



SAINT BRIDGET
CATHOLIC SCHOOL

Parent and Student Handbook

Elementary School Campus · 6011 York Road · Richmond, VA 23226

Middle School Campus · 6112 Three Chopt Road · Richmond, VA 23226

Saint Bridget Catholic School retains the right to amend the handbook for just cause. Parents will be given notification if changes are made.

Reviewed and Updated February 2024

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Scope and Purpose of the Handbook

This Handbook is intended to assist in the operation of Catholic schools administered under the authority of the Catholic Diocese of Richmond (referred to as “the Diocese”). This handbook clarifies and unifies the plans and actions that are a necessary component of every Catholic school’s daily operating procedures and provides guidance in situations most likely to occur in the Catholic educational setting.

The policies are mandatory rules of procedure, which establish minimum standards to be observed in all Catholic schools in the Diocese. The guidelines, which are intended to be inspirational and instructive, are strongly recommended. Starting with Section 100 of the Handbook, each section sets forth specific policies and, where applicable, guidelines.

The policies and guidelines set forth within this Handbook notwithstanding, the Office of Catholic Schools of the Catholic Diocese of Richmond, are subject only to review by the Bishop, who reserves the right to address individual situations on a case-by-case basis. The provisions of the referenced policies and guidelines are subject to such additions, changes, modifications and/or supplements, as the Diocese of Richmond may deem appropriate or necessary in its discretion.

This Handbook was developed to address areas of interest to all the constituents of our Catholic schools, i.e., administrators and faculty; students and their parents; school boards and the Diocesan School Board; and ultimately the Bishop. The spiritual, moral, intellectual, physical, legal, and canonical wellbeing of all the above have been considered in drafting this Handbook for the Catholic schools of the Catholic Diocese of Richmond.

General Policy Statement

The body of Diocesan Policy included in this handbook provides policy direction for Catholic schools of the Diocese of Richmond. The Diocese may add to, revoke, or modify its policies at any time without notice. There may be times when a policy will change before printed handbooks can be revised. The most recently dated policy on file with the Diocese will always be regarded as the governing policy. The most current policy can be found on the Office of Catholic Schools website. If individuals cannot access the website, they should contact the Office of Catholic Schools.

Non-Discrimination Policy Of Catholic Schools In The Diocese Of Richmond

Catholic Schools administered under the authority of the Catholic Diocese of Richmond comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination based on race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

The Diocese reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees may be prohibited from performing, teaching, or advocating in the workplace any practices or doctrines which are inconsistent with religious tenets of the Catholic faith. Consistent with the foregoing, it is the policy and practice of the Diocese of Richmond and the parish to provide equal employment opportunity in employment, promotions, wages, benefits, and all other privileges, terms, and conditions of employment.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the Catholic Diocese of Richmond to undertake and/or enforce appropriate actions with respect to applicants or students who teach or advocate on school property or at school functions any practices or doctrines which are inconsistent with religious tenets of the Catholic faith.

Catholic Schools In The Diocese Of Richmond

The Bishop

The Bishop, by his very position, is the authentic teacher in the Diocese. It is he who articulates the faith for the people of God and prophetically calls them to a life in the Lord. The Bishop of the Diocese has the ultimate authority in all matters of Catholic education. Moreover, in any questions of faith, morals, and Church laws, the final arbiter shall be the Bishop of the Diocese or his official designee. Such actions may be made in his sole and unreviewable discretion subject only to canon law standards. To the extent the Bishop delegates any responsibilities to any other party, the scope of authority held by such party shall be strictly construed.

Pastor

Within the scope of authority specifically entrusted to him by the Bishop of the Diocese, the Pastor is the shepherd of the parish entrusted to him. Under the authority of the Bishop, he exercises Pastoral care for the total religious and educational mission of the parish.

The Pastor of a parish that operates a school, is responsible for the implementation of all diocesan policies and procedures approved for Catholic schools. The Pastor exercises his responsibility in collaboration with the Principal and Superintendent of Schools. All Pastors provide spiritual and financial support for the schools of their parishes.

Superintendent of Catholic Schools

The Superintendent of Catholic Schools reports directly to the Bishop for the effective administration and supervision of all elementary and secondary Catholic schools within the Diocese. The Superintendent of Schools is appointed by the Bishop and is the Bishop's representative to the schools. The Superintendent of Catholic Schools directs the implementation of diocesan policies and procedures approved for the Catholic Schools in the Diocese. The Superintendent of Catholic Schools serves as the supervisor of all school principals.

Administrator/Principal

The Administrator of the school is responsible for overseeing all school programs and activities according to Diocesan policies. He or she is charged with creating an environment conducive to the growth of Catholic values and academic excellence. In a regional school, the Superintendent is the Administrator's employer and supervisor. In a parish school, the Pastor is the Administrator's employer and the Superintendent is their supervisor. In a private school, the Principal is responsible to the school's owner, e.g., a religious community or private corporation, but must comply with the Catholic identity and theology curriculum set by the Office of Catholic Schools. The terms administrator and principal are used interchangeably.

Faculty Member

The faculty member works with school administrators to achieve the goals of Catholic education and is directly responsible to the Principal in all school matters. Within this scope of authority, the faculty member's responsibility is to help his/her students learn the subject matter and skills that will aid their spiritual, intellectual, physical, emotional, and moral development.

Parents

The parent(s) works with school administrators to achieve the goals of Catholic education. Parent(s) are responsible to ensure that their child(ren) come to school everyday ready to learn. They promise to uphold the policies and procedures outlined in the school's parent/student

handbook. They also promise to have their children participate in the Catholic life of the school. The Catholic Church recognizes parents as the primary and principal educators of their children.

Note: In this Handbook, the term parent refers not only to a student's natural or adopted parent, but also to his/her non-parent, legal guardian or to any other person or agency authorized to act in place of parents.

Diocese Mission Statement

The mission of the Office of Catholic Schools is to assist the Bishop in his mandate as Teacher of the Catholic Faith, by establishing a climate and framework for fostering excellence in catechetical and academic education in the schools of the diocese in adherence to the Magisterium of the Church.

The mission of the schools in the Catholic Diocese of Richmond is to develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.

Diocese Vision

The Catholic schools of the Diocese of Richmond, rooted in the richness of the Catholic tradition, and addressing the challenges of the present are enthusiastically creating a future based on the person and teachings of Jesus Christ.

Catholic Schools in the Diocese of Richmond:

- **Proclaim** to be formative communities of prayer, worship, justice, and peace.
- **Known** to be integral to the mission of the church and as the responsibility of the entire Church.
- **Are positioned** as the heart of the Church's life, and as such share in the responsibility of being church in the world.
- **Nurture** personal growth, scholarship, life-long learning, service, and responsible stewardship.

Philosophy of Catholic Education

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Faithful to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. Catholic education in the United States of America has long been a priority of clergy and laity alike. The American bishops in their Pastoral on Education in 1972 stated that Catholic schools are the most effective means available to the Church for the education of children and young people.

The twofold goal of Catholic schools is to provide an environment which will foster rich religious training as well as a solid academic education in a Christian value-oriented environment. As such, the Catholic Schools in the Diocese of Richmond share the following mission and vision.

About Saint Bridget

Saint Bridget Catholic School is a parish school. A **parish school** is a school that is the sole responsibility of a particular parish. The Pastor acts as the employer of the school Principal and the Superintendent acts as the supervisor of the school Principal.

Mission

Saint Bridget School is a Catholic, Christ-centered environment that provides a strong academic curriculum and fosters spiritual growth, moral development, and the pursuit of excellence in the whole person.

Vision

Saint Bridget Catholic School, rooted in the richness of Catholic tradition, will creatively and enthusiastically challenge our learning community to:

- Sustain a Christ-centered environment;
- Cultivate the potential of each child;
- Teach Gospel values and integrate them into daily life;
- Provide opportunities for prayer, worship, stewardship, and service;
- Prepare each student to be a life-long learner who is able to make responsible choices reflecting the teachings of Jesus Christ;
- Challenge and empower the faculty and staff to continually evaluate the present so they can better design the future, building on the school's foundation and rich heritage for present and future generations.

Core Values

We Encounter

We Love

We Seek

We Respond

We Minister

Philosophy

Saint Bridget Catholic School provides a holistic approach to education, taking into consideration the developmental process of each individual: spiritual, physical, academic, emotional, and social. We provide a safe and stimulating environment in which each child's learning style is

addressed through a variety of teaching techniques and strategies. Our integrated curriculum continually links new information to prior knowledge to ensure learning becomes a lived reality.

Students are challenged not only to learn and master rigorous academics, but also to apply that knowledge in practical situations by using higher-order critical thinking skills and logical reasoning abilities. Saint Bridget students learn by doing through hands-on instruction and activities, centers in the classroom, and cooperative group experiences.

By teaching the message of Jesus Christ with daily prayer and formal instruction, we strive to help students develop the moral decision-making skills that will enable them to model Christian behavior at home, in school, and in the community.

Bound by a common commitment, the faculty and staff, together with the parents, view the students of Saint Bridget School as our main priority. As a team, we work together to foster the religious, academic, and personal development of each child, providing the support and encouragement needed for them to achieve success.

Our Catholic Identity

Saint Bridget Catholic School is an extension of our faith and a key component of the larger Church community. As such, our faith is visible and alive in our school.

Religious Education: Catechesis And Education In Human Sexuality

1. The school shall support Church teaching regarding human sexuality, dignity, and marriage in their actions and teachings.
2. Diocesan *Theology Consensus Curriculum* benchmarks shall be used for the instruction of human sexuality.
3. The school must teach the *Empowering God's Children* program twice per year.
 - a. This is found on the Educators tab on the VIRTUS site.
 - b. *Theology Consensus Curriculum*
 - c. The school shall provide an annual letter from [VIRTUS](#) to parents to give an overview of the program.
 - d. The school shall make parents aware of the lessons before they are taught.
 - e. The Diocese of Richmond does not allow for parents/guardians to have their child(ren) opt out of required lessons.
4. Family Life and Human Sexuality
 - a. Taught in 5th and 6th grade
 - b. Gender specific breakout sessions
 - c. Principal must designate who will give "The Talk"
 - i. Must be Catholic
 - ii. Medical doctors preferred
 - d. The school shall make parents aware of the lessons before they are taught.
 - e. The school may allow for parents/guardians to have their child(ren) opt out of

required lessons.

5. All students and employees of schools are expected to live, act, and dress as their biological sex.
- Parents have the primary responsibility for education in the faith, a role they fulfill by helping their children to form proper attitudes from their earliest years. This is particularly true in areas of the human person and sexuality.
 - Catechesis calls particular attention to the role of self-control, self-discipline, prayer, and frequent reception of the sacraments as elements in developing a Christian approach to sexuality.
 - Catechesis should call attention simultaneously to the essential equality of man and woman and to the respect due the uniqueness and the complementary role of the two sexes, recognizing, "each of the two sexes is an image of the power of God, with equal dignity, though in a different way" (CCC 2335).

Non-Catholic Students In Catholic Schools

1. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
2. At the time of enrollment, parents of non-Catholic students should understand the religious education program at the school, and be willing to accept the religious standards, values, and regulations of the school.

