines

The administrator will have parents/guardians sign a statement that authorizes the school to:

- q Receive diagnostic evaluations from specialists or agencies involved with the student;*
- q Provide information to specialists or agencies for purposes of diagnosis or monitoring;*
- q Exchange information with the specialists or agencies, as necessary.*
- q This information will be used for the following: as a resource in providing the child with appropriate educational experiences; in preparing required annual reports (in which case, the child’s anonymity is honored).*
- q Information will be maintained in the child’s cumulative file.*

JOINT CUSTODY COMMUNICATIONS POLICY

St. Bridget of Kildare School shall be provided with pertinent legal documentation concerning custody of enrolled students. St. Bridget of Kildare School will communicate information to both parents when they have been awarded joint custody of children by the court system.

Administrative Guidelines

- *Progress reports, grades, weekly newsletters, handbooks, and all other information transmitted to the parent with physical custody will be mailed in a timely manner to the parent sharing custodial rights.*
- *It shall be the responsibility of the principal to notify faculty and office staff of families to whom this policy applies.*
- *It is the responsibility of the teacher to communicate with the parent sharing custodial rights regarding grades, progress reports, disciplinary actions, teacher letters to parent, and parent conferences or other scheduled events.*
- *It is the responsibility of the school secretary to transmit appropriate documents in a timely manner to the parent sharing joint custody. These documents would include the weekly newsletters, letters to parents, handbooks, a calendar of events, and other information at the request of a teacher or the principal.*

MISSION, PHILOSOPHY, AND GOALS POLICY

A shared vision of the Catholic educational ministry for St. Bridget of Kildare School shall be embodied in a common statement of mission, philosophy and goals. The mission, philosophy and goals will be reviewed annually and approved by the School Board. These documents are to guide practice at St. Bridget of Kildare School and shall be the criteria by which practice is evaluated.

Administrative Guidelines

• The Mission, Philosophy, and Goals will be reviewed annually and amended, as necessary.

- *The approved Mission, Philosophy, and Goals will be communicated to the school community and other appropriate publics.*

OPERATION OF THE PHYSICAL PLANT

WEAPONS PROHIBITION

INTRODUCTION

A Missouri law permits an individual, 23 years of age and older, who has passed an eight hour firearm safety training course, to obtain a permit to carry concealed firearms on or about his or her person or vehicle throughout the state of Missouri. In order to ensure a safe environment for students, employees, visitors, and clients, St. Bridget of Kildare School Board has approved the following policy related to the presence of any weapons, including concealed weapons on our premises.

WEAPONS PROHIBITION POLICY

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Bridget of Kildare School or St. Bridget of Kildare Parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms (6202.1 Manual for Catholic Education).

St. Bridget of Kildare property includes all property owned by or operated by St. Bridget of Kildare Parish including buildings and surrounding areas such as sidewalks, walkways, driveways and parking areas.

All employees are prohibited from possessing weapons of any type at any time during the course and scope of performing duties on behalf of St. Bridget of Kildare. This prohibition includes the possession of any weapons on St. Bridget of Kildare's premises or in St. Bridget of Kildare's vehicles regardless of whether they are on St. Bridget of Kildare's property. Employees in violation of this policy will be subject to automatic discharge.

St. Bridget of Kildare reserves the right to search employees, within the scope of the law, who are suspected of violating this policy.

Administrative Guidelines

- *The policy will be included in the Handbook.*
- *The policy will be distributed to all employees.*

- Signs will be posted (11"X 14" with letters at least one inch high) at entrances to St. Bridget of Kildare facilities.

SAFETY OF STUDENTS

Safety of students and staff should be a high priority for all staff members, including clerical and maintenance staff, and volunteers. The administrators should take the necessary steps to communicate this priority to school staff and volunteers (6202 Manual for Catholic Education).

Administrative Guidelines

q Supervision of student use of school materials and equipment is essential. The faculty is responsible for supervision in accordance with policy 4402 of the Archdiocese, and the guidelines noted herein.

Necessary precautions are to be taken to ensure the safe use of materials and equipment. Equipment is to be kept in good working order.

q Training that focuses on the location and use of safety equipment and fire extinguishers, and basic first aid materials and procedures should be provided to all appropriate personnel.

q All chemicals and other potentially hazardous equipment and materials used in science or other classes should be secured in a designated locked cabinet. Chemicals should be stored in appropriate containers, and labeled with information about the contents and handling directions. The Science Coordinator shall maintain a current and accurate inventory of chemicals used in science.

q As required by state law, students and teachers in science and other classes should use appropriate protective equipment, including industrial quality eye protective devices, when activities involve exposure to hazardous materials or situations.

q Areas of the school facilities that pose potential safety hazards for students should be clearly identified as off limits to students, and students should be directed that they should not enter these restricted areas.

q Open flames, e.g., the use of candles is not permitted (Reference: Pacific Fire Code 308-309) Materials used for holiday and special event decorating must be fire resistant.

q The area beneath the playground equipment must be filled with proper materials meeting safety guidelines (e.g., depth/type). It is the responsibility of the Physical Plant Manager to check this material, periodically, and report any need to the administrator.

q For classes and activities that pose potential safety risks for students, safety rules and procedures will be communicated to students and their parents. Steps should be taken to ensure that these rules and procedures are understood, as are the consequences for failing to follow them.

BUILDINGS AND THE POLITICAL PROCESS

Schools, facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activities.

Reviewed and Approved 5-19-14

Administrative Guidelines (Reference Section 6203 Manual for Catholic Education)

q The school will not distribute or post materials that support, oppose, or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.

q School representatives or employees are not allowed to endorse or oppose candidates during official school duties, activities, or functions.

q School representatives, employees, or others are not allowed to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, or e-mail.

q School facilities should not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must ensure that questions are posed in a non-partisan manner, and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

Note: "Town Hall" meetings requested by already elected officials may be held on school/parish property as a service to the community. . . .

PERSONAL LEAVE POLICY

Personal leave is time allowed for urgent personal duties or needs which cannot be accomplished outside normal school hours. The educator is allowed one personal leave day, the reason at the discretion of the educator, i.e., no reason needs to be given.

Should urgent personal duties or needs surface, which cannot be accomplished outside normal school hours, the educator may request personal leave not to exceed two additional days in a given academic year.

The principal reserves the right of approval for when a personal leave day is taken in order to assure the effective administration of the school. Consultation with the principal should occur as soon as possible to assure that a substitute may be obtained. These days are not considered as medical leave days.

Administrative Guidelines

- The principal will include a *Personal Leave Request Form* in the Teacher Handbook.
- The teacher is to submit a written request to the principal in a timely manner requesting personal leave for urgent personal duties or needs which cannot be accomplished outside normal school hours. In keeping with the Diocesan and local policy, no reason needs to be given for the first day of personal leave.
- Should it be necessary to request a second or third day in a school year, the reason for the request is to be identified in writing. The principal will advise the teacher in writing in a timely manner of the decision to grant/deny the personal leave day. Should the request be denied, the reason for the decision will be indicated.
- Should the teacher make a request that is not within the policy, the request will be referred to the Pastor.

PUBLIC RELATIONS

Effective communication between the School Board and the community is vital to the success of St Bridget of Kildare School.

1. **The community is invited to attend all School Board meetings unless designated as an Executive Session.**

School Board meetings will be announced in the weekly notes home to parents and posted in the church vestibule. These announcements will include date, time, and agenda items that will be discussed.

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

1. 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.
1. 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.

1. **School Board activities will be communicated to parents and parishioners in a timely manner.**

1. *Approved minutes of the School Board will be available in the school office upon request.*

1. *The School Board will maintain a page on the school website which will contain, at a minimum, the following information:*

- i. *Board members names and phone numbers*
 - ii. *Board meeting dates for the current school year*

- c. *The School Board Policies and Administrative Guidelines*

RECORDS OF STUDENTS

STUDENT RECORDS (Reference 4600 Manual for Catholic Education)

The school administration shall maintain and supervise the active and inactive files of the students ensuring that all records are accurate, complete, and available (4600 Manual for Catholic Education) **Parents/guardians have the right to inspect and review the official active file of their children** (4601.2 Manual for Catholic Education).

q Separated or divorced parents with joint legal custody of the student(s), or a divorced parent having visitation rights have access to the child/ren's record and information regarding their education.

q In the case of a child living with grandparents, relatives, or others who do not have custodial rights; a child whose parents never married; or a non-custodial parent whose visitation rights have been denied or restricted, the administrator will refer to 4601.2 guidelines.

TRANSFER OF RECORDS

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them (4601.4 Manual for Catholic Education).

Administrative Guidelines

The information noted below will be used to obtain parental authorization for release of records, as appropriate. (Reference: Manual for Catholic Education Appendix Section 4000)

Appendix 13 "Request for Student Records"

Appendix 14 "Authorization to Exchange Information Regarding Title I Services"

Appendix 15 "Authorization for Release of Disabilities Census Information"

The information noted below is contained in 4601.4 Manual for Catholic Education.

The Catholic Education Office should be consulted regarding release of student information or records to government officials or to anyone else claiming to be authorized (Reference: 4601.4 guidelines Manual for Catholic Education).

When a student transfers to a new school, original records will be retained in an inactive file and only copies of records sent to the new school. These records will contain the date of withdrawal and name and location of the school where copies of the records were sent.

In cases of transfers to another Catholic school within the Archdiocese, copies of the following information will be provided: student's academic records; standardized test scores; attendance; results of special needs evaluations and recommended adjustments for the school setting; and immunization record, vision and hearing screening, physical and special health care need information.

When a student transfers to a Catholic school outside of the Archdiocese, or to a public or other private school, only copies of the following information will be provided: student's academic record, standardized test scores, attendance, immunization record, and vision and hearing screening. No information provided by a third party, such as a private counselor, physician, special education personnel, or the like will be sent. It is the responsibility of the parent to request that the third party provide this information directly to the new school.

Discipline information is not part of a student's permanent record file and is not included when the release of information is authorized (4601.6). Discipline information may only be provided if the parents of a current or former student who is under the age of 18 sign the form, Authorization for Release of Student Discipline Information (Appendix 7).