Theology Curriculum

1. Theology is required for each year a student attends Catholic School in the Diocese of Richond. All students enrolled must attend theology classes and any scheduled religious services. Schools will always teach and act consistent with all the tenets of the Catholic Church.
2. All Catholic schools follow and adhere to current Diocesan policies and *Diocesan Consensus Curriculum* competencies in theology.
3. Teachers use the *Diocesan Consensus Curriculum* in planning the content of their theology lessons. Theology textbooks must be on the approved USCCB Conformity Listing of Catechetical Texts and Series.
4. Theology is a part of every school's core curriculum. The Theology Curriculum and instruction should be of equal quality and rigor as all other subjects.
5. Students will successfully complete the religious instruction, and an annual retreat experience as required by the school, and service to the school, parish, and/or community.
6. Students in grades 5, 8, 9, and 11 are required to take the *Assessment of Catholic Religious Education* (ACRE) religion inventories.

Liturgy/Prayer Services

School Liturgies are scheduled throughout the school year. Students attend daily mass once per

week. Prayer services occur throughout the year.

Prayer

Prayer is an essential part of our Christian education. Students will learn and understand formal prayers. Students should be attentive and respectful during prayers. Informal prayers, spontaneous prayer, and participation in classroom prayer services are recommended and encouraged. A blessing is to be said before eating lunch.

Elementary Campus: In accompaniment with the front office, students will recite the daily prayer at the beginning of each day.

Middle School Campus: Students will recite the daily prayer at the beginning of each day and the classroom prayer at the beginning of each class period.

Religious Education

Christian education is intended to “make women’s and men’s faith become living, conscious, and active, through the light of instruction” (The Bishop’s Office in the Church, 14). The Catholic school is the unique setting within which this ideal can be realized in the lives of Catholic children and young people” (To Teach as Jesus Did).

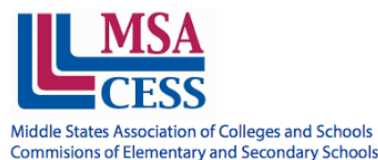
Saint Bridget Catholic School strives to provide a well-organized, comprehensive school program of religious education that is authentic in doctrine and contemporary in presentation. Catholic values and human sexuality are taught within the framework of Catholic doctrine. The building of community is central to the ministry of the school. Saint Bridget Catholic School enables children and young adults to grow daily within the context of the Gospel message of faith, hope, and love.

Saint Bridget Catholic School welcomes the diversity of families from other faiths. However, all students participate fully in the Catholic religious education programs and services.

Religious formation is a lifelong process and the primary responsibility of passing on the faith is entrusted to the parents. Saint Bridget Catholic School encourages parents to take advantage of the adult education and service programs offered by the Church. Non-Catholic parents also are invited to participate in the programs sponsored by the parish.

Accreditation

Saint Bridget Catholic School is accredited through Middle States Association. Middle States Association is a worldwide leader in accreditation and school improvement. For over 130 years, Middle States has been helping school leaders establish and reach their goals, develop strategic plans, promote staff development, and advance student achievement. Hundreds of faith-based schools seek out MSA accreditation because MSA supports and recognizes the importance of having schools fulfill their missions under their specialized faith-based traditions and values.



All Diocesan schools are accredited by Middle States Accreditation of Colleges and Schools (MSA) and approved by the Virginia Council for Private Education (VCPE) as authorized by the Virginia State Board of Education.

Role Of Parents In The School Community

1. As integral members of a school's faith-community, parents should be invited to participate in the school celebrations of prayer and Liturgy.
2. Parents are encouraged to participate fully in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes field trips, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's PTO.
3. Parental involvement is not only a welcome and essential part of Catholic schools fulfilling their mission but follows directly from the church's belief that schools exist to assist parents in the education of their children.
 - a. Parents must understand that it is the Principal whom the Church, through the Bishop, charged with oversight of all programs and activities within a school.
 - b. The Principal should strive to be solicitous of parents.
 - c. Parents, for their part, should strive to balance and understand the proper lines of authority within the Church and a school with their own desires on behalf of their child/ren.
 - d. As the parents are the heads of the household, so the Principal is head of the school.
4. All volunteers must adhere to the school's confidentiality statement.

Attending Saint Bridget Catholic School

Enrollment Contract

This Tuition Contract ("Contract") for the 2024-2025 academic year is entered into by and between Saint Bridget Catholic School ("School") and the undersigned parents/legal guardians/ other financially responsible parties ("Responsible Parties") of the Student. The Responsible Parties should carefully read all provisions of this Contract, complete the required information, sign and submit payment of the non-refundable deposit and registration fee online. A student is accepted for enrollment or re-enrollment only when this Contract, together with applicable fees, is received by the School on or before **February 19, 2024**.

In consideration of the terms and conditions contained in this Contract, the parties agree as follows:

1. Responsible Parties understand that the School has based its operating budget and tuition rates on this Contract to send the Student to Saint Bridget Catholic School and that my/our obligation to pay the Student's tuition, fees and any incidentals in full is unconditional. Responsible Parties agree to pay in full the tuition, fees and incidentals included on the

attached Tuition Contract, and acknowledge and agree that the Tuition Contract is incorporated herein and made a part of this Contract. After **March 31, 2024** no portion of such tuition, fees or incidentals paid or outstanding will be refunded or canceled for any reason, including circumstances in which Student is absent, withdrawn or dismissed from the School, or in circumstances involving an adverse immigration decision and in circumstances necessitating a School closure such as a weather, emergency or health-related reason. If the Student withdraws, is absent or dismissed from or otherwise separates from the School after **March 31, 2024**, for any reason, the Responsible Parties agree to be jointly and severally liable for any unpaid full year tuition balance, together with fees and any incidentals. In the event of a default in a payment or in the event of a breach of any term of this Contract, the Responsible Parties agree that any unpaid balance due to the School shall become immediately due. Responsible Parties agree that such amount shall be due as liquidated damages and not as a penalty, as actual damages would be uncertain and difficult to accurately measure.

2. Responsible Parties agree to pay all tuition and fees listed in this Contract by the method selected by the Responsible Parties. In addition to all other legal remedies available to enforce this Contract, the Responsible Parties acknowledge and agree that if payments are not made in a timely manner that the School may take any action it deems appropriate, including but not limited to, (1) dis-enrolling Student, (2) prohibiting Student from attending class until all financial obligations are paid, (3) withholding Student's grades, course credits, transcripts or other documents, and/or (4) responding to a request to provide a Student record by denying such request and notifying the requesting party that the reason for the denial is an outstanding financial obligation to the School. Tuition and fees paid more than ten (10) days after the due date are considered delinquent and a late payment fee of one and a half percent (1.5%) per month, or fraction of a month, may be charged on a delinquent account until the delinquent amount is paid in full. If tuition and fees are paid by check and the check is returned, a \$35.00 returned check fee will be assessed. If this account is referred to an attorney for collection, then the undersigned Responsible Parties agrees to pay all collection costs, including attorney fees and costs, and further agrees to pay interest on the unpaid balance at the rate of 12% per annum on all accounts from the date such monies became due and owing.
3. The School is authorized to send the Student's record to any other educational institution to which the Student may apply for admission, without further approval of the Student or Responsible Parties. It is understood that the School will withhold the transcript of the record or report card of any student whose account is in arrears and that a student may not be permitted to take exams if his/her account is not current.

4. Responsible Parties agree to accept and cooperate fully with the School in routine matters of rules, regulations, and discipline. The School reserves the right to discipline the Student when, at the discretion of the administration, the Student's interest or that of the School will be best served by such action. The School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the School or in violation of the School's rules and regulations as stated in the Parent/Student Handbook.
5. Responsible Parties agree to abide by the rules and regulations of the School as stated in the Parent/Student Handbook, as may be amended at any time and from time to time. The Responsible Parties understand that failure to abide by said rules and regulations is grounds for termination of this Contract by the School. The School shall also have the right to impose discipline, at the discretion of the Principal, upon any Student whose academic work or whose conduct is deemed unsatisfactory by the School. Forms of discipline include but are not limited to various types of warnings, probations, suspensions and/or dismissal. All decisions regarding Student's conduct, academic performance, financial account, and the interpretation and enforcement of School policies, rules and regulations are vested solely with the School Principal at his or her absolute discretion.
6. This Contract and the FACTS Management Company Automatic Tuition Payment Agreement, if applicable, contain all of the terms of the tuition contract and the tuition contract may not be modified, altered or changed unless the modifications, alterations, or changes are agreed to by all of the parties to the tuition contract and the modifications, alterations, or changes are made in writing and are signed by the School principal and by the Responsible Parties of the Student.
7. The undersigned Responsible Parties represent that they or the Student do not have any delinquent tuition balances at any other school(s). However, if the School determines that the undersigned or the Student has delinquent tuition balances at any other school(s), then the undersigned Responsible Parties shall be in default under the terms of this Contract and the School shall have the unilateral right to require the Student to withdraw from the School, and the School shall also retain all other remedies available in accordance with this Contract or at law or in equity to enforce this Contract.
8. Per diocesan requirement, Responsible Parties understand and agree that registration for the next school year cannot be completed, nor re-enrollment take place, if Responsible Parties are delinquent in paying the current year's tuition or otherwise in breach of the current year's Contract.
9. To qualify for the Catholic in Good Standing Tuition Rate responsible parties understand that local parish membership will be verified. If Responsible Party/Student is not a member of the

Saint Bridget Catholic Church parish, the pastor of the parish in which Responsible Party/Student is registered must confirm the information provided in the Active Parishioner Statement.

10. The parties agree that the School shall not be liable for any failure or delay in the performance of its duties or obligations under this Contract to the extent such failure or delay is caused by a force majeure or an event beyond School's reasonable control. This includes but is not limited to a fire, flood, Act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster, or other major upheaval, which renders performance impractical, illegal, impossible, or otherwise inadvisable. In such an event, the School's duties and obligations shall be suspended until such time as the School, in its sole discretion, determines that it may safely and ably resume performance. The School shall provide notification of such a suspension by a reasonable time and method. During such a suspension of the School's performance, there will be no return or refund of tuition, fees, incidentals or any other payments previously made by any Responsible Party to the School. As an alternative to suspending performance of its obligations due to an event beyond the School's reasonable control, the School may operate on a distance-learning basis. The School may opt to extend its academic year and/or adopt an alternative schedule in order to complete its curriculum.
11. Responsible Parties, for themselves and on behalf of Student, agree to indemnify, release, hold harmless and covenant not to sue School, including its trustees, officers, directors, employees, representatives, agents, successors and assigns ("School Releases") from any and all claims, demands, causes of action, damages, fees (including attorney's fees), costs, expenses, losses and liabilities incurred by or claimed against the School Releases, directly or indirectly arising from, or relating to (a) Student's relationship with School, including Student's enrollment, participation and separation from School; (b) Responsible Parties' relationship with the School including Responsible Parties entry into this Contract; (c) injuries which are not the result of gross negligence by School, including its employees or agents; and (d) damage to or loss of property.
12. The undersigned have read this Contract, understand the terms and conditions of this Contract, and agree to be bound by them. This Contract constitutes the entire agreement of the parties and supersedes all prior and contemporaneous agreements between Responsible Parties and School with respect to the subject matters contained herein. If any one or more of the provisions of this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such invalidity, illegality or unenforceability shall not affect the validity or enforceability of any other provision hereof. This Contract may be amended only by a writing signed by all parties. In this Contract, wherever context requires, plural words shall be construed to mean and include the singular, and vice-versa.