A former student, age 18 or older, has the sole right to authorize the release of school records and/or discipline information.

In the case of unpaid financial obligations, records will be withheld until the obligations have been satisfied (or arrangements have been made with the pastor to take care of the obligations), and the pastor advises the principal to release the records. (Reference 4502.1, 4601.4, and 5301.7)

GUIDANCE INFORMATION

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood (4601.5 Manual for Catholic Education).

Administrative Guideline

The Guidance Counselor will be in compliance with the Guidance Information Policy.

RELEASE OF STUDENT DISCIPLINE INFORMATION

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing written and/or oral information (4601.6 Manual for Catholic Education).

When public schools request discipline information, the following procedure, discussed in 4601.61 will be followed (Reference 4601.6 Manual for Catholic Education).

Administrative Guidelines

q St. Bridget personnel will complete no form sent by a public school requesting discipline information.

q The parent will be informed that discipline information is not part of the Catholic school cumulative file or permanent record, and this information will only be provided if the parents authorize it. (Reference: Appendix 7: "Authorization for the Release of Student Discipline Information").

q Should the parents choose to sign Appendix 7, referred to above, the original signed form will be retained by the school, and a copy with the information, will be sent to the public school.

q If the student is 18 years or older and no longer enrolled in the school, the student has the sole right to authorize release of discipline information.

REDUCTION IN FORCE

INTRODUCTION

Policies governing a reduction in the number of teaching positions due to declining enrollment or financial constraints should be developed by local school boards and communicated to the teachers. Note that it is never permissible in justice to eliminate a teacher from the staff based solely on his/her position on the salary scale (3405.10 Catholic Education: Continuing the Work of the Lord - Administrative Manual for Catholic Elementary Schools . . . Archdiocese of St. Louis)

In keeping with the requirement noted above, the St. Bridget of Kildare School Board developed a Reduction in Force Policy. Board deliberations prior to policy approval included information from the Catholic Education Office/Teacher Personnel, input from the faculty and administration of St. Bridget of Kildare School, and questions and comments of members of the St. Bridget of Kildare School Board.

The St. Bridget of Kildare School Board values the dedication of the faculty to the Mission and Philosophy of Catholic education at St. Bridget of Kildare School and recognizes the relationship between quality Catholic education and the quality of the teaching staff.

POLICY

Should reductions in faculty become necessary due to declining enrollment, financial constraints, or termination of a program for which a teacher has been hired, the criteria noted below will guide decisions.

- **Current or changing needs of the school to be determined by the Pastor and Principal in consultation with the St. Bridget of Kildare School Board**
- **Certification to teach assigned grade levels and/or subject(s)**
- **Evaluations and work history based upon The Evaluation Process for Elementary School Teachers of the Archdiocese of St. Louis**
- **Length of service at St. Bridget of Kildare School**

Administrative Guidelines

The policy will be communicated to the faculty and the parent community.

Any change in faculty as a result of the implementation of this policy would be communicated to the faculty member(s) affected on a timely basis - as dictated in the personnel policy and guidelines of the Archdiocese regarding contracts.

SPIRITUAL AND PROFESSIONAL GROWTH

All faculty members, full-time and part-time, shall be responsible for their ongoing spiritual and professional growth through prayer, study, reading, and participating in Professional Development activities.

Spiritual formation programs, archdiocesan institutes, Region 8 Professional Days, faculty meetings, faculty days of prayer, seminars, conferences, Study Groups, active membership and participation in professional organizations, visits to other school sites, networking, and formal coursework provide opportunities for professional growth.

Teachers are encouraged to take advantage of Archdiocesan and parish opportunities for financial assistance in furthering their spiritual and professional growth.

Administrative Guidelines

Teachers may apply for financial assistance in furthering their spiritual and professional growth. Available funds include: a Diocesan Fund administered through the Catholic Education Office; parish funding of Paul VI religious education classes; and federal funds administered through the local public school district.

Diocesan Reimbursement

Teachers complete a request for reimbursement in a timely manner on the appropriate form included in the Handbook for teachers.

Paul VI

Paul VI will bill the parish for courses taken.

Meramec Valley School District (government funding)

Requests are directed to Meramec Valley through the SBS principal.

- *The teacher is to keep a record of Professional Growth events throughout the school year. These will be included in the Summative Evaluation documents at the end of the school year.*
- *Teachers are expected to share information gleaned from Professional Development activities with the staff: i.e., through participation in a Study Group; a presentation; written information/literature, a video, or the like.*
- *Teachers are expected to reflect new information gained in their educational practice in the lesson plan and classroom instruction and assessment.*
- *Professional Development programs are cooperatively developed by the school staff and administrator with assistance from a Professional Development Committee.*

STUDENT PROGRESS

GRADE CLASSIFICATION

The normal progression through the elementary school is grade to grade, sequentially, through the completion of Grade Eight. Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. (Reference 4501 Manual for Catholic Education)

Administrative Guidelines

Acceleration of a grade or retention would only be considered after a thorough study taking into account: testing information available (or recommended prior to making a decision); the perceived needs of the child; alternative ways of meeting the needs of the child; a discussion with the parents and teacher(s) of the child. The most important factor in making a decision to accelerate or retain a child is the best interest of the student.

Acceleration in specific subjects may be an option for some students.

Retention is not recommended, and would only be considered when all relevant factors had been considered, especially the recommendation of such persons as (e.g., a Pediatric Neurologist, Psychologist, or Special Education Personnel, or other professional parties engaged by the parents to assess the child's abilities and needs).

There may be instances in which the school determines that the needs of the child are greater than can be met with the resources available. In this case, the parent will be informed of the need to seek placement elsewhere.

GRADUATION

Students who graduate from St. Bridget of Kildare School will have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record; demonstrated satisfactory conduct; and completed all financial obligations (4502 Manual for Catholic Education).

Administrative Guidelines

All financial obligations to the school must be current or arrangements made with the approval of the Pastor by December 1 for records to be sent to the eighth grader's high school(s) of choice. (Approved November 2015)

Payment in full must be made for all financial obligations to the school before the day of graduation (Reference: 4502.1 Manual for Catholic Education). Parents who cannot meet this obligation on a timely basis are to make an appointment with the pastor to make arrangements to take care of the financial obligation. Should this not be the case, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled or arrangements made that meet with the approval of the Pastor.

DISMISSAL OF GRADUATING STUDENTS

The school calendar will contain a minimum of 174 days of instruction for graduating students. This policy will reflect the requirements as noted in archdiocesan policy 4502.2, "Dismissal of Graduating Students":

Graduation activities and events should be scheduled as close as possible to the official ending of the school year. Grade eight students, like the other students within the school community, should be provided with a minimum number of 174 days of student instruction. Dismissal of graduating students should occur not more than one day prior to the celebration.

SUPERVISION SECTION

SUPERVISION OF STUDENTS

The school should have clearly developed written policies and procedures for the supervision of students in the classroom, hallways, cafeteria, and athletic and recreational areas. Teachers or other designated parties should be assigned supervisory responsibilities to those areas of the school and times during the day when the students are not in the classrooms. The school administrator should monitor implementation of the supervision plan and take steps to ensure that those assigned for supervision are fulfilling their duties.

Efforts should be made to have the school facilities be as accessible as possible to students for educational purposes, while also fulfilling the duty to provide for their supervision and safety.

The normal hours that school is open should be published in the school Handbook. Specific areas where students are to wait before and after school should be identified. Appropriate supervision of students in those designated waiting areas should be provided during the published times.

Steps should be taken to ensure the safety of students exiting school property or crossing major intersections adjacent to the school (4402.1 Administrative Manual for Catholic Education).

Administrative Guidelines

Procedures for the supervision of students in the classroom, hallways, cafeteria, and athletic and recreational areas will be identified prior to the opening of school in each year to include: (a) responsible party/ies; (b) expectations of supervisory personnel or other parties; (c) expectations of students.

The administrator will monitor implementation of supervisory responsibilities;

Hours of school operation, specific areas where students are to wait before and after school, and personnel responsible for supervision at arrival and dismissal will be identified. Expectations of students and supervisory personnel during lunch/Activity periods will be identified.

The classroom teachers will be responsible for monitoring students crossing the street between church and school. No student is to walk to or from church alone. At any time that a parent chooses to have a student walk to or from school, the parent is to provide a signed and dated letter noting this.

Supervision of Extra-Curricular Activities

The time that a student will be engaged in an extracurricular activity is to be communicated in writing to the parent/guardian.

The students are to be supervised at all times by the faculty member or volunteer (e.g. Girl Scout Leader, or the like) responsible for the activity.

The parent is expected to be present to pick up the child at the designated time. Should this not be the case, the responsible teacher or volunteer will call the parent and the student will remain with the teacher or volunteer until the parent arrives.

QUESTIONING OF STUDENTS

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless the school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present (4402.2 Administrative Manual for Catholic Education).

Administrative Guidelines

- q Law enforcement officials may question minor students only with a parent/guardian or deputy juvenile officer present.
- q Parents will be notified that the student(s) will be questioned and by whom.
- q Parents will be invited to be present.
- q The school administrator will be present.
- q Should the parent(s) not be able to attend, the school administrator and one other staff member will be present during the entire questioning.

In the case of an investigation related to a “hot line” report (e.g., suspected child abuse or neglect), minor students may be questioned without a parent/guardian or deputy juvenile officer present. In this case, the DFS Caseworker could be expected to question the student(s). The school administrator will:

- q Request appropriate identification from the DFS Caseworker.
- q Request permission to contact the parent/guardian prior to questioning the student;
- q If permission is denied, the request will be documented, and the administrator will request permission to be present when the student is questioned.
- q The administrator will cooperate with the decision of the caseworker regarding this request.

Law enforcement authorities may remove students from school property only upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime.

“The proper place for questioning a student who is considered a witness to a crime is the student’s home with the parents present. In such cases, school officials are not required to allow law enforcement authorities to question the student at school.” (Section 4402.2 Administrative Manual for Catholic Education)

MEDIA AND THE SCHOOL

Members of the media should be on school property only as invited guests and should not be allowed to interview students on matters unrelated to the purpose for which they were invited (4402.3 Manual for Catholic Education).