Waiver by a party of any breach of any provision of this Contract shall not operate as a waiver by that party of any subsequent breach. This Contract shall be governed and interpreted under the laws of the Commonwealth of Virginia, and any legal action relating to this Contract, or the relationship it establishes between the parties, shall be brought in the City of Richmond, VA Circuit Court. Responsible Parties consent to personal jurisdiction in that venue. Responsible Parties hereby waive any right to trial by jury in any legal action relating to this Contract or the relationship it creates.

Transfers & Withdrawals

The parents should notify the school of their intent to withdraw at least 10 days prior to leaving. All textbooks and library books must be returned, and tuition, cafeteria fees, and After-School Program fees must be paid prior to the release of records to the transfer school. A form giving permission to release records are also required to be filled out by the parent. All official transcripts will be sent directly to the new school.

For Parents Applying to a New School:

All teacher recommendation forms/requests for records must be sent to the office so they can be properly documented and processed.

Allow a minimum of ten (10) working days for teachers to complete the necessary forms.

Tuition

Saint Bridget Catholic School is dependent upon tuition to provide the quality of education that is consistent with its history. For this reason, Saint Bridget Catholic School issues a Tuition Contract each year to enrolled families.

Please make sure that you read all information contained in your contract package. All signed contracts are legally binding. No portion of tuition/fees will be refunded or canceled in the event of absence or withdrawal from Saint Bridget Catholic School (see *Contract Clauses*). If you are seeking and/or researching alternative educational opportunities for your child, please refrain from signing our contract until you are sure of your final plans. All broken contracts will be sent to collections.

As indicated on the contract, there are two tuition payment methods.

1. Annual single lump sum payment due by July 1st either manually to the school or online through FACTS – no additional fee.
2. Payment Plans through FACTS Management Company Automatic Tuition Payment Plans – semi-annually (2), quarterly (4), monthly (11) – annual fee applies.

School Fees

Saint Bridget Catholic School has school fees that are due at the beginning of each school year as stated on the Contract.

The money received for school fees is used to cover the cost of the following:

- Textbook rental, workbooks, trade book rental, and instructional materials such as literature sets, lab materials, math kits and manipulatives, etc.
- Testing materials and programs
- Classroom supplies such as construction paper, copy paper, laminating, binding materials, journals, chart paper, etc.
- Student school accident insurance
- Art, library, and music materials
- Audio-visual equipment and materials
- Bolster Field Trips

Outstanding Bills/Payments

Payments to Saint Bridget Catholic School should be made in a timely manner. This includes tuition bills, library fees, lost or damaged materials, after-school payments, and cafeteria payments. Outstanding bills may result in the child not being allowed to attend school and not releasing academic records. No re-registration will be accepted until all tuition payments or plans are current. Furthermore, the school will withhold the transcripts of any student whose account is in arrears when he/she graduates or chooses to withdraw from Saint Bridget Catholic School. Questions regarding tuition should be directed to the Finance Director.

Attendance

School attendance is directly related to academic achievement and the development of good habits in our students, and daily attendance is a mandatory requirement for all students. Virginia Code §22.1-254 requires that all children who have reached their fifth birthday on or before September 30 and who have not yet reached their eighteenth birthday must attend school.

Students who are not at school (absent) or who are sent home sick are not permitted to participate in extracurricular sports and other scheduled school activities that day or evening. Students should not attend school or school events when they are contagious.

GUIDELINES

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon return to school. If the child fails to bring an excuse, the school should contact the parent. All written excuses should be kept on file for one year.
2. Persistent absences may cause serious academic problems and could result in the retention of the student. Each case, however, must be reviewed individually, by the Principal, teacher, and parents before a decision is made. Persistent absences may also result in the student being subject to appropriate disciplinary action up to and including dismissal.
3. A student who is late, as determined by local policy, should report to the office.
4. Except in cases of emergency as determined by the Principal and/or faculty member (as applicable or necessary) a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the Principal.
5. Tardiness

- a. The tardy student may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the Principal so that the parent may be contacted.
6. Absences for Other Reasons
- a. When parents wish to take their student out of school for several days for personal and/or medical reasons, the Principal should discuss the student's progress with the parents and advise them of the effect such an absence would have on the pupil's schoolwork.
 - b. The Principal is advised to keep on file a record of the recommendation made to the parents at the time the request was submitted.
 - c. The final decision, however, is the responsibility of the parents. A Prearranged Absence Form must be completed and signed by the parents and teacher(s).
[Prearranged Absence Form Grades JK-5](#)
[Pre Arranged Absence Form Grades 6-8](#)
 - d. The school is not under any obligation to provide a tutor, make-up-work, or special testing schedules for such a period of absence.
 - e. The Principal in his or her sole and unreviewable discretion may determine the conditions and terms governing such absences.

Attendance Policy

Students who are not at school (absent) or who are sent home sick are not permitted to participate in extracurricular sports and other scheduled school activities that day or evening. Students should not attend school or school events when they are contagious.

When a student reaches 7 absences in an academic year, the school will notify parents outlining the number of absences and attendance expectations.

When a student reaches 10 absences in an academic year, the school shall make a reasonable effort to ensure that direct contact is made with the parent to obtain an explanation of the student's absences and explain the consequences of continued non-attendance.

When a student reaches 15 absences in an academic year, school administration shall schedule a conference with the student's parents. At the conference, the student, parents, and school personnel shall meet to attempt to resolve issues related to the student's non-attendance.

Reporting an absence

If a child is going to be absent, please email the office attendance@saintbridget.org and the homeroom teacher by 8:00 AM each day of the absence. The school requires written notice explaining the reason for the absence. That note should include the following information: name, grade, dates absent, explanation, and parent's signature.

Late Arrivals

Late arrivals for medical or dental appointments should be accompanied by a doctor's note.

Any JK – 5th grade student arriving after 7:55 AM must be escorted by a parent to the main office to receive a tardy slip before going to class. Please do not accompany the child to the classroom.

Any middle school student arriving at 7:50 should check in at the Middle School Office to receive a tardy slip.

Early Dismissals

If a child needs to be picked up prior to the scheduled end of day, please make this request in writing. Requests are given to the teachers at the beginning of the day, and then are sent to the office. **No telephone calls will be accepted after 2:30 PM to dismiss a student early.**

If a person other than a parent is to pick up a child, the parent must submit the authorized person's name in writing to the school office no later than 9:00 AM on the morning of the early dismissal.

Parents should notify the office if the person picking up a student is not on the authorized list. A signed note is preferred to a phone call.

Building Support And Resources

Saint Bridget is very fortunate to have the level of support we enjoy. The following provides some general descriptions of key individuals/groups.

Advisory Board

The principal is supported in completing the school's mission by the School Advisory Board. The Board's major responsibilities include financial management, strategic planning, development, and building and grounds. The Board is consultative to the principal and functions in a manner consistent with the guidelines of the Diocese of Richmond.

Local school boards serve in an advisory role to the Pastor and Administrator in parish schools, and to the Superintendent of Schools and Administrator in regional schools. These boards assist in six areas for which there are ordinarily working committees or appointed persons with expertise and/or responsibility. The areas include Development; Marketing; Finance; Strategic Planning; Facilities and Legislative Advocacy. The Finance committee shall have a minimum of 3 persons, who have appropriate expertise. Local school advisory boards are not to deliberate on any matters pertaining to personnel or the curriculum (cf. School Advisory Board Handbook)

School Counselor

The school counselor provides important support to teachers, students, and parents. Duties include providing classroom counseling services, individual counseling services to students and parents, preparing high school admissions packets and transfer requests, and other duties as assigned by administration.

Parent Teacher Organization (PTO)

Saint Bridget Catholic School's Parent Teacher Organization plans and presents a variety of events that facilitate communication between home and school and supports school projects through fund-raising efforts. During the year, the PTO provides social functions for the school community. Teachers are encouraged to show support by attending as many PTO social functions as possible. Spouses/friends and children are welcomed.

The PTO should strive to:

1. Support and promote quality Catholic education
2. Encourage Catholic standards of family life
3. Promote family engagement in conjunction with the school
4. Provide a means by which parents may raise funds to help benefit the school

The PTO Board meets on the second Tuesday of each month. The principal and a teacher represent the school on the board. All Saint Bridget Catholic School parents and teachers are members.

All materials prepared by parents for release to the Parish or school community must be approved by the Pastor or Principal.

The school, in the person of the Principal, is the custodian to PTO monies. PTO officers, in conjunction with the school Principal, should provide and approve an annual PTO budget. A PTO representative is a member of the local school board. The representative acts as a liaison to ensure that PTO goals are established in conjunction with the goals of the board. All members of the PTO board must sign a confidentiality agreement.

Student Council

Saint Bridget Student Council is composed of student leaders who work together, under the direction of the advisor(s), to plan activities that benefit the student body and to take part in the decision-making process. There are both an elementary and middle school Student Council. Officers are elected in the spring for the following year. Students are also selected by their peers to serve as classroom representatives. It is the responsibility of the classroom representative to attend monthly meetings of the Student Council and report information back to his/her homeroom. Classroom representatives (and alternates) are selected at the beginning of each school year.

All Student Council Officers and classroom representatives are expected to set an example in LEADERSHIP, CITIZENSHIP, and COURTESY.

Conduct and Discipline

Basic Expectations

Saint Bridget Catholic School provides a safe, caring, learning environment and there is no place for disruptive behavior. We ask for your support and request that you review these expectations

with your child. At Saint Bridget Catholic School our goal is to teach – practice – reteach behavior expectations. However, if a student chooses to continue inappropriate behavior, consequences will be given appropriate to the misconduct.

At the beginning of the school year, classroom teachers and students will establish class covenants that identify classroom rules, procedures, and student responsibilities to ensure an atmosphere of learning. Every teacher will communicate these expectations to families.

Our discipline policy attempts to set clear limits on what constitutes acceptable and unacceptable behavior. Throughout the building and on school grounds, we expect students to follow three basic rules:

🏠 Be Safe: Actions ensure the safety of others and self; the safe use of equipment; a concern for the physical and emotional well-being of others.

🏠 Be Respectful: Saying a kind word to another; caring for school and grounds; respecting personal property of classmates and staff; being polite and courteous to others.

🏠 Be Responsible: Cooperating with others; following directions; managing self appropriately thus not interfering with the ability of others to teach or learn; being accountable for behaviors.

Code of Conduct

Academic Honesty/Honor Code

“Academic Honesty” means demonstrating and upholding the highest integrity and honesty in all the academic work that students do. In short, it means doing their own work and not cheating or not presenting the work of others as their own.

The two most common forms of academic dishonesty are:

Cheating: Sharing of information between students without permission from the teacher. For example, looking over someone’s shoulder during an exam or sharing answers on homework.