St. Bridget School should encourage good relations with the media.

Administrative Guidelines

- q Items for submission to the media require the approval of the principal.*
- q If the media wish to interview or photograph a student, the permission of the parent should be obtained.*
- q If the student's photo is to be used in marketing materials, the Media Authorization Form authorized by the Catholic Education Office must be completed by the parent and on file in St. Bridget School school office. This form will be given to parents to complete prior to each school year.*

NOTE: In the event of a crisis occurring at the school, the designated archdiocesan contact identified on page one of the Crisis Manual would be contacted, and that individual would be the media contact.

DISTRIBUTION OF MATERIALS TO STUDENTS

In compliance with Archdiocesan policy 4402.4, St. Bridget School “should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.” (Manual for Catholic Education 4402.4)

St. Bridget School may distribute, at the discretion of the school, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located (4402.4).

Administrative Guideline

The faculty and staff are to refrain from disseminating materials to students or parents that are not sanctioned by the Archdiocesan Policy 4402.4.

MAILING LISTS

Introduction

The names, addresses, and telephone numbers of St. Bridget of Kildare families are provided to our school community. Sharing this information with others, whether an individual or business, is considered an invasion of privacy and not permitted by Archdiocesan Policy 4402.5. St. Bridget of Kildare School and St Bridget of Kildare Parish will not be responsible for the inappropriate use or dissemination of this information.

Names, address, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Schools should not make available on the school website any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which are posted on the school's web site (4402.5 Administrative Manual for Catholic Education).

Administrative Guideline

The Mailing Lists Policy will be included in the Family Directory each year.

Use of Electronic Communications Devices and Applications (Personnel Policy Manual Policy 3604 Archdiocese of St. Louis)

The use of electronic and digital communications devices and applications can be effective means for accomplishing the work of the Church and achieving the mission of the Catholic School. When using electronic communications devices and applications, principals/Chief School Administrators, teachers and other school personnel (collectively "School Personnel") must be aware they are representing the Church and school and must exercise appropriate standards of professional and ethical conduct. The content of such communication must be consistent with the educational purposes and principles of the school and the Archdiocese.

Each school should develop and implement clearly written local policies and procedures regarding access to and use of electronic and digital communications and information devices and applications by School Personnel. These policies should reflect the expectations of the particular school, the equipment and resources available at that school, and the procedures and methods by which School Personnel have access to those resources.

In order to achieve these goals, the following procedures shall be implemented in every archdiocesan school:

- 1. The content of communications by School Personnel must be appropriate¹. Personal conversations are the preferred method of conveying information relating to student performance and behavior and for addressing problems or controversy.***

- 2. All electronic and digital communication and information sharing with students and parents/guardians by School Personnel must occur through applications provided and monitored by the school ("School Technology"). School Technology includes websites and web pages, e-mail, blogs, social networks, instant or text messaging, and the like. Limited exceptions to this policy are identified in items 5 and 6 below.***

- 3. If a school does not provide School Technology, then School Personnel may not use personal websites, blogs, e-mail, social networking sites, text messaging, and the like to communicate with students. Limited exceptions to this policy are identified in items 5 and 6 below.***

- 4. All use of School Technology by School Personnel to communicate with students should identify the sender and recipient by actual name only.***

- 5. For convenience, School Personnel may communicate with parents using a personal cell phone utilizing the voice function.***

- 6. To ensure student safety in an emergency situation, School Personnel may communicate with students and/or parents using a personal cell phone utilizing the voice function or text messaging function.***

- 7. Parents/guardians shall be advised of the availability of School Technology and the parameters of this policy and shall have appropriate access to and shall be encouraged to visit these applications regularly. This shall include expectations and limitations for electronic and digital communications by School Personnel with students and parents/guardians using both School Technology and personal technology and applications.***

8. Parents/guardians shall also be encouraged to report to the Principal/Chief School Administrator any electronic or digital communications from School Personnel that are in violation of this policy.

9. School Personnel shall have no expectation of privacy when utilizing School Technology or when communicating with students and parent/guardians.

10. Violations by School Personnel of the electronic and digital communication policy shall be subject to the full range of disciplinary consequences up to and including termination.

The school, in the person of the principal/Chief School Administrator, is responsible for the accuracy and appropriateness of content posted on school sponsored, hosted, or maintained websites, blogs, social networking sites, applications and the like. The school must insure that the format and content are consistent with all relevant archdiocesan policies. The school must also take steps to insure that all applicable restrictions and regulations are met, such as appropriate presentation of copyrighted materials and specified age qualifications for social networking sites.

The principal/Chief School Administrator should employ an Internet Acceptable Use Policy (“AUP”) as one means of directing and monitoring Internet and communications activities and ensuring safety and appropriate use. This should encompass all Internet accessible technology and digital communications software and applications under the supervision of the school or for which the school has formal or informal arrangements with outside providers.

The principal/Chief School Administrator shall investigate and act upon all reported or observed violations of this policy and address them in a timely and appropriate manner according to school and the archdiocesan policy, applicable state or Federal laws, and accepted administrative practice.

¹Examples of inappropriate electronic communications include, but are not limited to, communications which: (1) are a violation of State or Federal law or promote illegal activity; (2) promote or oppose a candidate for public office; (3) are intended for mass mailings, except through authorized listservs provided and maintained by the school; (4) distribute home addresses, phone numbers, e-mail addresses or other personal information of students, parents or school personnel in violation of school policy; (7) are in violation of the school harassment policy; (8) determined by the principal/Chief School Administrator to be Inappropriate Electronic Conduct as this term is defined in the school’s Internet Acceptable Use Policy as described in 5202.71.

**TECHNOLOGY ACCEPTABLE USE POLICY FOR ADULT USERS
AT ST. BRIDGET OF KILDARE SCHOOL**

St. Bridget of Kildare supports access by faculty and staff to rich information and technological resources. Faculty and staff are encouraged to develop the technological skills necessary to use such resources effectively for job-related tasks appropriate in the conduct of one's duties and/or professional or career development. Such use shall be consistent with the school's mission and philosophy.

Resources are for educational, administrative, communication, and/or reporting tasks. These resources include the computer network, websites, web pages, blogs, social networks, Internet access, e-mail, video, and telephone systems. Use for commercial activity or political lobbying purposes is prohibited.

Internet/e-mail accounts shall be used in the performance of one's duties in accordance with one's educational or other support related role.

All users will act in a responsible, ethical, and legal manner and conform to common etiquette that includes using appropriate language and respecting privacy.

As noted in Archdiocesan Policy #3604, Section 2, "all electronic and digital communication and information sharing with students and parents/guardians by School Personnel must occur through applications provided and monitored by the school ('School Technology')".

The use of technology at St. Bridget of Kildare School is a privilege, not a right, and unacceptable conduct may result in legal or other actions on the part of the employer.

Administrative Guidelines

St. Bridget of Kildare technology must be used to support teaching and learning at St. Bridget of Kildare or for those support services needed in the conduct of one's duties.

All use of technology by adult users, faculty and staff, must be in compliance with archdiocesan policy 3604.

Any e-mails sent by a faculty or staff member to a student must be copied to the parent.

Unacceptable conduct includes:

- *Vandalizing and/or tampering with equipment, programs, files, system performance or other components of the network, including copying, distributing, or modifying copyrighted software.*
- *Causing congestion on any technological system or interfering with the work of others – e.g., engaging in chain letters, unapproved chat rooms, or in peer-to-peer networking applications, such as instant messaging.*
- *Attempting to infiltrate, or "hack" into any technological system, or interfering with another person's ability to use that system, including password sniffing and/or port scanning.*

- *Accessing or exploring unapproved on-line locations, materials or on-line games, downloading, installing, or executing unlicensed or unauthorized software, includes viruses.*
- *Sending or receiving materials that are pornographic, obscene, or otherwise inappropriate and/or inconsistent with Catholic, Christian values.*
- *Using unauthorized fee-based services on the Internet.*
- *Intentionally wasting finite resources or instructional time – e.g., on-line games, instant messaging.*
- *Revealing the home address or phone number of another person*
- *Invading or violating the privacy of other individuals and/or their information.*
- *Using and sharing another user’s account, user name, or email, or allowing another user access to one’s own account user name, or email*
- *Sharing your personal information online, including phone number, and address*
- *Posting anonymous messages, unapproved web pages, or unlawful or libelous information on the system.*
- *Encrypting files or restricting files through unauthorized password protection.*
- *Falsifying permission, authorization or identification documents.*
- *Granting remote or local control of a networked system to a third party.*
- *Violating etiquette, including mail or messages that degrade, defame, demean, or harass other individuals, or mail or messages that are offensive sexually, racially, or in any other way.*
- *Engaging in illegal acts, such as gambling, copyright infringement, or the like.*
- *Placing or receiving telephone calls in the classroom during assigned instructional time, except for emergencies.*

TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

INTRODUCTION

Excerpts from Archdiocesan Policy 5103.8

The purpose for including technology in the elementary school curriculum:

- *to enable students to employ current and emerging technologies as tools for accessing information, communicating with others, and managing data*
- *Students should become familiar with the range of current and emerging technologies and maintenance of equipment; impact of technology on society; legal and moral issues; use of technologies for production, communication, research and problem solving; managing information and entertainment; and applications for technologies in the school, home, and work-place.*

St. Bridget of Kildare supports access by students to technological resources needed to support student learning: curriculum related educational tasks assigned and supervised by the classroom teacher. Students are encouraged to develop the technological skills, problem-solving and

research skills, and the Internet safety knowledge necessary to use such resources effectively, responsibly, and safely. These resources include:

- **the computer network**
- **web sites**
- **Internet access**
- **e-mail**
- **Interactive video**
- **telephone systems**

E-mail privileges for students will be restricted to specific projects for a specific time period designated and requested by the teacher. The activity will be directed, sanctioned, and monitored by the teacher.