Plagiarism: Claiming the work (concepts, ideas, responses, methods, etc.) of another (person, organization, group) without proper acknowledgment. This can range from borrowing a particular phrase or sentence to paraphrasing someone else’s original idea without citing it.

Saint Bridget Catholic School believes academic honesty is important. Therefore, students may be asked to “pledge” their academic honesty on assignments and/or assessments. The Saint Bridget Honor Code states: “On my honor, this work is mine and mine alone.”

Students who display academic dishonesty or violate the Honor Code will face disciplinary action.

Alcohol

Students are not to use, possess, or distribute any alcoholic beverage, or come to school after drinking alcohol.

Arson

Students are not to start a fire or attempt to start one for any reason.

Assault and Battery

Students are not to engage in any unlawful force or violation against another person.

Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. **The behavior is repeated or has the potential to be repeated over time.**

Bullying includes repeated actions such as:

- Punching, shoving, and other acts that hurt people physically
- Spreading rumors about people
- Keeping certain people out of a "group"
- Teasing people in a mean way
- Getting certain people to "gang up" on others
- Sending mean text, email or instant messages
- Posting inappropriate pictures or messages about others online
- Using someone's user name to spread rumors or lies about someone

Saint Bridget Catholic School is a bully-free zone. Bullying will not be tolerated. It is a flagrant violation of Jesus' command to love one another as He loves us. Please report any incidents of bullying to a teacher or administrator immediately.

Burglary

Students are not to unlawfully enter or attempt to enter a Saint Bridget Catholic School or parish buildings.

Combustible Materials

Students are not to bring into the school or parish buildings combustible materials including but not limited to: matches, lighters, and flammable material. Students are not to make bomb threats.

Drugs

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic behavior or intoxicant, controlled substance, drug paraphernalia, or inhalants (i.e. white-out, nail polish remover, etc.). Students shall also not wear clothing depicting drugs, the use of drugs, or plants used to derive illegal drugs.

Extortion

Students are not to use threats or intimidation to obtain money or something of value from another person.

Fighting

Actions, comments, or written messages intended to cause others to fight, or which may result in a fight are unsafe and prohibited. Fighting involving two or more parties in conflict when they are

striking each other for the purpose of causing harm or injury are prohibited. This action may extend to mutual shoving, wrestling, horseplay, or other aggressive actions, which may result in the danger of harm or injury to either party, bystanders, or Saint Bridget property.

Harassment

Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student breaks school standards and is prohibited. Repetition of these behaviors may be considered as bullying.

Insubordination

Followers of Jesus listen to those in authority and seek to follow their directions. Students are to comply with proper and authorized directions of staff members at all times.

“Sexting”

Sexting involves young people taking nude or semi-nude self-portraits and sending them to others via cell phone. Under Virginia law, creating such a photograph depicting a person under the age of 15 carries a possible prison term of no less than 5 years and no more than 30 years. Creating a photograph which depicts a person over the age of 15, but less than 18, carries a possible prison term of one to twenty years. Possessing and/or electronically transmitting such an image carries a possible prison term of one to five years. This behavior is prohibited.

Sexual Harassment

All people are created in the image and likeness of God. Human bodies are sacred and human relationships are to be characterized by Jesus' standards of respect, kindness and justice. Students are not to engage in sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or degrading nature.

Substance Abuse/Weapons

1. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess, or distribute alcohol, and/or possess a weapon (e.g., knife, firearm) on school property with access to students attending the school are subject to appropriate disciplinary action (including but not limited to expulsion) as determined by the Principal according to school policies. Working with the family, the school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or near school property is unlawful under Virginia State Law.
3. If an individual who is not enrolled as a student is suspected or discovered with the unlawful use, sale or possession of drugs or alcohol on school property, near school property with access to students attending the school, or at school-sponsored activities, the Principal must contact the appropriate law enforcement agency.
4. If a student is suspected of or is discovered with the unlawful use, sale or possession of drugs or alcohol on school property, near school property with access to students attending the school, or at school-sponsored events, the parents should be notified immediately. If there is

reason to believe a violation of this policy exists, the proper law enforcement agency must be contacted.

Theft

The Ten Commandments make it clear that the followers of Jesus do not steal. Students are not to steal, or attempt to steal, anything belonging to another person.

Threats

Students are to not verbally, or in any form of writing (to include electronic messages), threaten to strike, attack, or harm another person. This includes threats to the entire school community.

Tobacco/Vaping Products

Students are not to use, possess, or distribute any tobacco or vaping products, or come to school after using these products.

Trespassing

Students are not to be on school property illegally (This includes students on suspension).

Vandalism

Students are not to willfully or maliciously deface or destroy property, including but not limited to the classrooms, bathrooms, bus, hallway, etc. This includes graffiti.

Weapons/Dangerous Instruments

A student shall not possess, handle, transport, or have in his/her possession a knife, razor, ice pick, explosive, sword, cane, machete, firearm, look-alike gun, mace (or similar substance), pellet or air rifle, pistol, or other object that reasonably can be considered a weapon or wear clothing or jewelry with slogans, symbols, or pictures depicting weapons, gangs, or criminal activity. The rule does not apply to normal school supplies such as pencils or compasses unless they are used as weapons.

Disrespect

Saint Bridget Catholic School is committed to creating a Christ-centered learning environment. Students and staff are entitled to a school environment free from threat, aggression, and harassment. Students are to show proper respect to each other and school staff members at all times.

Disruption

The Christian community is characterized by cooperation and responsible interactions. Students are to engage in conduct which is free of disruption or obstruction of any school activity. Chronic talking, throwing objects, horseplay, teasing, rude noises/gestures, and running are unacceptable behaviors which disrupt learning.

Gum Chewing/Candy

Students are not permitted to chew gum at any time while on school property. Candy, mints, etc. may only be eaten during lunch.

Lockers

Lockers are only to be opened by the student assigned to it each year. Nothing should be permanently stuck to the inside of lockers. The outside of lockers should remain clean.

Note: Lockers and desks are school property and are subject to random searches at any time. Backpacks can also be searched if there is responsible suspicion.

Misrepresentation

Honesty and trustworthiness are characteristics of the followers of Jesus Christ. Cheating, false statements (written or oral), plagiarism, and forging documents do not comply with school standards and are prohibited.

Personal Property

In creating a Christian community dedicated to learning, disruptive objects, such as: toys, fake glasses, crowns, or novelty headbands are not permitted on school property.

Profanity

Profanity or obscenity in words (written or verbal) breaks school standards of responsibility and respect. Students should refrain from violent, malicious, negative and offensive speech.

Repeated and Continued Violations

Repeated situations where a student practices poor self-discipline will be managed by the administration.

Truancy

Students are to be on time to school and all classes, attend all classes regularly, and remain on school grounds unless administrative approval is obtained.

Discipline Procedures

One of the most important lessons of education is discipline. While it does not appear as a subject, it underlies the entire educational structure. Discipline is the foundation that helps to develop self-control, character, order, and efficiency.

Saint Bridget Catholic School is committed to sustaining a Christ-centered environment that teaches Gospel values and integrates them into daily life. The Saint Bridget Catholic School discipline policy attempts to set clear limits on what constitutes acceptable and unacceptable behavior. Violations are divided into rule violations and law violations in conjunction with the VA Criminal Code, VA Traffic Code, and/or VA Juvenile Code. A student who violates any of the codes is subject to disciplinary action. Law violations may also result in court action. The principal is the final recourse in all disciplinary situations.

The classroom teacher is the first to reinforce student responsibilities and manage class disruptions, providing reflection and consequences as needed. If intervention from the office is required, it will be handled in a progressive manner. Disciplinary action may include Gospel-centered reflection, parent conference, in-school detention, at-home suspension, or expulsion.

Any student committing a law violation may be expelled in accordance with Diocesan Policy. Depending on the seriousness of the violation and at the discretion of the principal, in accordance with Virginia Law, violations may be reported to the appropriate law enforcement agency. Additionally, students who violate Saint Bridget Catholic School's behavior expectations will also face disciplinary action, up to and including expulsion.

Suspension/Dismissal/Expulsion

1. In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher should apprise the Principal of the situation and assist in the development of a course of action to be taken to correct the situation.
2. The school may impose any appropriate disciplinary action, without prior recourse to less severe disciplinary action, considering the nature of the student's infraction and the surrounding circumstances. The following are some acceptable disciplinary measures:
 - a. Conference with pupil
 - b. Conference with parents
 - c. Assignment of special tasks
 - d. Denial of privileges
 - e. Detention
 - f. Probation
 - g. Suspension
 - h. Dismissal
 - i. Expulsion
3. **SUSPENSION**
 - a. Suspension may be imposed by the Principal for a major infraction of school rules.
 - b. If in the judgment of the school Principal the student's actions warrant removal from the school community for a period of time, the parents or guardians are to be notified by the Principal or designee immediately.
 - i. Written notice of the school's actions will be logged in FACTS.
 - ii. Students who have received an out-of-school suspension cannot be readmitted until a parent meets with the Principal or designee and agrees to cooperate with the school.
 - c. A written report of the suspension is to be filed in the student's FACTS profile, but does not become part of the student's permanent record.
4. **DISMISSAL**
 - a. Conduct which is disruptive to the learning atmosphere and/or contrary to Catholic principles is justification for a Principal to dismiss a student at any time during the school year.
 - i. In parish schools, the Pastor must be consulted before any action is taken.

- ii. In all schools the Office of Catholic Schools must be consulted.
- b. The Principal or designee must notify the parents of a student subject to dismissal following an incident or series of incidents serious enough to precipitate this action.
 - i. Notification must be in writing and should provide an opportunity for parents to meet with the Principal.

5. **EXPULSION**

- a. Expulsion may be resorted to when a grave infraction of school rules occurs, the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual, and/or the student's continued presence in the school has the probability of being a serious hindrance to the safety or welfare of the school community.
- b. If a Principal believes it necessary to expel a student, the Principal must:
 - i. Meet with the student and the student's parents.
 - ii. Implement any hearing process if required by local school policy.
 - iii. Seek permission from the Superintendent of Schools.
 - iv. Provide written notice to the parents of the decision to expel the student.

Dress Code

Students are expected to follow Dress Code guidelines at all school related events.

School Uniform

Parents are responsible for sending their child(ren) to school in the correct school uniform.

[Boys Uniform](#)

[Girls Uniform](#)

Purchasing Uniforms

FlynnO'Hara is the primary uniform vendor for tops and bottoms; however, khaki shorts and pants may also be purchased from the following:

- a. Lands' End- Plain Front Blend Chino: [Pants](#) [Shorts](#)
- b. Old Navy-Straight Built-In Flex Uniform: [Pants](#) [Shorts](#)

All other uniform items must be purchased from:

FlynnO'Hara Uniform Company

Phone - 1-800-441-4122

Website - www.flynnohara.com

Or In Store at:

9722 Midlothian Turnpike

Richmond, VA 23235

(804) 327-9001

General Guidelines

1. Students' uniform and general appearance should be clean and neat with attention to detail
2. Shorts and skirts should fall no more than three inches above the knee. A good guide is to place a 3in x 3 in sticky note at the top of the kneecap to ensure the length reaches the top of the sticky note.
3. Shirts should be tucked in and pants worn at the waist
4. K–8th grade students must wear belts with khaki pants or shorts
5. Colored undergarments or tee shirts with logos may not be worn under blouses or shirts
6. Hair styles/cuts, clothing, and accessories that create distractions, either for the student or his/her peers, are not permitted
7. Hair must be clean and neatly combed. Hair should be out of the eyes, and of reasonable style, length, and natural shade. Hair should not distract students during the school day.
 - a. Boys hair should be off the collar and ears
 - b. No students may have extreme haircuts, hair styles, or hair colors
8. Shirt sleeves, skirts, and gym shorts may not be rolled at any time
9. Shorts may be worn under skirts/skorts but must not be visible. Also, compression shorts worn under school uniform shorts/PE shorts must not be visible
10. Colored nail polish and/or artificial nails are not allowed
11. Middle school girls may wear natural looking makeup
12. Only simple headbands or scrunchies/hair ties are acceptable. Distracting headwear is not permitted: no cat ears, tiaras, flowers, etc. If the accessory becomes distracting the student may be asked to remove it
13. Students may wear limited jewelry, such as a watch, single ring, and/or simple one-strand necklace or bracelet. If the accessory becomes distracting the student may be asked to remove it
14. Girls may wear a single post earring in the lower lobe of each ear. For safety reasons, earrings may not extend below the ear lobe; this includes hoop earrings.
15. Final decisions regarding the school uniform rest with school administration.
16. All students and employees of schools are expected to live, act, and dress as their biological sex.
17. Saint Bridget clothing from the PTO or Athletic Association is not part of the official school/PE uniform. Non-uniform sweatshirts are not permitted to be worn in the classrooms or hallways.

Special Dress Days

There are some days where students will be allowed to wear clothing items that are considered “out of uniform.” Students must adhere to the following guidelines:

- Tee shirts with appropriate designs and/or messages are permitted. All shirts must be long enough to cover the midriff. (Including while seated – no bareback midriffs)
- No tank tops or tops with spaghetti straps.
- No off-the-shoulder or “cold shoulder” tops.
- No low-cut or open back tops

- Undergarments should not be visible.
- Jeans are permitted; HOWEVER, jeans with holes, rips or tears are not permitted.
- Leggings/yoga pants may be worn under tunics, skirts, or dresses that fall below mid-thigh, but not alone.
- Skirts and dresses must not be shorter than 2 inches above the knee. Skirts worn with leggings should not be shorter than mid-thigh length. Jean skirts are permitted.
- Shorts must follow the fingertip rule. No writing across the back of shorts.
- For safety reasons, earrings must not extend below the ear lobe.
- Students do not have to wear their uniform school shoes. However, for safety reasons on the blacktop and on the stairs, shoes must have heels that are no higher than 1 inch, and the shoes must fully encircle the foot. No sandal-type (open-toe, heel, or side) shoes are permitted.
- No pajamas or sleepwear
- No hair coloring

If a student wears attire that does not meet these standards, he or she will come to the office and the office will either 1) call home to ask that a change of clothes be brought to the school or 2) wear a provided PE uniform to wear until the end of the day.

Saint Bridget Spirit Wear

Saint Bridget "Spirit Wear," purchased through PTO or the Athletic Department, is not regulation uniform wear. Therefore, it should not be worn during the school day. Spirit wear is permitted on Spirit Days.

Field Trips

Field trips provide an opportunity for students to expand the classroom experience. Each student must have signed parental consent on the permission form in order to participate. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

Students who fail to submit a proper form will not be allowed to participate in a field trip. Telephone calls will not be accepted in lieu of proper forms. Students may be denied the privilege to attend a field trip at the discretion of administration. Students will wear their uniform on field trips – either PE or regular, depending on the nature of the trip.

Field trip Drivers/Chaperones

If a private vehicle with a volunteer driver is used, the following must be verified:

Driver must be 21 years of age or older.

Driver must have a valid driver's license and no impediments to driving safely.

Vehicle must have a valid registration and state inspection sticker.

Vehicle must be insured for the minimum limits of \$100,000 per person/\$300,000 per occurrence.

Maximum capacity of vehicle is limited to the number of operational seatbelts. All occupants must wear seat belts.

A signed Volunteer Driver Information Sheet must be submitted to the office for each vehicle used.

A copy of the driver's insurance card must be attached to the Volunteer Driver Information Sheet. Please update as needed.

Driver/chaperone must have a VIRTUS training certificate and a Volunteer Screening One form on file in the office.

Chaperones may not bring students' siblings on field trips.

Health Information

General Rules

- All JK, Kindergarten and new students must provide a copy of the "Commonwealth of Virginia School Health Entrance Form" completed less than one year before their first day of school
- The school must be made aware of any physical or mental limitation of the child and any medication that the child is receiving at home. This information will be kept confidential
- It is absolutely essential that each student have up to date emergency information on FACTS with the current cell, home and work telephone numbers of parents or guardian
- Students with seasonal allergies will be expected to participate in outdoor activities unless medical documentation is provided
- All students with food and/or insect allergies are required to submit an "Allergy Action Plan" found on FACTS with the doctor's signature stating whether an Epi-Pen is required. If the student is required to have an Epi-Pen on hand, a 2 syringe prescription is required
- Students are prohibited from carrying all prescription medication on the school premises or while attending school-related events
- Children with fevers, 100 F oral or 100.4 F tympanic, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school

School Clinic

The Elementary Clinic is staffed by a registered nurse, who also oversees the Middle School Clinic, with support from the Middle School Office Manager and Assistant Principal.

Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare

provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school. This policy also applies to resuming after-school and extracurricular activities.

Authorization For Medication Administration

Parents or guardians must complete the Medication Authorization Form for each prescription or non-prescription medication the student must take at school. Different authorization forms are required for inhalers , Epi-pens and specific diabetic medications.

Forms:

- **Inhalers: [AAP \(Asthma Action Plan\)](#)**
 - **Epi Pens/Benadryl: [LAMP \(Allergy Action Plan\)](#)**
 - **Daily and PRN medications: [Medication Administration and Diabetes.](#)**
1. Written orders from the LHCP must accompany all prescription and over the counter medications, including antibiotics and antivirals, to be taken in the school setting. Any change in the original order requires a new written authorization and a corresponding change in the prescription label. Parents are responsible for submitting a new medication authorization form to school at the start of the school year and each time there is a change in the dosage or time of medication administration. Faxed LHCP authorizations are acceptable with a signed parental consent for the prescribed medication.
 2. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
 3. Under no circumstances are medications to be shared with other students.
 4. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.
 5. If a student with a known condition warrants oxygen treatment at school, the treating LHCP and registered nurse shall develop a written plan of treatment including all equipment and supplies.
 6. All prescription medication may only be administered during the school and Extended Day hours under the following conditions:
 - a. When it has been determined that the medication must be administered during school hours
 - b. After the first dose of any medication has been given at home
 - c. When the appropriate medication authorization form has been completed and signed by the physician and parent or guardian
 - d. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician

- i. It is the parent or guardian's responsibility to notify the school of any changes to the original prescription
 - ii. The new prescription must also be brought to the school in its original container as stated above
- e. When there is a physician's written order signed by the parent or guardian requesting the school permit the student to self-administer the medication.
- i. Students may be approved by the principal or registered nurse to carry and to self-administer certain prescribed medications and treatments such as insulin, glucose tabs, glucometers, inhalers, Epinephrine, and digestive enzymes, provided the student demonstrates competency and compliance in self-administration to the registered nurse or principal.
 - ii. A second inhaler or Epinephrine auto injector should be maintained in the health office or other school approved location.
- f. At the end of the school year, parents are responsible for picking up all medications from the school. All medication left in the health office or school office at the end of the school year will be disposed of.

Illness

If a student becomes ill at school, the school will contact the parents. If the school is unable to reach a parent, the emergency contact person will be notified. Children with fevers, 100 F oral or 100.4 F tympanic, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school

Children may also be sent home for diarrhea and/or vomiting or are unable to participate in normal activities. The parents will be notified that the student must go home.

Students who become ill at school must be picked up from the clinic in a timely manner, as the clinic is unable to keep ill students for an extended period of time.

The student may return to school when no longer contagious to others (i.e.: when his/her temperature has been less than 100° F, non-medicated, and has not vomited or diarrhea in the preceding 24 hours).

Students absent for illness for three or more days, must have a doctor's note submitted upon return to school.

Immunizations and School Entrance

Saint Bridget Catholic School must have written proof that each child has received the following immunizations and any others required by law. Proof of immunizations must be received prior to the first day of school.

- No early learner /JK, elementary or secondary student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as

approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G). [Commonwealth of VA School Entrance Health Form – Fillable](#)

- DTP: Four (4) doses with one of the four administered after the fourth birthday. If any of these doses must be administered on or after the seventh birthday, adult Td should be used instead of DTP
- Tdap: 6th grade students must receive a Tdap booster shot **prior** to entering school if they have not received one in the last 5 years (documented)
- OPV: Four (4) doses of trivalent OPV with one of the four administered after the fourth birthday
- MMR: A minimum of 2 measles, 2 mumps, and 1 rubella is required. First dose must be administered at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age 4-6 years (at entry to kindergarten) but can be administered at any time after the minimum interval between dose 1 and dose 2. The minimum interval is one month (28 days)
- Hepatitis B: A minimum of 3 doses for all children (with at least 4 months spacing between the 1st and 3rd doses) is required prior to entering the 6th grade
- Varicella: All susceptible children born on and after January 1, 1997, shall be required to have a dose of chicken pox vaccine not earlier than the age of 12 months (365 days). A second dose is required prior to entering kindergarten
- Gardasil®: Recommended vaccination for HPV by the VA Dept. of Health for sixth grade girls. It is not required for school attendance.

Please note: All medical information must be current and updated as information changes or annually at a minimum via FACTS Family Portal prior to attending school. Parents are responsible for updating FACTS to permit their child to be treated in the Clinic.

FAILURE TO PROVIDE MEDICAL RECORDS IS BASIS FOR EXCLUDING CHILDREN FROM SCHOOL.

The laws of the Code of Virginia do allow exemption from immunization on two grounds: medical or religious (Code of Virginia, §22.1-271.1. Subsection C). The Catholic Diocese of Richmond, in continuity with the Commonwealth of Virginia, acknowledges these exemptions with the following requirements:

1. Medical Exemption Policy

- a. A child whose Medical Doctor, Doctor of Osteopathy, or Nurse Practitioner testifies that there is a legitimate medical reason that a child cannot receive a particular immunization shall be exempt from that immunization.
- b. A Medical waiver must be certified for each immunization which would be medically detrimental to the health of the child. Exemptions may not be signed by any health professional other than those listed above.

2. Religious Exemption Policy (All Students)

- a. Must fill out the VDOE form
- b. Must have a letter from the parish pastor
- c. The VDOE form and letter need to be submitted to OCS for final review and approval

Head Lice-Pediculosis

Students with pediculosis will be excluded from school until treatment has occurred. Treatment must include combing for/removal of nits. A student may return to school only if the infestation is totally cleared up. Upon return to school, the nurse must check the student, in the presence of the parent and before he/she can be readmitted to class. Readmission to the school is determined by the school nurse or the principal's designee based upon re-inspection and effectiveness of the treatment. If nits are present, then it is at the discretion of the nurse if the student can remain in school or should go home.

Head checks of students in the same class as the student with known lice will **not** occur. Parents will be encouraged to communicate with close contacts about the concern for lice. Notification will only be sent home to classroom families if an outbreak is considered and with discussion between the school nurse and school leadership.

Life-Threatening Allergy

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs to develop allergen management communications for student handbooks, classrooms and parental publications.

Parents and guardians of students with a life-threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents.

Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food.

Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), athletic directors, coaches, food service, bus driver, and janitorial staff.

Mental Health

The principal of the school, after consultation with the school counselor or nurse, may require a professional mental health evaluation of a student and a school health plan prior to the student returning to school.

Participation In Sports And Modification Of Physical Activity

Prior to athletic participation in secondary school programs, all students shall provide the athletic department with a current, completed Virginia High School League Athletic Participation Consent and Physical Examination (obtained from <http://www.vhsl.org> or comparable form. This medical evaluation form is required for each school year and must be completed on or after May 1st of the current school year. Submission of a comparable pre-sport participation physical examination form

and consent form for elementary and middle school based athletic program participation is required, excluding parish CYO and intramural sports.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

An order from a LHCP is required to use crutches at school. If a student arrives at school on crutches without an order from a LHCP, the parent will be called to take the student home. An athletic trainer is a certified and licensed health care professional.

School-Based Screening Programs

Vision and hearing screening shall be conducted by schools annually for all students in grades 3, 7, and 10, as well as newly enrolled students, except for JK and kindergarten, who must have been screened prior to school enrollment.

Speech and motor screening shall be for all newly enrolled students in K–3, not previously screened through Early Prevention of School Failure (EPSF) or by a comparable tool. Early education staff with EPSF or comparable training can conduct the screening.

Schools will annually provide parents of students in grades 5–10 a fact sheet on scoliosis for home evaluation.

Eating disorder information will be sent home annually to students in grades 5-12 for home evaluation.

Specialized Student Care Needs

The parent of any student who is continuing a treatment plan for a special or chronic health condition must inform the principal and school clinic personnel. A prescribed health-related treatment or procedure plan will be obtained in writing from the Licensed Healthcare Provider and will be authorized in writing by the parent or guardian using the appropriate forms

Toileting/Incontinence

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

Parents will always be contacted in incidents of soiling.

The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

For early learner and JK students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual

needs which are respected. The JK director will determine age-appropriate protocols for the student population.

Lunch

Lunchtime Visitors

Parents are always welcome to join students who eat in the cafeteria/MS cafe for lunch. Please be sure to sign in at the office before going down to the cafeteria. Please eat with **your child only** at a vacant table.

Forgotten Lunches

In the event you need to bring a lunch to your child, please drop it off in the front office clearly labeled with your child's first and last name.

Students without a lunch at their lunchtime will be provided with a sandwich and fruit.

Procedures

Junior Kindergarten and Kindergarten students will eat lunch in their classrooms; however, they can choose to participate in the school lunch program.

If you have any questions regarding the lunch program please contact jstribling@saintbridget.org.

Purchasing Lunches

My Hot Lunchbox will be the school lunch service we use at both the elementary and middle school this year.

Click [here](#) for information about My Hot Lunchbox, including how to sign up or update your account. If you have an existing account, please note that you will need to update your child's profile to reflect their new grade, as this does not happen automatically. If you have any questions please contact Cameron Jessee at cjessee@saintbridget.org or 804-288-1994.

To Register at My Hot Lunchbox:

- [Click here](#) for a Parent Registration document that includes our school's QR code and/or instructions to register on My Hot Lunchbox
- When ordering opens, please check out the variety of entree/side options each day from each restaurant.

Student Absence Policy on Day Lunch Ordered: In the event you are not able to cancel a student's lunch in time for illness (absence), PLEASE contact the lunch coordinator (jstribling@saintbridget.org) by 10am on the day your student is absent to either:

- Come to school to pick up your student's lunch,
- Send it home with a sibling at the school,
- Save it for the next day
- If we do NOT hear from you by 10am, meals will be disposed of/donated to staff.

School Safety

Crisis Plan

The faculty and staff at Saint Bridget Catholic School are wholeheartedly committed to the care and protection of the children entrusted to our care.

A Crisis Management Plan is in effect, which provides guidelines for the essential steps to be followed in the event of an emergency. It provides procedures for gathering and communicating information in order to make key decisions and take necessary actions that are rapid and appropriate. While no plan can cover every emergency, we believe our staff is prepared to minimize any potential for danger and create an atmosphere of peace and calm within our school.

Notice of Offenders Policy

Policy Regarding Notice of Sex Offenders Living Within Catholic School Communities

Every Catholic school and parish in the Diocese of Richmond will register with the Virginia State Police to receive electronic written notification of the registration or re-registration of any sex offender located within the same or contiguous zip code area as the school.

Check the Virginia State Police website at <http://sex-offender.vsp.virginia.gov/sor/index.html> to learn of any sex offenders located within the same or contiguous zip code area as the school.

Written notification from the Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by request this information from the State Police at <http://sex-offender.vsp.virginia.gov/sor/java/register.jsp>

The information provided by the Virginia State Police from the sex offender registry shall not be used for intimidation or harassment purposes.

School & Class Celebrations

The room parents, with the teachers, will organize school and classroom events, to include holidays and special celebrations. Birthday treats are not allowed. Gift exchanges, including Advent/Christmas angels, are not allowed at school. Balloons or flowers will not be delivered to students during the school day.

For parties held outside of school, the school strongly advises against departure from school to parties and the exclusion of any classmate in planned activities. Invitations and thank you notes may not be distributed at school or on school grounds unless all children in the class are included.

School Masses

Students attend daily Masses on Wednesday (Gr.4-8) and Thursday (Gr. JK-3) at 8:00 AM. Students should be dropped off by 7:55 AM, as no one arriving after 8:05 AM will be allowed to enter the sanctuary.

When students attend mass or prayer service, they must be in their school uniform with appropriate shoes. Parents are welcome to join and participate in the celebration. Notice of these events will be on the monthly calendar found on the school website at www.saintbridget.org.

Student Learning and Instruction

Student Evaluation, Grading, And Testing

1. Student progress is to be monitored and recorded in FACTS SIS electronic gradebook. Every effort shall be made to monitor and record the progress of students. It shall be the on-going concern of the Office of Catholic Schools, the Principal, and teachers to see that this is done.
2. Each elementary school will administer standardized religion and achievement tests according to the Diocesan-testing program. In addition to the Measure of Academic Progress (MAP) assessment and the Assessment of Catholic Religious Education (ACRE) test.
3. Teachers shall make quarterly reports to parents by means of the report card designated for each grade level.
4. In core courses, a minimum of three grades per category are necessary to constitute an appropriate measure of progress and yield a quarterly mark. A sufficient number of grades, varying and in accord with the subject and grade level, shall constitute an appropriate quarterly mark in resource courses.
5. Twice per year, in the fall and spring, parent-teacher conferences must be scheduled upon the request of parent or teacher. In keeping with the best interest of the students, teachers shall make every reasonable effort to be available to parents throughout the school year.
6. Overall evaluation of the student must be based on teacher judgment and observation, daily work, prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort, and standardized testing.

School Wide Assessments

(ACRE) Assessment of Catechesis of Religious Education Test

Students in grades 5 and 8 will take the ACRE test in April. The test is designed to measure the effectiveness of our religious instruction. For information on this assessment, contact Beth Ouellette.

MAP Testing

Students in grades 2 – 8 participate in online achievement testing three times a year. The testing will

be in math and reading. The Dean of Students will distribute testing procedures. Each teacher is responsible for following standardized testing procedures.

Current and past testing results are available online. Teachers should familiarize themselves with past testing results that show skill mastery and/or trouble areas for individual students and their grade level.

Students in grades 2-8 will participate in fall diocesan-wide standardized testing. This year, students will be administered the NWEA MAP Growth assessment. This assessment replaces the Performance Series Test formerly given to our students.

MAP Growth is a computer-adaptive assessment that is given three times per year (fall, winter, and spring) and used for instructional purposes in the areas of reading and mathematics.

At the end of each testing period, you will receive a Family Report that provides a summary of how your child is performing in the academic areas of mathematics and reading, as measured by the most recent MAP Growth test.

This first round of assessments is given in the fall to collect baseline information. The mid-year (winter) and final (spring) assessments allow us to monitor student academic growth over time. It is important to remember that this is just one of the many tools teachers use to tailor instruction to meet the needs of all students throughout the school year.

We are committed to providing families as much information as we can concerning the MAP Growth assessment. Therefore, more information regarding the MAP Growth assessment can be found by visiting this site: <https://www.nwea.org/the-map-suite/family-toolkit/>.

Diocese also requires that the ACRE (Assessment of Catechesis of Religious Education) be administered to students in grades 5 and 8 each spring.

Grading

Report card averages are obtained by combining scores from written tests and quizzes, home and school assignments and projects, in-class oral participation grades, exams (Gr. 6-8), and other activities assigned by classroom teachers. Neatness, completion, and turning assignments in on time are also taken into consideration in all grading aspects. Detailed explanations will be given by individual teachers at the beginning of the year.

Report cards are distributed electronically four times a year (every nine weeks).

Kindergarten Grading Scale - All Courses, Self-Discipline, & Work Habits
3 = Meeting grade level standard; applies skills consistently and independently
2 = Developing grade level standard; applies skills inconsistently with or without support
1 = Below grade level standard; unable to apply skills with support
^ = skill requires improvement
/ = skill not assessed

Table 1

Early Learners and Junior Kindergarten Progress Indicators
3 = Meeting standard; applies skills consistently and independently
2 = Developing standard; applies skills inconsistently
1 = Below standard; unable to apply skills with support
/ = skill not assessed

1st and 2nd Grades Grading Scale - All Courses, Self-Discipline, & Work Habits
3 = Meeting grade level standard; applies skills consistently and independently
2 = Developing grade level standard; applies skills inconsistently with or without support
1 = Below grade level standard; unable to apply skills with support
^ = skill requires improvement

Table 2

3rd, 4th, and 5th Grades Grading Scale - Major Courses		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		
^ = skill requires improvement		

Table 3

3rd, 4th, and 5th Grades Grading Scale - Resource Courses, Self-Discipline, & Work Habits
3 = Meeting grade level standard; applies skills consistently and independently
2 = Developing grade level standard; applies skills inconsistently with or without support
1 = Below grade level standard; unable to apply skills with support
^ = skill requires improvement

Table 4

6th, 7th, and 8th Grades Grading Scale - All Courses		
A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 59 and below		

Table 5

Homework

Tests, homework, and long-term assignments are the personal responsibility of the student.

K-5 Students

If your child is absent, upon request, homework will be prepared to be picked up by a sibling or parent at the end of the day. Work is not available prior to this time.

6-8 Students

Middle School students should check their class FACTS and Google Classroom pages for missed assignments. Additionally, they should meet their teachers upon return to discuss missed lessons.

Middle School Honor Roll

Students in grades 6-8 are eligible for the Honor Roll and Principal's List at the end of each grading period.

To earn Honor Roll status, students must earn 80% or higher in all classes

To earn Principal's List status, students must have earned 90% or higher in all classes

High School Credit Courses

Several Middle School classes are offered for High School Credit. These classes include Algebra, Geometry, World Language, Geoscience, and World History. All students who pass prerequisite classes will be placed in Geoscience and World History. Placement in math and world language classes is based on several factors including current grades, teacher recommendations, standardized assessment results, and/or a screening assessment. Prerequisites for these classes are provided in the course syllabi. Not all students are developmentally ready for a high school level class while still in middle school.

Religion Education

Saint Bridget Catholic School strives to provide a well-organized, comprehensive school program of religious education that is authentic in doctrine and contemporary in presentation. Catholic values and human sexuality are taught within the framework of Catholic doctrine. The building of community is central to the ministry of the school. Saint Bridget enables children and young people to grow daily within the context of the Gospel message of faith, hope, and love.

Saint Bridget Catholic School welcomes the diversity of families who are of other faiths. All students, however, participate fully in the religious education programs and services offered through the school. Non-Catholic parents are also invited to participate in the programs sponsored by the parish.

Technology

Technology Agreement

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, **faculty, staff, administrators, and students** are expected to exhibit high standards of behavior at all times when using the Internet, email, and other technology.

A School's technology is meant for educational purposes: classroom instruction, research, or approved projects. To accomplish these goals, the school's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others. Transmission of any material in violation of any national, state, or local regulation is prohibited.

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and /or obtaining permission for all information from research sources when the information used from those sources is included in work as a direct quote or paraphrase.

1. Based upon the acceptable use guidelines **outlined in this policy and in the school acceptable use document** the Principal or his or her/Designee hereafter referred to as the Principal will deem what is inappropriate use. The Principal/Designee's decision is final
2. Prior to being given access to the Internet, students and their parent(s) (when the student is under the age of 18) must return a signed Acceptable Use Policy
3. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. The Principal at each school will deem what is inappropriate use and his or her decision is final. In addition, the Principal shall have the right in his or her sole discretion to close an account at any time as required
4. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks, or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software is unacceptable

Guidelines

Acceptable Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Diocese of Richmond Catholic Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secrets.

Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Principal at each school will deem what is inappropriate use and their decision is final. In addition, the Principal shall have the right to close an account at any time as required.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal address or phone numbers to other students or colleagues.
4. Note that electronic mail (e-mail) does not belong to the user nor is it guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network are assumed to be school property.
7. The Diocese of Richmond Catholic Schools makes no warranties of any kind, whether expressed or implied, for Internet service. The Diocese will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, on the Internet, or any other networks that are connected to any of the Internet backbones. This includes (but is not limited to) the uploading or creation of user viruses.

Cell Phones

Cell phones are prohibited for students in JK-5.

Cell phones are permitted at school for MS students. Phones must be used outside of school hours only. It must be turned off at all times and kept out of sight. If it is seen or heard, it will be confiscated by the teacher/staff member and turned in to the office until the end of the school day. The school is not liable for the loss or damage of any cell phone brought to school. Use of radio, tape/CD player, TV, iPod, etc. is prohibited.

Smart Watches and Wearable Technology

We recognize that some parents will provide their children with smart watches for safety reasons for emergency communication purposes or location tracking. During the school day students are not permitted to use their watch for calling, messaging, texting, surfing the net or taking photos. Forgetting homework or lunch box does not constitute a real emergency.

Parents can help us enforce this policy by not texting their children and calling or answering their calls during the day. If a parent needs to contact their child they should phone the school office and the message will be relayed promptly.

It is recommended that parents make sure that the watch is set on silent mode during the school day so that there will not be disruptions to the classroom. Parents are to ensure that all students with smartwatches turn off notifications upon entering the school premises.

If a student uses a smart watch for anything besides checking the time, or the watch causes a distraction, it will be confiscated by the teacher until the end of the day.

Transportation (Arrival And Dismissal)

Terminology

Blacktop: The school parking lot that is bordered by the playground, school, church/rectory and York Road.

Snowball Lane: The one-way access road that begins next to the playground and exits beside the Church onto Three Chopt Access Road.

Flagpole Doors: The doors on the blacktop adjacent to the flagpole.

Main Doors: The doors on the blacktop under the Saint Bridget awning.

Three Chopt Access Road: The one way access road that runs in front of the church and the Middle School.

MPH: Mother Presentation Hall (the gym)

Elementary Campus

Arrival

Carpools have two options for morning arrival. Students in grades JK-5 may be dropped off on the Blacktop between 7:30 AM and 7:55 AM or on Snowball Lane between 7:30 AM and 7:55 AM.

Students must remain in their cars until faculty supervision arrives at each location. We ask that cell phones remain off and/or out of sight to provide a safe environment for our students.

No student may be dropped off in front of the church. The church commons area may not be used as an entrance.

Blacktop Arrival (7:30 AM – 7:55 AM)

Right turn only permitted onto the Blacktop from York Road (No left turns—if you are traveling west on York Road, use Snowball Lane.)

Cars attempting to use the Blacktop that begin to back up outside the Blacktop gates should continue on and use Snowball Lane.

Proceed as far forward as possible along the CONE ZONE. All cars within the zone unload at once.

Children exit cars from the right passenger side.

Once your carpool is unloaded, cars should remain in line until the cars move forward and exit the Blacktop. Do not drive around other cars while they are unloading students; moving your car out of the line creates a safety hazard for students and adults.

At the discretion of administration, the students will stay outside on the blacktop during arrival. On inclement/cold weather days, all students enter the school through the main doors or the flagpole doors to proceed to MPH and line up with their class.

Snowball Lane Arrival (7:30 AM - 7:55 AM)

Proceed around the school on Snowball Lane as far forward as possible toward the rear entrance of the school/church commons. Students are not to be dropped at the playground entrance.

All cars within the Cone Zone unload at once.

Children exit cars ONLY from the right side and walk on the sidewalk to enter at the Nursery doors.

Students walk through the church commons hallway to the Blacktop or MPH. Students line up with their class at the assigned location.

Once your carpool is unloaded, cars should remain in line, proceed to the end of Snowball Lane, turn right and proceed away from campus.

Saint Stephen's access road (adjacent to Snowball Lane) is not an acceptable route for drop-off. It creates a hazardous situation for your children and drivers on Snowball Lane.

Dismissal

Walkers

Grades JK-4th students are not permitted to walk due to safety reasons.

Students in 5th grade may walk with special permission.

Carpools

Students in Grades JK, K, 1, and 2- will dismiss from MPH.

Students in Grade 3, 4 and 5 who have no younger siblings will dismiss from Snowball.

Students in Grades 3, 4 and 5 who have younger siblings will dismiss from MPH.

No left turns from in front of the church onto York Road. This is an illegal turn and against the law as posted on the traffic signs.

Parking in the neighborhood and walking to collect children is a safety concern during dismissal. Please refrain from this practice to protect you and your children, as well as to support the staff.

Blacktop/MPH Dismissal

Form a line from the blacktop, to York Road, to Three Chopt Access Road. Do NOT line up on Three Chopt Road.

While waiting on the street for blacktop, please turn on your hazards and pull as close to the curb as possible. (This alerts other traffic to proceed around you.)

Do not block the corner (York Rd. and Three Chopt Access Road). There is a crosswalk and a fire hydrant there. Also, do not block the exit from Snowball Lane on Three Chopt Access Road.

Right turn only onto Blacktop. Same as morning drop-off.

Pull in behind one of the marked rows that form parallel to the school (six to seven cars per row). Fill in all rows before becoming the seventh car in line to expedite things.

Turn off your car engine upon arrival.

Cell phone use during arrival/dismissal is a safety concern. Cell phones may not be used during arrival or dismissal for the safety of our students. It is important that teachers/administrators be able to communicate with you and the students at dismissal time.

The playground is off limits during arrival and dismissal due to safety concerns.

The blacktop/playground is closed daily from 8:00 AM – 2:30 PM and 2:50 PM – 6:00 PM. For security and safety reasons, the area is reserved for currently enrolled Saint Bridget Catholic School students and staff and is not available for use during dismissal.

Pets are not allowed on the blacktop, school yard, or school building.

Students are escorted by staff members on duty out to car lines.

Snowball Lane Dismissal

A right turn only from York Road onto Snowball Lane is permitted. (Cars with hazards on are waiting to go onto the Blacktop.)

Pull as far forward as possible.

Turn off car engine and remain in your car.

Once students are dismissed, they must load from the right side only.

Cars are dismissed sequentially by the Traffic Monitor when all members of the carpool are loaded.

Late Pick-Ups

Students not picked up after Wave 2 will go to the front lobby where they will be monitored by a staff member. Those remaining at 3:05PM will go to After School if registered. Any student who is not registered will go to the main office where an effort will be made to contact the parent.

Middle School Campus

Arrival

Parents are asked to line up on Three Chopt Access Road if they arrive prior to 7:30 AM to allow faculty access to the parking lot.

We ask that cell phones remain off and/or out of sight to provide a safe environment for our students.

Students are to be dropped off in the front of the Middle School building between 7:30-7:50 AM. Cars are to form a single line through the parking lot. Students should not be dropped off along St. Christopher's Road.

Students in grades 6-8 who have siblings attending the Elementary Campus (Grades JK-5) may be dropped off at the Elementary Campus between 7:30 AM - 7:45 AM. The Saint Bridget bus will transport these students to the Middle School Campus at 7:45.

Dismissal

Walkers

Middle School students may walk from school. Students must have written permission to walk. These permission slips are provided at the beginning of the year and kept on hand in the Middle School Office. A new permission slip to walk is necessary each school year.

Bus

Students in grades 6-8 who have younger siblings may be transported to the Elementary Campus by the Saint Bridget bus.

Middle School students who have siblings in grades JK, K, 1 and 2 will dismiss from MPH.

Middle School students who have siblings in grade 3-5 will dismiss from Snowball.

Carpool

Parents are asked to line up beginning in two lines in the parking lot. Once the parking lot is full, parents form two lines along Three Chopt Access Road, one close to the sidewalk and the other in the gravel. Please be sure to provide ample room for a center travel lane. Please do not wait in front of our neighbor's driveways.

We ask that cell phones remain off and/or out of sight to provide a safe environment for our students.

Students will be dismissed from the front of the Middle School building. They are not allowed to move among the cars until directed by a school adult. Please refrain from calling your child to your car.

Visitors & Volunteers

State Regulations require that all parents and visitors must report, sign in, and receive a pass at the school office when entering either campus. Parents/visitors are not permitted to be in the classroom unless they have been invited by the teacher for a scheduled activity. Please wait in the lobby until your scheduled time to be in the classroom or for lunch. Articles brought to students should be marked with the student's name and left at the office.

Former students are permitted to visit the school after school hours.

Volunteer Screening

According to the background screening policies for the Diocese of Richmond, "All school volunteers, all parish and non-school volunteers who work with or have regular access to children/youth, are required be screened every five years through the electronic screening service, Screening One. It is also required that these volunteers complete the VIRTUS training, 'Protecting God's Children.'" Volunteers can register for this training by going to www.virtusonline.org. Please submit a copy of your certificate of completion to the school office for our files.

School Information

After-School Program

These state licensed programs are open to any student enrolled in Junior Kindergarten who has reached his/her fourth birthday, through 8th grade. They are staffed by experienced Directors, Program Leaders, and Assistants.

Athletic Program

A variety of sports teams for boys and girls in grades JK-8 are sponsored by the Athletic Association and coached by volunteers. Information about the various programs offered through the Athletic Association will be distributed by the school prior to the athletic season. Questions and concerns should be directed to the Athletic Director or a member of the Athletic Association Board.

Calendar

All schools follow the Diocesan calendar provided by OCS

OCS will provide:

- Number of school days
- Start of school date
- Holiday dates
- Professional Development dates
- Teacher work dates
- End of school date

Monthly calendars are posted on the school website that include dates and times of special Masses and events. These calendars are updated as needed throughout the year. Parents are encouraged to check the monthly calendars on a routine basis.

Communication

Communication involves several aspects of the school. Parents and staff are encouraged to have open dialogue. Your comments, suggestions and opinions are welcomed. Please be mindful that everyone expects to be treated in a professional and courteous manner (Seek First to Understand, Then to be Understood).

Saint Bridget Monthly Bulletin

will be emailed to parents once a month.

The Weekly Snapshot

Parents will receive The Weekly Snapshot from the Principal each Sunday at 4:30PM unless a holiday falls on a Monday.

Staff Email

All faculty and staff members can be contacted via email. A full list of faculty and staff email addresses are available online at www.saintbridget.org.

Teacher FACTS Pages

Teachers update FACTS for homework and announcements.

Parent-Teacher Conferences

Parent/Teacher conferences are an important part of communication and should be scheduled as needed.

Formal conferences are held twice a year. Formal Conference Days are scheduled for one evening and one full day in the fall and one full day in the spring.

Additional conferences outside of these scheduled times may be necessary.

Conferences may be requested with parents when:

- a child's pattern of behavior occurs that affects academic or social progress
- a student performs below grade level expectations
- a marked change in behavior or performance occurs
- a student is being considered for retention
- a child's attendance needs to be addressed

Classroom concerns/questions should be addressed first with the teacher(s). Additional support for unresolved concerns may be directed to the administration.

Teachers are available for a conference in person or by telephone. Please contact the teacher to arrange a conference. To minimize interruptions, all conferences must be prearranged.

If there is an emergency message for your child, please contact the school office.

Change in Contact Information

Parents are asked to inform the homeroom teacher and the office, in writing, of a change of address, phone number, or email. All records will be changed to reflect the correct information. Parents are responsible to change and update information in the FACTS Family Portal. This is extremely important for emergency contact on behalf of your child.

Classroom and Building Care

Students should always maintain an attractive, safe, well-kept classroom. Proper care, cleanliness and maintenance require a collaborative effort from everyone. We all should take pride in our school and take an active role in ensuring that it is cared for properly.

General Guidelines

- Students are to care for our beautiful campus at Saint Bridget. Students should not run pencils, hands, or objects down the walls as they travel in the halls and throughout the building. Give space between yourself and the hallway walls when walking to protect student work and displays
- Intentionally writing or scratching on desk surfaces, walls, bathroom stalls, etc. is not tolerated
- Students who make messes or damage school property should be given appropriate consequences
- Students should report any signs of vandalism, emergencies, building and playground equipment damage, and unsafe conditions to staff member
- Student desks should be neatly organized
- Students should help keep classrooms clean and orderly. The floors, aisles, and hallways free of litter and clutter at all times
- Students should clean up around their work areas frequently. No books, papers, clothing or other school supplies should be left on the floors at the end of the day
- Pencils, markers, sharp objects such as scissors, compasses, etc. are not allowed in the bathrooms. Students will be held responsible for damage to school property

Custody

Parents are asked to inform school personnel regarding custody of their child. This will help the school officials make effective decisions if the need arises.

Saint Bridget Catholic School is guided by the provisions of the Buckley Amendment regarding non-custodial parents. In the absence of a court order to the contrary, this school will provide academic records, health records, and other information regarding the child to any parent or legal guardian. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Please keep the school insulated from custody disagreements in order for it to remain a haven for children wherein they can learn, grow, and prosper without undue stress and discomfort.

Extracurricular Activities

1. A student must pass all courses she/he is currently taking to participate in any extracurricular activities. Such courses must have been passed in the marking period preceding participation. Likewise, a student must be in good standing under the disciplinary standards of the school.
2. The above policy applies to all extracurricular programs and activities that are in any way sponsored by the school.
3. Extracurricular social activities may be held under the auspices of the school. Chaperones must be provided.
4. School-sponsored events for students shall never provide or otherwise make available alcoholic beverages.
5. Extracurricular activities should always respect Catholic teaching on faith and morals. Activities should encourage healthy relationships between the sexes. Pastors/Chaplains and Principals should work together to develop policies to be sure no social activity presents an occasion to endorse behavior opposed to these teachings.
6. Extracurricular activities which take students away from the school community on a Sunday or Holy Day of Obligation (e.g., tournaments, competitions, field trips abroad, etc.) must make accommodations for all Catholic and non-Catholic students and chaperones to fulfill the obligation to Catholic Mass on Sundays or Holy Days of Obligation.

Food, Drinks, and Snacks in the Classroom

Saint Brigid is a *NO GUM* school – this applies to all times throughout the year!

Students are permitted to bring snacks and water bottles to school. Snack times and procedures are designated by the classroom teacher.

Please consider the following:

- We promote and encourage healthy snacks
- Candy is not a snack option

For birthdays and celebrations, students are encouraged to bring “non-food” related items such as pencils, stickers, etc. Students are not allowed to bring cupcakes, etc. to distribute to the class.

Students should never share food with other students.

Insurance

Student school accident insurance coverage is provided through the Diocese of Richmond. This is a supplemental policy and is mandated by the Diocese of Richmond for all students. This fee is included in the Book Fee.

Office Hours

The school office is open on regular school days from 7:30 AM – 3:30 PM.

Lost and Found

The administration strongly urges that all articles of clothing, school bags, lunches, etc. be marked clearly with your child's name and grade. Boxes for lost items will be located in both buildings. Unclaimed items will be donated at the end of each quarter.

Parent-Teacher Organization (PTO)

The Saint Bridget Catholic School Parent-Teacher Organization, or PTO, is dedicated to four major principles:

- Support and promote quality Catholic education
- Support school projects through fundraising efforts
- Support our faculty and staff
- Extend hospitality to anyone who may be associated with Saint Bridget Catholic School

The PTO Board meets monthly to facilitate event planning and scheduling, but all parents and members of the Saint Bridget community are encouraged to participate in school events, helping the PTO achieve the shared goal of making Saint Bridget a wonderful place for students, families and faculty. Minutes from the meetings will be posted in PTO Snippets, which come out monthly online.

SignUp Genius is a tool used throughout the year to request help and assistance with specific event needs, but please contact a PTO Board Member if you'd like to become more involved or have questions about how you can be a part of helping or planning a PTO event or joining the Board.

The PTO relies upon the generosity of parents to support the faculty and teachers throughout the year in various ways including a monetary donation to the Christmas Purse and Teacher Appreciation Week.

The two primary fundraising events are the fall Bulldog Blast/5K/Fun Run and the Winter Gala. Other events may have costs associated to cover overhead, but are primarily community building and hospitality events.

The PTO can be contacted through an email to PTOPresident@saintbridget.org.

Parking

Elementary Campus:

Please park in the parking lot on Snowball Lane, in front of the Church, or in the gravel along the Three Chopt access road.

Middle School Campus:

Please park in a marked space in front of the building or in the gravel along the Three Chopt

access road.

Safety Patrol

Students in grades 5-8 are invited to serve as members of the Safety Patrol. Safety Patrol members form teams to rotate weekly and are on duty from 7:30-8:00AM every morning on the blacktop, Snowball Lane and at the Middle School. Patrol members meet and greet students as they arrive in the carpool lines.

School Closings or Delays

If school is canceled or has a delayed opening, announcements will be made on the three major TV stations and through the FACTS Alert System.

If school is CLOSED FOR THE DAY, the following also will be CANCELED:

1. After School Program
2. All extra-curricular activities
3. Team practices
4. Field Trips
5. Non-school activities in the school building

The principal may make exceptions.

Student Birthdays

Birthday treats are not allowed, however student birthdays are announced daily. Students who have summer birthdays are announced on his/her half birthday.

Invitations to private parties may not be distributed at school or on school grounds unless all children in the class are invited.

Gifts, balloons, flowers and other personal items may not be delivered to or exchanged at school.

Student Council

Saint Bridget Student Council is a group of student leaders who work together, under the direction of the advisor, to plan activities that benefit the student body and to take part in the decision-making process when appropriate. The Student Council supports both campuses.

Elections for the eight MS Executive Board positions take place in the spring of each year, and officers are elected from the rising 6th-8th grade students. The voting body consists of students in grades 6 & 7. Students in grades 6-8 are also elected by their peers to serve as classroom representatives. It is the responsibility of the classroom representative to attend monthly meetings of the Student Council and report information back to his/her homeroom. Classroom representatives (and alternates) are selected at the beginning of each school year. All Student Council Officers and classroom representatives are expected to set an example in LEADERSHIP, CITIZENSHIP, and COURTESY.

All officers of the Executive Board must meet the following criteria:

Be enrolled in the designated grade while holding office

Maintain a "C" average or higher in all academic courses

Maintain a "Satisfactory" grade in all resource/elective courses

Maintain "Satisfactory" conduct and effort

Maintain an attitude and appearance that sets a good example for the student body

Attended Saint Bridget Catholic School for at least one year prior to the election (for office of President and Vice President)

Student Records

1. Access To Records

- a. Every effort shall be made to keep student records confidential. Within the school itself, only the Principal and designated individuals shall have access to a student's file
- b. Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child. The school shall respond to reasonable requests for explanations and interpretations of the records
- c. If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only
- d. A student, with the written consent of his or her parents, may view his or her file

2. Transfer Of Records

- a. Records are to be released only to parents who have provided a written request for such records, or to those individuals to whom the custodial parent has given written permission to have access to those records
- b. The request for transfer of records must be maintained indefinitely
- c. Only copies of student records may be released. Original health records are transferred with the student
- d. The student confidential files require a specific request for release by the parent
- e. Parents may not hand carry records to another school, except under extraordinary circumstances. If this occurs, the records must be marked "hand carried"
- f. Parents who wish to homeschool their child(ren), and desire access to the student's records, must provide the school with written permission to forward those records to the public school within their attendance area. Parents can only gain access to those records once they have been received by the public school
- g. Disciplinary records are not transferred

3. Provisions Of Transcripts And/Or Diploma

- a. As a rule, and at the discretion of the Principal, a school shall have the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties, e.g., other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract, including the failure to meet financial obligations. School handbooks shall inform the student's parents of this condition

By law parents have a right of access to official records/exams involving their student. Please follow these guidelines when requesting access:

Notify the school office in writing as to legal name and the homeroom of the student and the date and time requested for viewing.

Submit request at least 24 hours prior to viewing.

The office will confirm the appointment by phone or via electronic mail.