Student use of technology will be supervised at all times. All users will act in a responsible, ethical, and legal manner and conform to common etiquette that includes being polite, using appropriate language, and respecting privacy.

The use of technology at St. Bridget of Kildare School is a privilege, not a right, and unacceptable conduct will result in the loss of that privilege for a specified period of time. Damage to equipment as the result of deliberate misuse of equipment could result in financial liability on the part of the user.

User files and communications may be reviewed to ensure compliance with this policy and administrative guidelines and should not be considered private information.

(Cross-reference: Internet and Electronic Communications Conduct Policy)

Administrative Guidelines

In each school year, the student and parent will read and sign a document indicating that the parent has read and discussed the provisions in the Handbook with the student(s). Policies and guidelines related to the use of technology are included in the Handbook and are to be discussed with the student by the parent; however, the Homeroom Teacher will also discuss these policies and guidelines with the student, as well.

Each year, parents and students will sign the "Personal Technology Item" Form. This form informs your student of their responsibility of having a personal technology device (phones, ipads, etc) at school. This form is necessary to provide clear communication between home and school. (September 2014)

Unacceptable conduct includes:

- *Vandalizing and/or tampering with equipment, programs, files, system performance or other components of the network, including copying, distributing, or modifying copyrighted software.*

- *Causing congestion on any technological system or interfering with the work of others – e.g., engaging in chain letters, using social networks; or in peer-to-peer networking applications, such as instant messaging.*
- *Attempting to infiltrate, or “hack” into any technological system, or interfering with another person’s ability to use that system, including password sniffing and/or port scanning.*
- *Accessing or exploring unapproved on-line locations, materials or on-line games, downloading, installing, or executing unlicensed or unauthorized software, includes viruses.*
- *Sending or receiving materials that are pornographic, obscene, or otherwise inappropriate and/or inconsistent with Catholic, Christian values.*
- *Using unauthorized fee-based services on the Internet.*
- *Intentionally wasting finite resources or instructional time – e.g., on-line games, instant messaging.*
- *Plugging, unplugging, adjusting the computer or television equipment without prior teacher permission.*
- *Revealing the home address or phone number of another person, or, if a student, revealing one’s own home address or phone number.*
- *Invading or violating the privacy of other individuals and/or their information.*
- *Using and sharing another user’s account, user name, or email, or allowing another user access to one’s own account user name, or email.*
- *Coaching, helping, observing or joining any unauthorized activity, including the downloading of backgrounds, screensavers, and hidden taskbars on any technological system.*
- *Using e-mail, as a student, for other than school-related purposes.*
- *Sharing your personal information online, including phone number and address.*
- *Posting anonymous messages, unapproved web pages, or unlawful or libelous information on the system.*
- *Encrypting files or restricting files through unauthorized password protection.*
- *Falsifying permission, authorization, or identification documents.*
- *Violating etiquette, including mail or messages that degrade, defame, demean, or harass other individuals, including text messages, that are offensive sexually, racially, or in any other way.*
- *Engaging in illegal acts including copyright infringement.*
- *Placing or receiving telephone calls in the classroom during assigned instructional time, except for emergencies. Student cell phones have to be turned off during school hours and students are only permitted exceptions with the permission of the administrator or a member of the teaching staff.*
- *Using resources for recreational purposes such as, playing or listening to music from the Internet without permission of the teacher or using school equipment to play games.*
- *Using video equipment (including but not limited to televisions) without explicit permission of faculty.*

Consequences for Unacceptable Conduct

The loss of privileges will be imposed for infractions. Financial liability (in the case of damage to equipment) may be incurred by the student. The loss of privileges and financial liability, respectively, will be contingent upon the seriousness of the infraction that occurs and the cost of repairing/replacing damaged equipment should the latter be a factor. Recommendations for sanctions will be made to the principal by the faculty supervisor or a member of the technology staff.

In the case of a student having e-mail privileges for the purposes noted in the policy, should a student use this privilege for any purpose other than e-mailing the teacher or engaging in the specific project assigned, directed, sanctioned, and monitored by the teacher, that student will lose all e-mail privileges for the remainder of the project. The matter will be discussed with teacher, parent, and student prior to the student receiving further e-mail privileges. In all cases, the student must be within the Administrative Guidelines noted above.

A teacher requesting e-mail privileges for a class for a specific purpose and a specific period of time needs to present that request to the principal in writing at least five (5) days in advance of the date needed. E-mail privileges will end with the completion of the project.

K- 8 TUITION POLICY*

**Preschool Tuition Policies are outlined in the Preschool Handbook. Preschool tuition is separate and combination discounts do not apply.*

INTRODUCTION

At St. Bridget of Kildare School tuition assists in covering the total cost of educating children. While fundraising and parish contributions supply a major part of the total per pupil expenditures at St. Bridget of Kildare School, tuition provides the opportunity for each family's personal investment in Catholic education for their children, and is required of each family.

K -8 TUITION POLICY

The schedule of tuition and fees is determined annually by the St. Bridget of Kildare School Board with the approval of the St. Bridget of Kildare Finance Commission and is communicated to the parents prior to registration.

St. Bridget of Kildare School has adopted a three-tiered tuition structure for Registered Parishioners and Non-Parishioners. The first tier applies to families with one child attending the school; the second tier applies to families with two children in the school; and the third tier applies to families with three or more children attending the school simultaneously.

The Tuition structure for all families with children enrolled at St. Bridget of Kildare School (K-8) follows:

For the 2018-2019 school year, the tuition base is \$4801.00.

<i>One Child</i>	<i>Base Tuition \$4801.00</i>
<i>Two Children</i>	<i>Base Tuition + 50%</i>
<i>Three or More Children</i>	<i>Base Tuition + 80%</i>

Active registered members of St. Bridget of Kildare Parish are entitled to apply for a 5 % reduction from the base tuition rate. An active parishioner is defined as...

- 1. A registered member of St. Bridget of Kildare Parish who attends Mass regularly.**
- 2. A volunteer at 3 of the following :**
 - a. Lenten Fish Fries**
 - b. Parish Fall Festival**
 - c. School Dinner Auction**
 - d. Lunch Supervisions**
 - e. Classroom assistance**
 - f. Fundraiser Organizer**
 - g. Other approved opportunities**

NOTE: The Active Parishioner Discount will only be given for the 2019/20 school year if requirements are completed during the 2018/19 school year. (Approved January 2016)

Tuition will be refunded according to the following schedule:

- Before the first day of school, 100% of pre-paid tuition will be refunded;**
- On or after the first day of school, refunds of pre-paid tuition will be pro-rated based on the total number of school days expired in that year.**

FEE STRUCTURE

A fee of \$40.00 is due with registration. Registrations received on or after March 15 may incur a registration fee of \$75.00.

A \$150.00 curriculum fee per student with a maximum fee of \$300.00 per family will be assessed yearly and is payable before July 1st. Curriculum fees not paid before July 1 must be added to the FACTS tuition payment system (Revised December 2017)

There is a FACTS fee associated with using the FACTS tuition payment system. This fee is \$40.00 and is added to the total tuition due for those who use this monthly payment system.

All fees (including, but not limited to, the registration, textbook and technology fees, and FACTS fees) are not refundable.

Tuition Guidelines

Tuition payments begin on July 1 in each year and may be paid in one of three ways:

1) Full Payment can be made by September 1st and a 3% discount of total charges will be given. Full payment received after September 1st is not eligible for the 3% discount.

2) Semester Payments can be made by September 1st and January 2nd and a 1% discount of total charges will be given.

3) Monthly payments must be utilized through the FACTS monthly payment program. A yearly one-time FACTS fee for the monthly payment program is charged. Contact the parish office for details.

LATE PAYMENT PROCEDURES

If a payment is not made when due, the following procedures will be instituted:

- 1) *Within ten (10) days of the missed payment the school will send Notice that the payment is past due.*
- 2) *When the payment becomes thirty (30) days past due the school will send Notice that the payment is thirty (30) days past due and will indicate that the Discount has been rescinded or that a Late Fee has been applied.*
- 3) *Concurrent with the thirty (30) days Notice in #2, the school will send out an invoice for the Discount amount or Late Fee(s).*
- 4) *Parents who cannot meet this obligation on a timely basis are to make an appointment with the pastor to make arrangements to take care of the financial obligation. Should this not be the case, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled or arrangements made that meet with the approval of the Pastor.*

Approved March 24, 2014/Effective Date July 1, 2014

Administrative Guidelines

- *A Budget Committee will be convened by the School Board at the September board meeting in each year.*
- *The Budget Committee will review the policy and recommend the budget for the next school year to the board at the December meeting.*
- *The School Board will approve the budget at the January meeting (or no later than at a special session of the School Board in January called to approve the school budget).*
- *The tuition will be communicated to the community prior to registration.*

UNIFORM POLICY

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.

Administrative Guidelines

- *The Uniform Code will be published in the Handbook. The parent is to review the Uniform Code with the student and send the student to school properly attired each day.*
- *Wearing uniforms on a field trip will be “the norm”. Exceptions would be made if dictated by the circumstances and sanctioned by the teacher.*
- *On Spirit Days t-shirts advertising St. Bridget School or St. Bridget Shamrocks are allowed. Denim bottoms or uniform bottoms are required. (March 2018)*
- *No Uniform Today (NUT) Passes are given by the principal as a reward, recognition, or incentive for a specific day. Students may wear leggings, sports attire, or Catholic school appropriate t-shirts when using a NUT pass. (March 2018)*
- *Only the “traditional” white T-shirt without writing or pictures may be worn under the uniform.*
- *Dyed hair (e.g., pink, green, or the like) is not permitted, and dyed hair, in general, e.g. “bleached”, is not recommended for our elementary students.*
- *The wearing of trousers that do not fit at the waist (i.e., that fall down on the hips) is not permitted.*
- *Socks meeting the uniform code are to be worn with the uniform (Refer to Uniform Code.)*
- *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 following step will be taken:*

The Check System will be used in grades four through eight. In other grades, the teacher will contact the parent, as needed.

MAINTAINING SCHOOL PRIVACY

St. Bridget of Kildare School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube.