

Parent-Student Handbook  
Saint Brigid of Kildare School  
2020-2021

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Saint Brigid of Kildare School  
7175 Avery Road  
Dublin, OH 43017

## **A Special Message To Parents**

The administration, staff, and parish of Saint Brigid of Kildare School welcome you to the twenty-fifth school year at Saint Brigid of Kildare School. This will be a year like none of us could have ever imagined - social distancing, face masks, hand sanitizer, disinfectant wipes, and smaller groups of children in pod-style classes. The beauty of Catholic schools though can't help but powerfully shine through all of these temporary conditions - we are still one family of faith, we are still one community, we are still here to care for each other, we are still called to give special care to the vulnerable, we are still disciples of Christ, and we are still seeking grace and wisdom. Though it feels like life has completely changed since this time last year, how comforting it is to know that the most important part of our lives, our faith in the most Holy Trinity, can never be shaken.

Many COVID-related changes have been made to this year's handbook. Since these are for the most part temporary changes, they have been highlighted in red text.

May the Blessed Trinity bless us all as we begin the 2020-2021 school year, our 25th year:  
With God We Can!

# **COVID-19 Handbook Addendum 2020-2021**

## **COVID-19 Acknowledgement of Risks**

We, the parent(s) and student who are signing this student handbook for Saint Brigid of Kildare School, acknowledge and agree that, as a student at Saint Brigid of Kildare School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had prolonged

close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

### **Policy for Virtual Classroom Activity**

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of

according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child's classroom teacher or principal. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

## **Policy on Travel**

**Updated: September 2, 2020**

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff.

When making your travel plans, please keep in mind that you will be required to quarantine for 14 days if you travel to a hot spot or high risk state as defined by the CDC and/or the State of Ohio. Please consult the State of Ohio website at:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>.

You will not need to quarantine after travel and may return to school immediately if you did not travel to a hot spot or a high risk state, if you were not exposed to Covid-19, and you are not showing symptoms of Covid-19.

Please be sure to plan ahead and check the CDC and State of Ohio travel advisories before making your plans.

As always, our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.

**Saint Brigid of Kildare School Policy on Student Absence from School and Re-Entry: 2020-2021**

During the 2020-2021 school year, the following procedures will be in place during and at the conclusion of a student’s absence from school:

<p>Student is ill with a common childhood illness or injury (ex: strep throat, the seasonal flu, a stomach virus, headache, broken bone)</p>	<p>The student spends at-home time recuperating and healing. Student and parent/guardian refer to the online pacing guide to complete school work, as possible based on the illness. The student returns to school when able and when typical guidelines are followed (see Health section of this handbook.) The student has as many days to catch up on missed work as the number of days absent.</p>
<p>Student has been exposed to COVID-19 or is ill with COVID-19</p>	<p>The student spends at-home time recuperating, if ill. Student and parent/guardian refer to the online pacing guide to complete school work, as possible based on the illness. Because of the mandatory two-week quarantine, the student will be allowed to join the home learning cohort, and will work with the Home Learning Coordinator. The student has as many days to catch up on missed work as the number of days absent.</p>
<p>Student misses school for vacation</p>	<p>Student and parent/guardian refer to the online pacing guide to complete school work. The student has as many days to catch up on missed work as the number of days absent. If the student visits a hot spot or high risk state, the student must quarantine at home for 14 days.</p>
<p>Unplanned or special circumstance (ex. funeral, family issue)</p>	<p>Student and parent/guardian refer to the online pacing guide to complete school work, as possible based on the situation. The student has as many days to catch up on missed work as the number of days absent.</p>

## 2020-2021 Revised Plan for Arrival and Dismissal: Car Riders and Bus Riders

### Morning Arrival:

- Bus riders will be dropped off along the sidewalk at the front of the building. To allow for social distancing, K-3 students will enter the south doors (formerly the preschool doors) and students in grades 4-7 will enter the north (office) doors. Students in grade 8 will walk across the parking lot following the marked lane to Hendricks Hall.
- Car riders will be dropped off along the Enke Hall sidewalk on the north side of the building. Drivers will park along the sidewalk, and children will exit their cars. Students in grades K-4 will enter the recess doors. Students in grades 5-6 will walk on the sidewalk to the front of the building and enter the main office doors. Students in grade 7 will enter through their classroom doors (Enke Hall). Students in grade 8 will walk across the parking lot following the marked lane to Hendricks Hall.

### Afternoon Dismissal:

- Busses will line up along the school driveway at the front of the building. Dismissal will begin at 2:45pm. K-3 students will exit via the south doors (preschool doors). Students in grades 4-6 will exit via the north (office) doors. Students in grade 7 will exit via their classroom doors. Students in grade 8 will walk across the parking lot to the busses following the marked lane from Hendricks Hall. Bus riders will exit the building before any car riders are called to exit.
- Dismissal for car riders will take place on the Enke Hall side of the building. Due to an increase in car riders this year, this will be done in two shifts.

Car riders with their last name beginning with the letters A-K will be called by pod starting at 2:50. Car riders in grades K-2 will exit through the recess doors. Car riders in grades 3-4 will exit through the religious education door. Car riders in grades 5-6 will exit through the office doors and walk on the sidewalk to the Enke side. Car riders in grade 7 will exit through their classroom doors. Students in grade 8 will walk across the parking lot following the marked lane from Hendricks Hall.

Parents will no longer enter the building. Parents will park their cars in the Enke lot. Once the lot is full, all cars will be turned off and the lot will be closed off, allowing the children to safely walk to their cars from the sidewalk. Parents must stay by their cars but are encouraged to put an identifiable ribbon or streamer on their car antenna to assist their children in finding their car. Once all A-K car riders are safely in their cars, the lot will be opened and emptied, allowing the cars for L-Z families to enter and follow the same routine.

Car rider pick-up for letters A-K will run from 2:50-3:00. Car rider pick-up for letters L-Z will run from 3:05-3:15.

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## **Saint Brigid of Kildare School Mission Statement**

**The Saint Brigid of Kildare School community provides Catholic faith formation and strong academic foundations to develop lifelong learners, compassionate leaders, and dedicated disciples of Christ.**

## **Saint Brigid of Kildare School Statements of Belief**

- Catholic faith formation is the foundation of our school.
- Our school community respects all of God's people and creation.
- Each student is a valued individual with unique spiritual, intellectual, physical, social, cultural, and emotional needs.
- Our school community provides each student with a variety of instructional approaches and real world experiences to prepare for the demands of 21st century discipleship.
- The members of our school, our families and our parish community share the responsibility of living out our Catholic school's mission.

**The principal of Saint Brigid of Kildare School  
is the final recourse and  
reserves the right to amend this handbook.  
Parents will be given prompt notification.**

## **Parent/Student Agreement To Comply With School Policies**

A student is required to know all of the information, policies, and regulations. These policies will be reviewed at the school, and parents are strongly encouraged to review this information with their children.

Acceptance of admission/enrollment to Saint Brigid of Kildare School entails an agreement to comply with all school rules, policies, and regulations as published and those that may be enacted during the school year by either the School Advisory Board or the administration. A statement indicating agreement by students and families is to be signed and returned to Saint Brigid of Kildare School at the beginning of each school year.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Diocesan Policy 5114.

## **Right to a Catholic Education**

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide.

Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extra-curricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school. (Diocesan Policy #5110.0)

## **Academics**

### *Achievement Tests*

The Terra Nova Test and the In View Test will be administered in October for grades 3 - 8. The format of the test includes multiple assessments such as: multiple choice, short answer and extended written responses. This design will emulate the State of Ohio Testing program and will allow students to become more familiar with the new forms of standardized testing. Students who miss days of testing due to family vacations will not be able to make up the test.

### *Reporting To Parents*

A report of pupil progress (report card) is given at the end of each quarter (4 times a year) in grades kindergarten through 8. Saint Brigid of Kildare School implements the approved Diocese of Columbus Report Cards. Interim reports and Life Skills reports will be issued to individual students on an as needed basis. Additionally, each student will receive at the end of each quarter a discipleship rubric. This form has been designed by the faculty of our school and aligns with our mission statement and statements of belief.

All parents are invited to attend student-led conferences in the fall, winter, and spring. Parents may contact the school office at any time to schedule a conference or to request a phone call from a teacher.

### *Access to Student Records*

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Those who are permitted to view an individual student's records are:

1. school personnel;
2. parent(s)/guardian(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parents(s)/guardians(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

## *Homework*

The four major purposes of homework are:

1. An extension of class work - to practice and reinforce skills or concepts introduced in the classroom.
2. A preparation for class work - to prepare for in-class discussion or experiments; students are often asked to read or study materials.
3. An enrichment - to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression.
4. A basis for developing responsibility - to encourage self-discipline, to establish good study habits, and to motivate students to want to learn more.

Homework assignments may include memorization, practice exercises, outside reading, research, art projects, or family activities. Homework is the responsibility not only of the student, but also of the parents. Parents are not expected to do the work for the student, but their guidance and support are needed to see that the student has enough time and a suitable environment in which to do assignments. It is helpful to check on homework on a regular basis to encourage quality work and provide the parent with information regarding curriculum areas. Students in grades 2-8 will be given an assignment notebook that is to be used nightly. Parents of students in grades 2, 3 and 4 are asked to sign the assignment notebook nightly.

If a student repeatedly tells parents that he/she has no homework to do, it would be advisable for the parents to check with the teacher. Parental interest, encouragement, and cooperation will surely help the student to feel successful and proud of his/her completed assignments. It would be ideal on school nights for students to begin the habit of scheduling a study time whether or not there is assigned homework.

Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about “too much” or “too little” homework should contact the teacher(s) involved.

If failure to complete homework becomes a chronic problem, parents may be contacted by the teacher to plan additional intervention (i.e. contracts, parent signing homework notebook, etc.). Chronic problems in completing homework may be perceived and treated as an academic and/or behavior problem.

## **Admissions**

### *Guidelines for Acceptance to Catholic Schools (Diocesan Regulation 5119.1)*

To assist Catholic school administrators in selecting students, the following principles and priorities regarding school admissions are defined:

#### ***PRINCIPLES***

1. The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students should only apply if they intend to participate as fully as possible in the religious program of the school. The principal should use discretion when accepting a transfer student from a public school.
2. Catholic schools should emphasize the broadening and enrichment educational opportunities afforded in culturally and racially mixed school situations.
3. Catholic schools should continue and, where needed, intensify their efforts to enroll students to achieve integration while maintaining the Catholic character of the school.

#### ***PRIORITIES FOR ACCEPTANCE - ELEMENTARY SCHOOLS***

In the acceptance of students to elementary schools, the priority shall be as follows:

1. Children from families registered in the sponsoring parish(es)
  - a. Children with siblings currently/previiously enrolled,
  - b. Children now reaching school age,
  - c. Children from families newly moved into the parish whose children have been in Catholic schools where such were available.
2. Children from non-participating parish families with siblings currently/previiously already enrolled in the school.
3. Children transferring from other Catholic schools:
  - a. from parish schools that are closing
  - B. from parishes not offering full K-8 programs
  - c. schools with a waiting list
4. Children from other faith traditions.

## Admission for Transfer Students

Students transferring to Saint Brigid of Kildare School from a school district in Ohio will provide a permanent record or transcript from a school chartered by the state of Ohio.

Students transferring from out of state will provide a permanent record or transcript from a state recognized in the state of origin. These are subject to review by the principal prior to admission and placement.

The schools of the Diocese of Columbus do not grant credit for home-schooled students.

Therefore, the student must first be evaluated by the public school district to determine grade placement prior to admission.

## Child Custody

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a pupil. The child custody order or decree pertaining to the student should be submitted to the school within two weeks of enrollment.

Child custody or decree changes pertaining to the student should be submitted to the school principal within two weeks of changes taking effect.

## **Saint Brigid of Kildare School Guidelines for Admission:**

### *Application Process for New Students*

Application paperwork will be considered complete after all required documents and the application fee are received. Applications received after the annual designated application window will be placed on the waiting list.

### *Application Materials*

The following information is required at the time of application:

- Birth certificate (copy only)
- Baptismal certificate (if Catholic) (copy only)
- Last 4 digits of social security number
- Recent report card for students entering grades 1-8
- \$100.00 per child non-refundable application fee
- Custody papers if parents are separated or divorced

### *Application Ranking*

Applications for new admissions will be ranked according to the following priorities:

- Children with siblings currently or previously enrolled in the school or preschool
- Length of family's membership in the parish
- Family's regular contributions to the parish
- Family's contributions to parish fundraising drives

- Family's involvement in parish, school, and preschool programs
- Other priorities, such as transfers, addressed in Diocesan Regulation 5119.1

### *Continuous Enrollment*

Children enrolled in kindergarten through grade 7 are guaranteed admission for the following school year.

According to state regulations, all families with children applying for kindergarten must complete the new student application process. Although there is no guaranteed admission for children going from the Saint Brigid of Kildare preschool program into kindergarten, preschool students will be considered with the above mentioned rankings. Families with children enrolled in the Saint Brigid of Kildare preschool program will be exempt from the new student registration fee.

### *Notification of Admission*

Families will be given a status update of their application (admission or position on the waiting list) within two weeks of the annual, designated application window.

### *Waiting List*

If the number of applicants exceeds the number of grade level openings, a waiting list will be established. Following the application period, positions on the waiting list will be assigned using the same ranking criteria stated above.

- Families offered a new admission will have 24 hours to respond.
- If a family is offered a new admission prior to the beginning of the school year and does not accept, the family will be given a choice to either go to the bottom of the current list or be removed altogether.
- If a family is offered a new admission during the school year and does not accept, the family will be given a choice to either apply for the beginning of the next school year or be removed altogether. Special circumstances for not accepting admission (such as illness) will be given separate consideration by the school administration.
- A new waiting list will be established for each school year. Participation in annual application will be necessary to be considered for the next school year even if the family is on the current waiting list.

## Allergies

Saint Brigid of Kildare School strives to provide a safe environment for students with life-threatening allergies. Parents should notify the school nurse and homeroom teacher of any life-threatening allergy on or before the first day of each school year or as soon as an allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign, and return an “Allergy Action Plan” specific to the student with life-threatening allergies. The school nurse will review all allergy information provided by the student’s parents and physician and share this information with the appropriate teachers and staff.

Parents will provide the school with the medications prescribed in the “Allergy Action Plan”. Medications will be kept in the Clinic or with the student as specific needs dictate.’

The parents of a student with a life-threatening food allergy will provide a supply of “safe” snacks for use by their child. Parents of children with life-threatening allergies are responsible for notifying bus transportation providers with information regarding their child’s allergy. Teachers and staff will attend training annually regarding life-threatening allergies.

A “nut-free” table is available daily in the cafeteria for those students/parents who choose to make use of it.

*Until further notice, students will be eating lunch in their classrooms to insure social distancing.*

## Arrival and Dismissal

Students should not arrive at school before 7:45 AM and should leave for home promptly at 2:50 PM or when buses depart. The school day officially begins at 8:00.

**\*Students should not enter the school building prior to 7:45am unless previous arrangements have been made with a specific teacher. Since supervision of students does not begin until 7:45am, students arriving before this time should be enrolled in our morning latchkey program. This service is offered from 7:00am - 7:45am for a nominal fee.**

No student may stay after school unsupervised to wait for sports practice, club meeting, scouts, etc.

Students being delivered to school should follow the drop off procedure described in the Parent Administration Day materials. Students being picked up after school should follow the pick-up procedures described in the Parent Administration Day materials.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop.

*During the 20-21 school year, morning arrival and dismissal will take longer than we are all used to. We ask for your cooperation and patience as we implement social distancing as children enter and exit the building.*

## **Asbestos in Schools**

Saint Brigid of Kildare School will inform its families and stakeholders, on a yearly basis, as to the presence of any asbestos in the school building.

## Attendance and Tardiness

Regular attendance is essential to a student's success in school.

If your child will be absent or tardy, please call the school office that morning **before 8:30 a.m.** (614-718-5825) or email the attendance email at [attendance@stbrigid-school.org](mailto:attendance@stbrigid-school.org) so we can notify the teacher.

This is a new email address that all office secretaries can access. Please do not email [mrs.crawford@stbrigid-school.org](mailto:mrs.crawford@stbrigid-school.org) anymore, as we will have a different office receptionist schedule this year.

Parents should give the student's name, teacher's name, and reason for the absence. If a parent forgets to call or email, the school will call the home to confirm the reason for the student's absence. Absence for more than one hour will be recorded as a half-day's absence. If a student is absent from school for any reason for more than a total of 28 days, the student will not receive credit for that year at the discretion of the principal.

The following circumstances are the only recognized excuses for school absence:

- personal illness
- family illness
- death in the family
- religious holiday

In the event of an absence, the student is expected to make up any missed assignments. Generally, the school allows the same number of days to make up work that the student was absent. Within the limits of a student's maturity, it is his/her responsibility to obtain, complete, and return to the teacher any work missed due to absence. Parents may pick up daily assignments in the office between 3:00-3:30 PM. If you will be picking up your child's work, please notify the office in the morning. No classroom is open after 3:30 PM, Monday-Friday.

In the event that there is a planned absence (vacation, etc.), the parent is required to give advance notice to the school. Students are also to bring a written excuse upon return to school. This note is to explain the absence and must be dated and signed by the parent or guardian. The practice of taking students out of class for a prolonged trip is, of course, something that is beyond our control since such a practice is the decision of the parents of our students. We believe that regular attendance is an important part of our educational program because the lesson taught follows a progressive course of studies. If you wish to take your child out of class for whatever reason, please do not ask for work to be given while the child is out. Good teaching demands that one change with the needs of the class, thus what a teacher has planned for a given week is not always accomplished. We will be happy to provide make-up work upon the return to school, but will not give work in advance of it being taught. A consistent problem with unexcused absences will call for disciplinary measures.

### *Tardiness*

One of the purposes of education is to develop habits and patterns of behavior for life. In order to help the students form good habits of punctuality and courtesy, the following procedures are outlined.

### *School Tardiness*

The school day begins at 8:00 AM. The student must report to the school office to obtain a tardy slip before entering the classroom. The student will not be admitted to class without a tardy slip. All students will be allowed to receive three emergency tardies per quarter in order to provide for inclement weather, traffic conditions, etc. Students arriving or leaving beyond one hour of tardiness will be recorded as a half-day absent.

### *Excessive Tardiness*

Students who exceed the three emergency tardies in any given quarter will be considered to have an excessive tardiness problem. As these tardies accumulate during the quarter, the following penalties will be assessed, hopefully preventing and forestalling habitual tardy problems.

Fourth tardy: Demerit

Fifth tardy: Detention

Sixth tardy: A meeting may be called for the student, parent, teacher, and principal to discuss the situation and devise an intervention plan.

### *Doctor and Dentist Appointments*

Students are encouraged to make every effort to schedule doctor or dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

If a student has an appointment during school hours, a written note must be brought to the office in the morning. The note must indicate the person who will be meeting the student. This person must meet the student in the school office and sign the student checkout sheet. Students and their parent/chaperone must again report to the office upon returning to the building. If the appointment is before the student comes to school, notification of this late arrival is requested the day before.

*Please be sure to alert the school staff if an absence is related to COVID-19 exposure or illness. During the 20-21 school year, a student will not be marked tardy if delayed at the school entrance by social distancing.*

## **Auxiliary Services**

Through Auxiliary Service Funding, Saint Brigid of Kildare School provides speech/language therapy, occupational therapy, and psychological and guidance services. All of the programs are available to students in grades K-8. Requests for these services may originate with the parents, teacher, and/or administrator, but must follow the due process required by the supervisory agency, Dublin City Schools.

## **Background Checks**

Saint Brigid of Kildare School requires that all volunteers complete a Civilian Criminal Background Check through the Ohio Bureau of Criminal Identification and Investigation by being fingerprinted electronically. We refer people to Fast Fingerprints ([www.fastfingerprint.com](http://www.fastfingerprint.com).)

Please use the diocesan form found on our parish website at

[www.stbrigidokildare.org/safe-environment](http://www.stbrigidokildare.org/safe-environment). Results will be sent electronically to the Diocese of Columbus and then to Saint Brigid of Kildare. This is required regardless of previous fingerprinting by your employer. Please email Stacey Nerone, Safe Environment Coordinator at [stnerone@stbrigidokildare.org](mailto:stnerone@stbrigidokildare.org) so that she can obtain confirmation of your results. The result is typically received in 10-20 business days.

A clear record is required for volunteering.

## **Band**

Students interested in band may begin participation in fifth grade. Information will be sent home at the beginning of the school year.

*Band classes will not be held whenever COVID-19 precautions are in place.*

## **Breakfast Program**

Breakfast items will be available for sale from 7:45 - 8:00 AM.

Items will be sold for \$0.25 - \$0.75 each. The cost will be deducted from the student's lunch account.

All items will be peanut-free and will be convenient to eat.

*Our breakfast program will not be held whenever COVID-19 precautions are in place.*

## **Bus Conduct and Bus Safety**

It is a privilege to ride the school bus. This service is provided to the students through the public school districts. Students will maintain discipline-like behavior on the bus at all times.

Students will not be permitted to ride home on a bus other than their assigned route. In the case of an extreme emergency, permission may be granted for a transfer with permission of the school administration.

Students riding school buses shall:

- Always obey and cooperate with the bus driver promptly and respectfully.
- Observe the school district's Code of Conduct on the bus.
- Turn in to the bus driver a medical emergency card within a reasonable time. Proper steps will be taken to collect, store and use emergency medical information cards for each student on the bus.
- Arrive at the bus stop 5-10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for the late students before or after school.
- Not behave at the bus stop in a manner which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
- Wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from your seat to get off the bus.
- Go directly to an available or assigned seat. Do not stand. Students may not change seats without the driver's permission.
- Remain seated, keeping aisles and exits clear at all times.
- Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
- Talk quietly at all times. At railroad crossings there is to be NO talking.
- Not use profane language.
- Not eat, drink, spit or litter on the bus.
- Not throw or pass objects on, from, or into the bus.
- Carry on the bus only objects that can be held in their laps.
- Not bring animals, dangerous materials or objects onto the bus.
- Not damage the bus in any way. If you damage the bus you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
- Observe rules regarding electronic equipment. This equipment is restricted on some buses.

### *Discipline On The School Bus*

Student behavior on the bus is critical to the safety of all passengers. Following is an excerpt from the policies on transportation which have been approved by the Dublin Board of Education. Please review the penalties for improper behavior with your child (children).

*If the Bus Discipline Referral is for a MINOR MISCONDUCT CODE (eating on the bus, obscene language, student out of seat etc.) violation, the driver must have and document at least one driver to student intervention and document at least one driver to parent intervention before giving the Discipline Referral Report to the building administration.*

*If the case of a MAJOR MISCONDUCT CODE (fighting, weapons, etc.) violation, the driver may immediately give the Bus Discipline Report to the building administration.*

*The following are the steps the building administrators will use when they receive a Bus Discipline Referral Report from a bus driver:*

- *First Bus Discipline Referral: Warning from Administration*
- *Second Bus Discipline Referral: Administrative Intervention*
- *Third Bus Discipline Referral: Three-Day bus suspension*
- *Fourth Bus Discipline Referral: Five-day bus suspension*
- *Fifth Bus Discipline Referral: Ten-Day bus suspension*
- *More than 5 Referrals: Repeat Ten-Day bus suspension, possible recommendation to the Superintendent of permanent removal from the bus.*

## Cafeteria

The same general rules for disciple-like behavior apply in the cafeteria as in the classroom.

1. Be a good disciple at all times. Be kind to everyone and use good manners - especially "Please" and "Thank You."
2. Raise your hand if you need something or to ask to get out of your seat.
3. Use your "indoor voice" and only talk with kindness and respect.
4. Students in grades K - 6: Respect "Munch Time" for the last 5 minutes.
5. Leave the cafeteria silently so that you do not interrupt other students who are busy learning.

FOOD MAY NOT BE TAKEN OUT OF THE CAFETERIA AT ANY TIME.

**FOOD FROM OUTSIDE VENDORS (like McDonald's, Wendy's, or Panera) MAY NOT BE BROUGHT INTO OR EATEN IN OUR SCHOOL CAFETERIA. THIS IS TRUE FOR STUDENTS AND ADULTS.**

Family members wishing to eat lunch at school must call by 9:00 of that day. Family members may bring a packed lunch (**not from an outside vendor like McDonald's, Wendy's, or Panera**) or they may purchase a school lunch.

No student will ever be denied a meal.

Lunch prices are as follows:

Pre-Paid Basis (Students K - 8th) - 10 lunches - \$27.50  
(Students K - 8th) - 20 lunches - \$55.00

Daily Rate - Individual lunch (Students K - 8th) - \$2.75

Please watch for information regarding lunch account notices. Lunch account information will also be available online as well as an online payment option. Please see the link on our school website.

Our cafeteria will not offer any foods containing peanut products.

*Our cafeteria will not be used for student lunch whenever COVID-19 precautions are in place.*

## **Cancellation of School**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. We are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of a cancellation. In the unusual circumstances when school must be canceled during the school day, teachers and office staff will determine that all students have satisfactory transportation. Parents/guardians must arrange for proper supervision of the released student.

Please note: School closings will be announced on local radio and television stations. Saint Brigid of Kildare will be announced separately from the Columbus Diocesan Schools. We will not always have a snow day when Columbus Diocesan Schools do. WE WILL ALWAYS BE OUT WITH DUBLIN PUBLIC SCHOOLS. Parents will also be notified via an emergency notification service called the School Messenger System.

*School closings related to COVID-19 will be quickly and widely communicated.*

## **Change of Address/Telephone/Email**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address, email address, home telephone number, or cell phone number during the school year.

## **Child Care**

Saint Brigid of Kildare School offers a child care program to students. The daily hours of operation are Monday-Friday from 7:00-7:45 AM and from 2:50-6:00 PM. Saint Brigid's Child Care Program follows the Saint Brigid of Kildare School calendar and is open when school is in session. If school is canceled at the beginning of the day due to inclement weather, Child Care is closed. Child care is open at the normal time during inclement weather delays. The staff will be present if school is dismissed early. Registration and rates can be obtained by contacting the school office.

Please refer to the Saint Brigid of Kildare Child Care Program handbook for additional details and information.

## Classroom and Birthday Celebrations

The Home and School Association and the room parents help plan and provide treats for classroom parties. These parties and treats are simple because our academic schedule does not allow time for elaborate parties and activities.

A birthday is an opportunity for a student to celebrate his/her special day. As a school community, we will celebrate in the following ways:

Each student is invited to have a Birthday Special Dress Day. (Students may choose to “dress up” or “dress down.” Please follow the dress code for special dress days.) If the student birthday is on the weekend, on a vacation day, or on the day of a Mass, he/she is allowed to have his/her special dress day on the school day closest to his/her date of birth. Students with birthdays occurring during summer break may celebrate on their “half birthday”.

Students’ birthdays or half birthdays will be recognized on our daily Morning Announcements.

Each student will receive a birthday ice cream treat provided by the school during his/her lunch period. The treat will be presented to the student and classmates will be invited to sing “Happy Birthday!” (This will eliminate the doughnuts/cupcakes/candy brought to school by the birthday student.)

Other optional means of celebrating could include:

- Parents could make a donation to a service organization in the name of the student. Examples include: The Dublin Food Pantry, Furniture Bank of Mid- Ohio, Catholic Social Services, etc. or possibly to the St. Brigid Tuition Assistance Fund.
- Students could provide a classroom gift, such as a classroom game, a playground ball, or something from the classroom wish list.
- Students are permitted to bring a non-food treat for their classmates on their birthday. Please make sure that this is a NON-FOOD ITEM. Examples: pencils, fun erasers, stickers, small coloring booklets, bookmarks, small key chains, magnets, etc.
- Students are invited to participate in the Birthday Book Club. For a donation of \$10.00, your child will pick out a new book from the birthday book shelf. The student’s name and birthdate will appear on a special bookplate placed in the front of the book, and he/she will be the first to check out that book. This is a wonderful way to honor your child on his/her birthday and to share the enjoyment of reading with others for years to come.

**Please be advised that these are just suggestions and none of the above is necessary or required.**

Students must seek permission from the teacher for distribution of invitations to home parties. These may be distributed in school only if ALL students will receive an invitation. In the case of a party for only boys or only girls, ALL boys or ALL girls must receive an invitation in order for those to be distributed at school.

*Birthday treats will resume once COVID-19 restrictions are lifted.*

## **Class Observation**

Parents of Saint Brigid of Kildare School students or parents who are interested in enrolling a child in the school are invited to observe the school program. However, parents need to call and schedule an appointment in order to avoid disruption of class. We also encourage prospective new students and parents to attend our school tours given monthly throughout the school year by our tour committee.

*Class observations will resume once COVID-19 restrictions are lifted.*

## **Class Sizes**

According to Diocesan Policy, kindergarten classes will be no larger than 25 students and classes in grades one through eight will be no larger than 35 students, without pastor and superintendent approval.

## **Code of Conduct**

### **School and Diocesan Policies on Suspension, Expulsion, Bullying and Harassment**

The purpose of Saint Brigid of Kildare's Code of Conduct is to maintain a Christian atmosphere of respect for human dignity and responsibility, as well as to provide order and to nurture self-control. Each person is expected to do his or her part to bring about this climate and to act as a disciple at all times and in all places. Each person is also expected to act as a disciple and to be a good ambassador of our school outside of the school day. Teachers and staff have the authority and responsibility to consistently maintain discipline in the classroom.

Saint Brigid of Kildare School's Code of Conduct reflects the expectation of disciple-like behavior in our classrooms, in our hallways, in our cafeteria, on the internet and when using technology, and on our playground as well as on busses, on field trips, at school-sponsored events, and in any place or at any time when students can be considered ambassadors of our school and of the Catholic faith.

Saint Brigid of Kildare School's Code of Conduct also reflects our four tenets of discipleship: kindness, respect, responsibility, and readiness for learning. These tenets are discussed in every classroom, and have a great impact on our students' understanding of their call to live as disciples in our school.

Any document dealing with issues as diverse as chewing gum and uniforms to harassment, bullying, drugs, and weapons is somewhat hindered by the mere scope of its purpose. However, every attempt has been made within this code of conduct to clearly anticipate and address issues of discipleship, school mission, safety, and modern culture.

### ***Code of Conduct***

Students at Saint Brigid of Kildare School are called to live as disciples of Jesus Christ. Students will measure their actions by our four tenets of discipleship: kindness, respect, responsibility, and readiness to learn. Actions in keeping with these four tenets will naturally be in keeping with the mission of our school. Actions opposed to any or all of these tenets will naturally be against the mission of our school and therefore in violation of our code of conduct. Actions opposed to the mission of our school and in violation of our code of conduct will result in disciplinary action.

Examples of actions that are opposed to the mission of our school and in violation of our code of conduct include, but are not limited to:

- Unkind behavior, actions, or language, including name-calling, threats, and bullying
- Disrespectful behavior, actions, or language, including profanity and class disruptions
- Personally disrespectful behavior, including drug, tobacco, and alcohol use

- Dishonest behavior or language, including cheating, lying, forging parent signatures
- Irresponsible behavior or actions, including mistreatment of or damage to school resources or property, dress code violations, and chewing gum
- Any actions that are considered unkind, disrespectful, irresponsible, or impeding of learning that involve technology, electronic devices, and/or weapons of any kind

Consequences for actions that are opposed to the mission of our school and in violation of our code of conduct will be weighed based on the severity of the issue. Consequences include, but are not limited to:

- Oral warning
- Notification to parent/guardian
- Telephone call to parent/guardian
- Conference with parent/guardian
- Time out
- Loss of privilege
- Demerit
- Detention
- In-school suspension
- At-home suspension
- Probation
- Expulsion

### ***Diocesan Policy on Suspension and Expulsion (Policy 5114.0)***

*Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school.*

*For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent(s) or guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below:*

#### **SUSPENSION PROCEDURES**

*1. At the time of the suspension the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.*

*2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s)*

*shall be given an opportunity to express their views.*

*3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.*

*4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.*

## **EXPULSION PROCEDURES**

*If the student is expelled, the principal or administrator in charge shall notify the parent(s)/guardian(s) and the Superintendent in a written format clearly stating the reasons for the expulsion. Parent(s)/guardian(s) and students (18 years old or older) have two possible options:*

*1. Elementary Schools: Appeal to the local school advisory board (SAB) if the SAB has an appeals procedure;*

*High Schools: Appeal to the office of Catholic Schools (OCS)*

*2. waive the right to appeal.*

### **Diocesan Policy on Expulsion Appeal Procedures -Elementary Schools (Policy 5114.1)**

*1. The parent(s)/guardian(s) may only request a hearing no later than three (3) school days following the date of the expulsion decision.*

*2. If the parent(s)/guardian(s) request a hearing before the local school advisory board, the hearing shall take place no later than five (5) school days following the date on which the request was made. The SAB may only consider whether the policies of the Diocese and/or the policies of the school were followed appropriately and make a recommendation to the Pastor of subsequent action. The SAB was no authority to overturn an expulsion decision.*

*3. Statements supporting the charges against the student shall be submitted as well as statements by the student and others on the student's behalf. The parent(s)/guardian(s) shall be given an opportunity to express their views.*

*The SAB or its designees may, by a majority vote of its membership, affirm that the school properly followed the policies of the Diocese and/or the policies of the school or deny that the school properly followed the policies of the Diocese and/or the policies of the school, The SAB may then make a recommendation for subsequent action to the Pastor and Principal for consideration.*

*5. By the school day following the hearing, the Pastor and the Principal shall notify the parent(s)/guardian(s) and the Superintendent of the decision in a written format. The recommendation of the panel and the decision of the Pastor and Principal shall be final and binding.*

## *PROCEDURES FOLLOWING EXPULSION*

- 1. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records. The student's official transcript shall reflect the expulsion.*
- 2. Readmission to a school within the Diocese (i.e. the same school or another school) shall be at the discretion of the receiving Pastor/Principal.*

## *PROCEDURE OF HEARINGS*

### *Materials*

- 1. Both parties shall submit to the SAB chair or his/her designee all written documents no later than 48 hours prior to the hearing. No documentation will be accepted at the hearing.*
- 2. Materials from those requesting the hearing must state the grounds on which the appeal is being made. Materials from the administration must state the grounds for which the suspension/expulsion decision was made.*

## *PARTIES INVOLVED*

*Once the expulsion hearing is scheduled, the following people shall be permitted to attend:*

- 1. Parent(s)/guardian(s), student, and one witness*
  - 2. Principal of the school, a person selected by the principal, and a witness*
- No legal counsel for either party shall be permitted to attend the hearing.*

## *HEARING PROCEDURES*

- 1. The hearing date and time will be set by the SAB Chair.*
- 2. A person to preside over the proceedings will be selected by the Chair.*
- 3. Each party will have twenty (20) minutes for his/her presentation to the committee. At the discretion of the committee, parties may be separated for their presentations.*
- 4. The committee may formulate questions for each party.*
- 5. Questions by the committee of either of the parties will be for a maximum of ten (10) minutes.*

6. *The parties will be dismissed following the questioning.*

7. *The committee will then deliberate for a reasonable amount of time up to one hour. (This deliberation may be extended if the committee feels more time is necessary.)*

8. *The committee may only consider whether the policies of the Diocese and/or the policies of the school were followed appropriately and make a recommendation of subsequent action. The committee has no authority to overturn an expulsion decision. The panel may then make a recommendation for subsequent action to the Pastor for consideration.*

### ***Diocesan Policy on Bullying (Policy 5140.02)***

*The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.*

*Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.*

*The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.*

*The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.*

*Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.*

*No retaliation shall be taken against a person who reports bullying.*

## **Diocesan Policy on Harassment (Policy 5140.05)**

1. *The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.*

2. *Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.*

3. *Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:*

- a. offensive sexual flirtations, advances, propositions;*
- b. continued or repeated verbal abuse of a sexual or gender-based nature;*
- c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;*
- d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;*
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;*
- f. graffiti of a sexual nature;*
- g. fondling oneself sexually or talking about one's sexual activity in front of others;*
- h. spreading rumors about or categorizing others as to sexual activity.*

*Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.*

*Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.*

*Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However,*

*peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.*

*4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school*

*5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she*

*has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.*

*6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.*

*7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.*

*Code of conduct issues and communication of these issues will be viewed through the constraints of our COVID-19 procedures.*

## Communication

Effective and open communication helps to ensure the best working relationship between parents and school staff. The Wolfhound Wednesday will be emailed to parents each Wednesday during the school year, and will include items of interest, news, updates, and announcements. In addition, photo stories will be added to our website on a regular basis featuring news from all grade levels.

Students in grades K-8 will bring home Friday folders containing their academic work. We ask parents to please sign and return these folders by the following Monday. Students in grades 7-8 will receive a missing assignment notification if this is not done.

Please see our Curriculum packets for each teaching team's Communication Plan.

## Conferences

Student-led conferences will be held three times yearly, typically in September/October, in January/February, and in May. In addition, faculty members are always available for conferences throughout the school year. Please call the school office to schedule an appointment.

*Student-led conferences will resume once COVID-19 restrictions are lifted, or they will take place virtually.*

## Daily Schedule

Office Hours: 7:30 AM – 3:45 PM daily

School Hours:

Grades K –8: 8:00 AM - 2:50 PM

**\*Students should not enter the school building prior to 7:45am unless previous arrangements have been made with a specific teacher. Since supervision of students does not begin until 7:45am, students arriving before this time should be enrolled in our morning latchkey program. This service is offered from 7:00am - 7:45am for a nominal fee.**

***COVID-related changes to building entry and exit may result in a longer period of dismissal for students who are car riders. Please pay careful attention to updated information about dismissal times for these students.***

## **Directory Information Notice**

According to diocesan policy 5126.0, directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade levels, activities, sports, awards, and date of graduation.

## Dress Code

The purpose of the dress code is to minimize the influences that distract from the goals of the school while limiting competition among the students. The dress of our students should reflect the worth of and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste.

Parents are requested to see that their children come to school dressed in accordance with the dress code. Any student reporting to school out of uniform and/or judged to be in inappropriate attire may not be permitted to attend classes. The parents will be called to discuss the situation and to be informed of any disciplinary action.

### *BOYS UNIFORM: Preschool-8th*

Pants: Navy blue dress uniform trouser. No contrasting stitching or outside patch pockets. Corduroys not permitted. No logos.

Shirts: White knit shirt with collar (short or long sleeve), white oxford cloth button-down collared dress shirt (long or short sleeve). A white turtleneck may be worn under the uniform sweater, sweater vest, or sweatshirt. No logos. No athletic or dry-fit type materials.

Note: For all grades, only solid white undershirts may be worn under white shirts.

Sweater: Hunter green acrylic crew neck pullover, "V" neck vest, or cardigan letter sweater. School crest on left. No other logos. An approved uniform shirt must be worn under a sweater.

Sweatshirt: Dark green crew neck sweatshirt with school crest embroidered on left chest or green ¼ zip fleece with school crest embroidered on left chest. Purchased only at Educational Outfitters or Educational Apparel. The ¼ zip fleece can be worn, like the sweatshirt, during the school day. No other sweatshirt or emblem is allowed. No torn sleeves or cuffs. An approved uniform shirt must be worn under either the sweatshirt or the ¼ zip. Gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.

Shoes: Solid black, navy, or dark brown (not tan) dress shoes. Tennis shoes that are solid white, solid black, or black and white (*no polka-dots or designs*). Silver and gray can appear on athletic shoes only as a slight border or outline. No moccasins, slippers, boots, cloth shoes or tennis shoes, or cros. Shoelaces must be the same color as dominant color of the shoe. No flashing or light-up shoes or any other type of embellishment. Sperry's/Tom's may not be cloth and must be one color only (not tan.)

Socks: White crew socks that can be folded over and still reach the ankle. Navy blue or black crew socks may be worn with pants only, not with shorts. No low-show socks or no-show socks. No logos.

Shorts: Navy blue walking shorts worn with white uniform socks and white knit shirt. Shorts must be between the top of the kneecap, and 2" above the kneecap. Shorts may be worn August to September 30th and May 1st through June. No logos.

Belt: Required on shorts or slacks for grades 1-8. Navy blue, dark brown, or black only. No ornamental belt buckles.

*GIRLS UNIFORM: Preschool-8*

Jumper: Blue and green plaid uniform jumper. School crest on left shoulder panel. Must touch the top of the kneecap.

Blouse: White peter pan collar (short or long sleeve), or white oxford cloth button-down collared dress shirt (long or short sleeve). White turtleneck may be worn under approved uniform sweatshirt or with jumper. White knit shirt with collar (short or long sleeve) may not be worn with the jumper but may be worn with shorts or pants. No lace or eyelet trim is allowed either on the blouse or the knit shirt. No athletic or dry-fit type materials. No logos. For all grades, only solid white or skin-toned undergarments may be worn under blouses.

Socks: *White crew socks (that can be folded over and still reach the ankle), white knee socks, or navy knee socks with jumper.* Plain white, navy, or black opaque tights, not hose, may be worn. White crew socks that can be folded over and still reach the ankle with shorts or pants. Navy blue or black crew socks may be worn with pants only, not with shorts. No low-show socks or no-show socks. No logos.

Sweaters: Hunter green crew neck cardigan or crew neck pullover sweater in acrylic. School crest on left. No other logos. An approved uniform shirt must be worn under a sweater.

Sweatshirt: Dark green crew neck sweatshirt with school crest embroidered on left chest or green ¼ zip fleece with school crest embroidered on left chest. Purchased only at Educational Outfitters or Educational Apparel. The ¼ zip fleece can be worn, like the sweatshirt, during the school day. No other sweatshirt or emblem is allowed. No torn sleeves or cuffs. An approved uniform shirt must be worn under either the sweatshirt or the ¼ zip. Gray school sweatshirts or hoodies may not be worn during the school day but are acceptable for recess.

Shorts: Navy blue uniform walking shorts (cuffed), worn with a white peter pan collar, white knit shirt, or white button down oxford cloth shirt. To be worn with white uniform socks. Shorts must be between the top of the kneecap and 2" above the kneecap. Shorts may be worn from August through September 30th and May 1st through June. No logos.

Shoes: Solid black, navy, or dark brown (not tan) dress shoes with closed toes and no heel. Saddle shoes with white and navy or black. Tennis shoes that are solid white, solid black, or black and white (*no polka-dots or designs*). Silver and gray can appear on athletic shoes only as a slight border or outline. No moccasins, slippers, boots, cloth shoes or tennis shoes, dressy

shoes, or cros. Shoelaces must be the same color as the dominant color of the shoe. No flashing or light-up shoes or any other type of embellishment. Sperry's/Tom's may not be cloth and must be one color only (not tan.)

Pants: Navy blue twill with no outside patch pockets and no contrasting stitching. Pants may be worn with a white blouse, white knit shirt, white oxford cloth button-down collared dress shirt (long or short sleeve). A hunter green uniform sweatshirt, cardigan, ¼ zip fleece, or crew neck sweater may be worn. A white turtleneck may be worn under the uniform sweater or sweatshirt. No logos. *Kindergarten girls may wear navy leggings under their jumpers during the months of November-March.*

Belt: Required on shorts or slacks on grades 1-8. Navy blue, dark brown, or black only. No ornamental belt buckles.

\*Boots may be worn to and from school in inclement weather only. Uniform shoes must be worn during school hours.

\*Shirts must be tucked in at all times.

### *Gym Uniform*

All students must wear uniform tennis shoes (see above) to participate in PE classes.

Grades K-4: Girls should wear shorts under jumper on gym day.

Grades 5-8: Black mesh drawstring, elastic waist shorts with wolfhound insignia. Green St. Brigid T-shirt with logo. Students change into PE uniform before class.

**\*\* see COVID change to PE uniform below**

### *General Information*

1. Girls' and boys' uniforms are available at the following locations:

Schoolbelles  
Festival Centre  
2759 Martin Road  
Dublin, Ohio  
614-336-2040

School Days  
4507 North High Street  
Columbus, OH  
614-846-1988

Educational Apparel  
3906 Brown Park Dr.  
Hilliard, OH  
614-876-3030

Although the school does not make it mandatory that all the uniform items be purchased from these vendors, it is strongly recommended that parents use the school's suppliers for all their uniform needs. This will allow the students to strictly comply with the school's Dress Code.

If parents wish to purchase any uniform items from another supplier, they need to make sure that their selections are exactly the same in style and color as those of the approved vendors.

2. Uniforms are required from the first day of school through the end of the school year.

3. Organizational uniforms (Cub Scouts, Brownies, etc.) may be worn on meeting days.

4. If it is necessary for a student to come to school in clothing other than the prescribed uniform, parents must send a note explaining the reason.

5. Make-up is not to be worn to school. Clear nail polish and clear lip gloss are permissible. Artificial/acrylic nails may not be worn.

6. Girls may have no more than two earrings per ear. Earrings are to be simple and small. Post type only (no hoops or dangles of any size or kind). Boys may not wear earrings. Only one necklace and two bracelets per wrist (including silly bands) may be worn. Excessive jewelry is not permitted. Hairbows and headbands must be subtle (small bows; no characters.) **Smart watches, smart devices, and wireless earbuds are not to be worn during the school day.**

7. Good grooming is expected. Hair should be kept clean and cut in a manner that is appropriate for school. Traditional haircuts are required. The maximum length for boys' hair shall be above the collar and off the ear. No etching is permitted. Neither girls' nor boys' hair may cover the face or eyes. Bangs must be at or above the eyebrow. Trendy or unusual hairstyles are not permitted. Hair should not appear to be unnatural and artificially colored. Bleaching or tipping that appears to be colored is not permitted. The principal will make the final decision concerning any issue regarding the length of hair.

8. No tattoos of any kind will be permitted.

9. No body piercing of any kind (with the exception of earrings for girls) will be permitted.

10. When applicable, 8th grade boys must be clean-shaven.

*Dress Code Violations:*

Students Grades K-2

1st Offense - Warning

2nd Offense – Warning

Students Grades 5-8

1st Offense – Warning (first quarter only)

2nd Offense - Demerit

3rd Offense – Phone call home by teacher  
4th Offense – Consequence  
Students Grades 3-4  
1st Offense – Written Warning  
2nd Offense – Phone call home by teacher  
3rd Offense – Demerit  
4th Offense – Automatic Detention

3rd Offense – Demerit  
4th Offense - Detention

The above consequences are cumulative during each quarter.

### *Special Dress Days*

Occasionally there will be opportunities for students to have a Special Dress Day. There are two different types of out of uniform days – dress down and dress up days. On special dress days we expect students to maintain our usual standards of appropriate dress and behavior. Students choosing to not follow the Special Dress Day Code will be placed in the office with work to do until the parent is able to bring a change of clothing.

Please refer to the following lists of do's and don'ts for special dress days.

### *Dress Down Day Dress Code*

#### DO WEAR

SHOES: sneakers, loafers, dress shoes

.

SOCKS: socks

PANTS: jeans, sweat pants, capri pants  
*leggings only if paired with long shirt that reaches the mid thigh*

SHORTS MAY BE WORN IN AUGUST, SEPTEMBER, MAY, AND JUNE AND MUST BE TO THE TOP OF THE KNEE.

SHIRTS: t-shirts, sweatshirts, golf shirts  
Shirts must be long enough to tuck in.

MAKE-UP no make-up is allowed  
HAIR no changes from a typical day  
OTHER: 2 earrings only (girls)  
One necklace or choker only  
Appropriate, tasteful jewelry

#### DON'T WEAR

clogs, boots, flip flops, heels,  
crocs, or any shoe without a back

sagging pants, oversized pants, tight fitting pants, pants with holes, yoga pants

muscle shirts, tank tops, halter tops, belly shirts, spaghetti straps, tube tops  
tight fitting/undersized tops, low cut tops, rude messages/improper advertising  
(none of the above under/with another shirt or sweater)  
tattoos, body glitter  
hair paint/color  
boys – no earrings  
no pants chains

*Dress Up Day Dress Code*

DO WEAR

SHOES: sneakers, loafers, dress shoes

SOCKS: socks

PANTS: dress pants or khakis

SHIRTS: Golf shirts, dress shirts

DRESSES/SKIRTS: appropriate length for church

MAKE-UP:

HAIR:

OTHER: 2 earrings per ear

One necklace or choker

Appropriate, tasteful jewelry

Students may wear their regular  
school uniform

DON'T WEAR

flip flops, high heels, clogs, crocs, boots,  
or any shoe without a back.

shorts, sagging pants, oversized pants,  
tight fitting pants, pants with holes.  
muscle shirt, tank tops, halter tops,  
belly shirts, spaghetti straps, tube tops,  
tight fitting/undersized tops, low cut  
tops, rude messages/improper  
advertising  
(none of the above under/with another  
shirt or sweater).

*No cinching of shirts*

sun dresses, tank dresses,  
tube, halter, spaghetti strap tops  
sleeveless dresses must be full to the  
shoulder  
low cut dresses

nail polish, tattoos, body glitter

hair paint/color

pants chains

boys – no earrings

No uniform shorts

*During the period of COVID-19 restrictions, students will not change into their PE uniforms for PE class. Students in grades K-8 will be allowed to wear a uniform "wind suit" on their assigned PE day(s). Please see separate email communications on this topic.*

## **Drug, Alcohol, and Tobacco Policy**

Alcohol, tobacco, other drugs, harmful intoxicants, any illegal substance and/or paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of schools/parishes of the diocese. This also applies to all school-related events held off of the school property (e.g. away games).

Saint Brigid of Kildare School recognizes that individuals who are experiencing problems with drugs, alcohol, tobacco, or other intoxicants are in need of assistance. The type of assistance may vary; however, the school will try to assist these students and their families in finding alternatives from which they can benefit. Drug and alcohol education and referral to counseling shall be viewed as instructional and rehabilitative, NOT an alternative to the disciplinary measures specified in this policy.

Students shall not possess on their person, in their locker, or in any place under their control, use or distribute, or be under the influence of any alcoholic beverage, drug, or intoxicant of any kind. Violations will result in immediate notification of parents. This rule applies to all school activities and functions, whether or not on the school or parish grounds. This includes time on school buses, rented carriers, and student/parent transportation.

### *Offenses and Disciplinary Action:*

The action set forth below will be considered routine disciplinary measures for tobacco, drug and alcohol abuse.

Students who voluntarily request assistance or counseling in situations where no offense, as specified below, has been detected by the school officials will not be deemed in violation of school policy based on information divulged.

#### First Infraction:

Student will be referred to the office, whereupon parents will be immediately contacted by the principal. The student will not return to the classroom until a conference has been held with parent(s), principal, guidance counselor, and pastor. The police may be notified. Consultation with parent(s) and student will emphasize available counseling services. A drug-screening procedure may be recommended. The student will be placed in in-school suspension for a period of no less than 2 days.

#### Second Infraction:

Student will be referred to the office, whereupon, parent(s) will be contacted by the principal. The student will not return to the classroom until a conference has been held with the parent(s)/principal/guidance counselor/pastor. The police may be notified. The student will serve an in-school suspension of no less than 3 days. Prior to re-entry to the classroom, the school must receive written notification that the student has been entered into an approved Guidance

Center Adolescent Alcohol and Drug Abuse Assessment Program. Parents must sign an authorization to have this information released to the school.

Third Infraction:

A third infraction will result in immediate removal from school. Parents and students must meet with the principal and the pastor. A determination will be made regarding the student's continued enrollment.

## **Early Release Schedule**

Several times during the year students will be dismissed at 1:30 PM in order to allow additional time for staff development meetings. The schedule for the 2020-21 school year is as follows:

Thursday, September 17  
Thursday, October 15  
Thursday, November 19  
Friday, December 18  
Thursday, January 21  
Thursday, February 18  
Thursday, March 18  
Thursday, April 15  
Thursday, May 20  
Friday, June 4 at 1:00 pm

## Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Parents will be asked to sign permission slips indicating that they will permit the child to join the class in this educational tour. Children having no permission slip will NOT be allowed to accompany the class.

Parents will occasionally be asked to act as chaperones for small groups. Parent chaperones will be asked to have a clear BCI fingerprint check and must have attended Protecting God's Children training sessions.

Fees for these field trips will be covered by the Annual Fund, with the exception of grade eight.

*Field trips will resume once COVID-19 restrictions are lifted.*

## **Graduation**

A graduation ceremony is held at the end of the fourth quarter for students who have successfully completed grade 8. Eighth grade families will be charged a graduation fee.

*Our annual graduation ceremony will be held if COVID-19 restrictions have been lifted.*

## Health

***Should communicated COVID-19 health related policies contradict or confuse the above stated health policies, all COVID-19 health related policies will be followed throughout the 2020-2021 school year.***

### *Emergency Medical Records*

Each student is required to have an Emergency Medical Record on file in the school office at the beginning of the school year. It is the responsibility of the parent/guardian to enter the information online in SchoolSpeak and keep this current throughout the school year.

### *Health Forms*

Each student's health file must contain the following forms:

1. Health History – signed by parent or guardian
2. Immunization Record – signed by parent or health care provider; due by 15th day of school year of admission
3. Physician Form – signed by physician
4. Dentist Form – signed by dentist.

Health forms are submitted once upon admission.

Information is updated via the Health History Update form at the beginning of each school year or any time there is a notable change.

### *Illness or Injury (Please also see COVID-19 addendum.)*

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. A child with a temperature greater than 100.0 degrees (oral) will not be permitted to return to the classroom. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted and 911 will be called. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school (on the Emergency Medical Record.)

### *Immunizations*

The minimum immunization requirements mandated by the Ohio Department of Health must be met or the student will not be permitted to attend classes. See page 53. The immunization report must be on file in the school office by the 15th day of school during the year of admission for all new students.

### *Medications/Medication Forms*

If a student must bring medication to school, the following requirements must be met:

#### *Prescription Medications*

- Must be in the original container
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date

- Must be brought to school by parent/guardian.
- A Medication Administration form, dated and signed by the parent and prescribing physician, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Medication form available on the school website.
- Refrigeration is available
- Medication will be kept in the Health Office.
- Prescription asthma inhalers and Epi-pens may be carried by individual students if the permission form is completed by parents and prescribing physician. Forms are available in the Health Office.

### *Non-Prescription Medications*

- Must be in the original container (pill bottle, cough medicine bottle, etc)\*
- Must be clearly identified as to the name and type of medication and dosage instructions.
- A Medication Administration form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions must accompany the medication. Medication form available on the school website.
- Medications will be kept in the Health Office.
- Students may carry 1-2 cough drops from home in their pocket. Additional cough drops should be kept in the health office.

\*The school will not administer aspirin to students because of its connection to Reye's Syndrome. (Diocesan Policy #5141.0)

No medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office.

### *Nurse*

A nurse or clinic aide will be on duty from 8:00 AM - 3:00 PM every day in the health office.

### *Returning to School After Illness (Please also see COVID-19 addendum.)*

A student must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the student should not return to school until he has received at least 24 hours worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). Contact the Health Office for guidelines if uncertain.

### *Physical Examination*

A physical examination is required by the Diocese for all incoming students. This examination should be a positive procedure to appraise the child's health, fitness for studies, and other activities as well as to discover illness or defects.

### *Tuberculin Skin Screening*

It is no longer necessary to have any routine screening of school pupils including those pupils entering the system, unless it is required by the local Board of Health. This is true, with the exception of exchange students and students from countries with a much higher rate of tuberculosis than Ohio or the United States. Consult the school nurse for a current list of affected countries.

### *Vision and Hearing Screenings*

Vision and hearing screenings are done on all new pupils without records from previous school and routinely in selected grades. If you receive a letter recommending further examination, please return physician's report to the school.

### *Scoliosis Screening*

Students in grade 7 will have their backs evaluated for detection for any curvature of the spine. If a curvature greater than 7 degrees is noted, a letter will be sent to the parent/guardian suggesting a physical evaluation by a physician.

### *Communicable Disease (Please also see COVID-19 addendum.)*

- Report to your child's school office immediately if your child has a communicable disease, or has an eruption or rash on the body.
- Length of time your child must be excluded, as required by law, for the following diseases:

CHICKEN POX - 6-7 days or until lesions are dry.

MEASLES (Rubella) - 7 days from the first appearance or rash.

MEASLES (Rubeola) – 5 days from first appearance of rash.

MUMPS - 9 days or until all swelling is gone and child appears well.

SCARLET FEVER - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.

WHOOPING COUGH – 5 days after start of antibiotic treatment.

STREPTOCOCCAL (STREP) THROAT - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.

BACTERIAL CONJUNCTIVITIS – 24 hours of antibiotic treatment

- Your child may return to school after the exclusion period.

### *Immunizations and Vaccinations*

A pupil in grades kindergarten - 8 is in compliance if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella, mumps, chicken pox, meningitis, and Hepatitis B. The State Legislature mandates what diseases pupils must be protected against; the Ohio Department of Health stipulates the number of doses of appropriate vaccine required. Students in grades kindergarten-8, unless otherwise exempt, must be immunized against diseases contained in the following:

## REQUIRED IMMUNIZATIONS (2020-21 School Year)

Every student will be required to have current immunizations prior to the entry to school. Record of required immunizations must be on file by the 15th day of the school year. The minimum requirements for the State of Ohio are:

### ENTERING KINDERGARTEN and GRADES 1 through 6:

**4 DTP** (DTAP/Td) – If the 4th dose was given prior to the 4th birthday, a 5th dose is required.

**3 Polio** – If the 3rd dose was given prior to the 4th birthday, a 4th dose is required.

**2 MMR** (Measles, Mumps, Rubella) – The 1st dose must be given after 1 st birthday. The 2nd dose is required before entering kindergarten.

**3 Hepatitis B** – The series of three is required prior to entering kindergarten.

**2 Varicella** (Chickenpox) – 2 doses required before entering kindergarten.

### ENTERING GRADE 7 and 8:

**4 DTP** (DTAP/Td) – If the 4th dose was given before the 4th birthday, a 5th dose is required.

**3 Polio** – If the 3rd dose was given prior to the 4 th birthday, a 4th dose is required.

**2 MMR** (Measles, Mumps, Rubella) – The 1st dose must be given after the 1 st birthday. The 2nd dose is required before entering kindergarten.

**3 Hepatitis B** – The series of three is required prior to entering kindergarten.

**2 Varicella** (Chickenpox) – 2 doses required before entering kindergarten.

**1 Tdap booster** -- This requirement is a booster for students who received their initial series of Dtap/DT/Td vaccine prior to kindergarten.

**1 Meningitis** -- new requirement beginning 2016 - 17 school year for protection against meningococcal disease. Menactra, Menveo, Menomune (abbreviated MPSV4, MCV4, MenACWY) are brand names of this vaccine. A second dose will be required for entry to 12th grade.

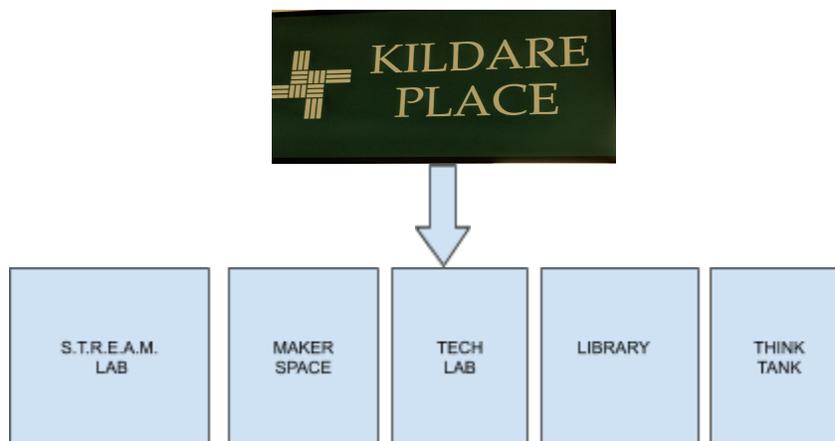
## **High School Attendance Areas**

The location of the residence of the student's legal guardian is used to determine the assigned high school. Boys may also attend Saint Charles Preparatory High School.

## **Home and School Association**

The main purpose of the Home and School Association is to assist and support the programs and operation of Saint Brigid of Kildare in cooperation with the Administration. School families are encouraged to support the efforts of the Home and School Association. Communications regarding Home and School functions will be included in the students' Friday Folders and/or will be available through the Wolfhound Wednesday.

## Library Media Center - Kildare Place



### **S.T.R.E.A.M Lab**

S.T.R.E.A.M. is an acronym for:

- Science
- Technology
- Religion
- Engineering
- Art
- Math

This large Lab area is utilized by all the science teachers for experiments and instruction. The lab has (3) SmartTV's with the Juno Sound System for optimal student learning. The room has six large lab tables that are conducive to collaborative learning and teaching. It is also used for several after school academic clubs.

### **Makerspace**

The Makerspace has many purposes. We have (2) 3D Printers housed there for printing designs made on TinkerCad software in the Tech Lab. We also have one wall painted green which is used for video-taping purposes to create green screen effects in conjunction with the I-Movie program. The space is also designed to be grounded in "making" which helps us transform the way we think about learning. We are stocked with many different supplies and materials for various S.T.E.M. challenges. The heart of this Maker Movement is the understanding that "learning happens best when learners construct their understanding through a process of constructing things to share with others" (Donaldson, 2014, p. 1).

### **Technology Lab**

The Technology Lab is used for many purposes at St. Brigid. It is used for daily instructions for K- 8th grade levels. Each grade level has a class once a week for lessons. All of their tech skills needed for their grade level are taught. The classes are split between Library and Tech so only half a class is seen by each teacher at a time. This is called Power Hour for grades K-7. This gives the teachers time to also be able to use all of the areas in the entire Kildare Place for

Design Challenges to create projects, products, or ideas. The 8th graders use all of the spaces for a special Genius Hour.

The Technology Lab is also used for special tech related after school programs, such as Yearbook Club, and Robotics Club, and both the Girls and Boys Coding Clubs. It is also used for a one week Summer Tech Camp for grades 3-7th.

## **Library**

The library is open on a regularly scheduled basis and is supervised by the library teacher. Library classes are held for students in grades K-8. Classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Additionally, students are permitted to use the library throughout the week with the permission of their classroom teachers. They may use the library to read, check out books, do research, print from their Chromebooks, or work on special projects.

Students are expected to actively participate in the library by checking out books and returning them on time. It will be the responsibility of the parent to reimburse the library for any lost or damaged library books or materials.

Students in grades 6, 7, and 8 only are permitted to check out books with the “YA” designation, following our policies on Young Adult literature. Students and parents must complete the YA reading log, and parent permission is required before a student may check out a YA book. YA books are noted by a spine label and contain themes with a more mature subject matter appropriate for some middle school students. YA books might include controversial subject matter such as ethical issues, violence, language, war, and interpersonal relationships. While these books are attractive to the middle school students, they are not necessarily appropriate for all middle school reading interests. Therefore, parents are asked to counsel their children, consult media websites, and discuss these books with their children as they are read. YA books at Saint Brigid of Kildare School are color-coded using a green, yellow, and red format. Less intense or graphic YA books receive a green label, and more intense and more graphic books receive a red label. Red YA books will be available to students in grades 7 and 8 only.

Should parents question the appropriateness of any book in the library collection, a form is available to state their views. The completed form will be reviewed by the principal, literacy team, and library teacher and action will be taken if necessary.

## **Think Tank**

The Think Tank is a breakout space that is used for small group instruction throughout the day by a variety of grade levels. This room features a SmartTV and whiteboard, along with comfortable flexible seating.

*Library and tech classes will resume once COVID-19 restrictions are lifted.*

## Lockers

A locker is issued to each fifth-eighth grade student at the beginning of the school year. Each student in grades 6-8 will provide a *rotary, numeric* combination lock and provide the homeroom teacher with the numeric combination. Students are expected to keep their lockers locked and clean, and not abuse them in any way. A student in grades 7-8 will receive a demerit if his/her locker is left unlocked.

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safe-guarded by registering them with the classroom teacher or leaving them in the main office.

Any pictures used on the inside of a locker must reflect the mission of Saint Brigid of Kildare School. Saint Brigid of Kildare School is co-tenant of all lockers. Therefore, the staff may search lockers at any time with good reason.

*Lockers will generally not be used during the period of COVID-19 restrictions.*

## **Parish Sports Program**

The Parish Athletic Association runs the sports program at Saint Brigid of Kildare Parish. Saint Brigid of Kildare School and administration have no authority or jurisdiction over the sports program. However, in the firm belief that the school is an integral part of the parish family, Saint Brigid of Kildare School and its administration support, in spirit, the philosophy of the athletic program. The Saint Brigid sports program is open to all children of the parish and to those who attend Saint Brigid of Kildare School. Many sports teams are offered to both boys and girls on many levels. We encourage parents to look into the opportunities available.

*Parish sports will be dependent upon COVID-19 restrictions.*

## **Personally Identifiable Information**

According to diocesan policy 5126.0, directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade levels, activities, sports, awards, and date of graduation.

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes picture with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight etc.), and educational records.

The “Personally Identifiable Information Release Form” that is provided at the beginning of each school year at Parent Administration Day must be signed and dated by the parent of a student prior to releasing personally identifiable information as defined in Diocesan Policy 5126.0

## **Phone Calls**

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

Students will not be called from class to the phone.

Forgotten books, gym clothing, lunches, etc., may be delivered by leaving them in the school office.

Important messages by phone will be delivered to the student in case of an emergency. The office will strictly adhere to these regulations.

## Playground Guidelines

As good disciples, students should remember:

- Share the equipment and play areas
- Be good sports
- Be safety minded
- No rough play
- Only “touch” football is to be played - no tackling.
- No dodgeball
- Use softballs or a “soft” ball for baseball. No hard balls permitted.
- Do not pull or grab another student’s clothing at any time.
- No throwing of any objects (rocks, sticks, snowballs, etc.)
- No electronics.
- No fighting or arguing
- Do not leave the playground for any reason, without permission of a teacher
- Stay away from and off of the dirt areas and mounds around the playground.
- No climbing trees
- Do not approach automobiles parked along the side of the playground
- Stay within the area designated for recess

When entering the building from recess, students are to enter in single file. They should walk into the building and walk down the halls quietly.

There should be no playing on the playground after school (excluding childcare)

Teachers have the right to make judgments on any activities they feel may be unsafe or in some way may jeopardize students.

## **Promotion/Retention**

The promotion/retention of a student in any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her best advantage. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at this grade level. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. If retention seems necessary, parents must be notified in writing by the end of the third quarter. The principal shall have direct charge of promotions and retention. The principal shall take into consideration the ratings and recommendations of the teacher or teachers of the student under consideration. Failing to meet the standards in more than two academic subjects may result in retention.

Reporting to parents to show progress is outlined in #5121.1 of Diocesan Policy.

## Red Alert

### Franklin County Schools Issue Joint Statement on School Safety

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the sixteen public school districts of Franklin County – Bexley City, Canal Winchester Local, Columbus Public, Dublin City, Gahanna-Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Plain Local, Reynoldsburg City, South-Western City, Upper Arlington City, Westerville City, Whitehall City, and Worthington City – members of the Educational Council, plus the Diocese of Columbus, have joined together to establish a common protocol to follow.

Families with children in school should familiarize themselves with the following guidelines, and prepare their children. The following actions are possible in the event of a Threat Level Red considered to be a potential danger to Franklin County residents:

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Hilliard City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If a Red Alert is issued before or after school hours:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be cancelled until further notice by the Red Alert School Team.

If a Red Alert is issued during school hours:

Then, school buildings will be secured and students will be kept at school until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement, districts ask for your cooperation in NOT calling the schools. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

As defined by the national Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

## Registration and Tuition Policies

### ***New Students***

A new student is one who is not currently enrolled in Saint Brigid of Kildare School or Preschool.

### ***New Student Application***

Families applying for admission for new students in preschool - grade 8 must submit the following:

- Completed application packet.
- Application fee of \$100.00 per student. The application fee is nonrefundable and is not credited toward student tuition. Checks should be made payable to "Saint Brigid of Kildare School."

Please return the application fee and completed application packet by email, mail or hand delivery to:

Saint Brigid of Kildare School  
7175 Avery Road  
Dublin, OH 43017-2702

### ***New Student Acceptance***

Upon notification of acceptance, families should submit the following:

- Acceptance fee of \$200.00 per student for grades preschool through eight. This one-time acceptance fee is nonrefundable, but the amount will be credited toward the student's tuition. Checks should be made payable to "Saint Brigid of Kildare School."
- FACTS Automatic Tuition Payment Agreement ("FACTS Enrollment Form"). On-line enrollment for FACTS automatic tuition payment. Please see FACTS on-line enrollment information sheet.

Families should return the acceptance fee and a print-out of the confirmation notice of the on-line enrollment for FACTS e-Cashier by mail or hand delivery to:

Saint Brigid of Kildare School  
7175 Avery Road  
Dublin, OH 43017-2702

### ***Deadline for Acceptance Fee and Facts Enrollment***

The acceptance fee and the FACTS on-line enrollment confirmation notice must be submitted to the school office within seven (7) business days of notification of acceptance.

Families failing to submit the acceptance fee and the FACTS on-line enrollment confirmation notice by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

Families forfeiting a place, but wishing to re-apply, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is nonrefundable and is not credited toward the student's tuition.

### *Tuition Payment Plan*

Saint Brigid of Kildare School offers several payment plans: lump sum, semi-annual, quarterly, ten monthly payments, or twelve monthly payments.

Families may elect to have payments drawn on the 5th or 20th of the month, beginning in July.

### *Withdrawal of Students*

The following tuition policies apply to families who withdraw students prior to the beginning of the school year:

If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. In addition, one additional FACTS withdrawal will be made.

If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to families who withdraw students during the school year:

A withdrawal conference must take place with the school principal or the Pastor.

Tuition will not be refunded for families participating in the FACTS program. In addition, one additional FACTS withdrawal will be made.

If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

### *Questions and Additional Information*

Please call Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

### ***Returning Students***

A returning student is a student who, at the time of re-enrollment, is currently registered at Saint Brigid of Kildare School in grades preschool through seven.

### *Re-Enrollment*

Families will receive a re-enrollment email in January of each year. Within seven (7) business days of receipt of the email, families of returning students must electronically submit the signed commitment letter. Families with multiple returning students will submit a single commitment letter, which applies to all returning students in that family.

### *Commitment Deadline*

The signed commitment letter must be submitted online within seven (7) business days of receipt.

Families failing to electronically submit the commitment letter by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

Families who have forfeited one or more places, but wish to re-register, will be accommodated if space is available. However, families will be assessed a late fee of \$50.00 per student. This fee is nonrefundable and is not credited toward student tuition.

Please note that the deadline for electronic submission of the commitment letter will be included on the re-enrollment email.

#### *Deadline for Selection of Tuition Option*

A tuition package will be distributed in April of each year. Please return a completed Lump Sum Contract or FACTS Automatic Tuition Payment Agreement (“FACTS Enrollment Form”) by mail or hand delivery to:

Saint Brigid of Kildare School  
7175 Avery Road  
Dublin, OH 43017-2702

Please see Tuition Payment Options below for additional information about each of these tuition payment options.

The Lump Sum Contract or the FACTS Enrollment Form must be submitted to the school office within seven (7) business days of distribution.

Families failing to submit a completed Lump Sum Contract or a completed FACTS Enrollment Form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

Families who have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a late fee of \$50.00 per student. This fee is nonrefundable and is not credited toward student tuition.

Please note that the deadline for submission of the completed Lump Sum Contract or completed FACTS Enrollment Form will be printed on the front of the tuition package.

#### *Tuition Payment Options*

Saint Brigid of Kildare School offers these payment options for returning students:

*Lump Sum Payment:* Tuition for the school year may be paid in a lump sum payment. Families choosing this option must execute a Lump Sum Contract by May 1st.

Lump sum payments must be received by the St. Brigid of Kildare Finance Office by June 29th. Please make checks payable to “Saint Brigid of Kildare School.” Please mail or deliver tuition checks to:

Saint Brigid of Kildare School  
7179 Avery Road  
Dublin, OH 43017-2702

Families failing to submit the Lump sum payment by June 29th will forfeit their place(s) for the upcoming school year. Families who have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a late fee of \$50.00 per student. This fee is nonrefundable and is not credited toward student tuition.

### *Automatic Monthly Payments*

Tuition also may be paid in semi-annual, quarterly, or monthly installments. Families choosing from these options must submit a completed FACTS Automatic Tuition Payment Agreement (“FACTS Enrollment Form”).

Families may elect to make 10 or 12 equal monthly payments.

Families may elect to have payments made on the 5th or 20th of the month, beginning in July.

### *Withdrawals*

The following policies apply to students who withdraw prior to beginning of the school year:

If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program as of the date of withdrawal.

Families will be required to make one additional monthly payment after the date of withdrawal.

If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw during the school year:

A withdrawal conference must take place with the school principal or the Pastor.

Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program.

Tuition will not be refunded for families participating in the FACTS program. Families will be required to make one additional monthly payment after the date of withdrawal.

If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

### Questions and Additional Information

Please call Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.

## Religious Instruction

The unique feature of a parochial school is the process of religious development and formation of its students.

At Saint Brigid of Kildare School this is maintained through a complete graded course of study in religion, which is taught in grades K-8, covering the basic tenets, beliefs, traditions, and practices of the Roman Catholic faith. Sacramental preparation for Eucharist, Reconciliation, and Confirmation are incorporated into the curriculum at the appropriate grade levels.

Eucharistic participation is of the highest priority. The children will attend morning Mass every Thursday. Other important liturgies are scheduled throughout the year, as noted below:

August 21 – 9:00 AM - Opening of School  
November 24 – 9:00 AM – Thanksgiving  
December 18 – 12:45 PM - Advent Prayer Service  
February 1 – 9:00 AM - Feast of St. Brigid  
February 17 – 9:00 AM – Ash Wednesday  
May 14 – 9:00 AM – Mass with May Crowning  
June 4 – 9:00 AM – Closing of School / Leadership Mass

The student body also has the opportunity to experience traditional devotions and practices of the Catholic faith including the rosary, Stations of the Cross, Lenten sacrifices, mission education, vocation awareness, and prayer. Please see our school calendar for many of these dates. Parents are encouraged to receive the Sacrament of Reconciliation with their children regularly so that their children will associate this experience with family worship rather than as a school experience.

All of the above components, as well as a prevailing atmosphere of faith, contribute to the process of internalizing values that are distinctively attributed to the Catholic faith.

*Mass attendance will resume once COVID-19 restrictions are lifted.*

## Safe Environment Program

As a community of faith, we believe that our children are the most important gifts God has entrusted to us and that the prevention of child abuse begins with each person.

Saint Brigid of Kildare Parish, in coordination with the Catholic Diocese of Columbus, is committed to the protection and safety of all children. This commitment follows the fundamental mission of the Church to preach the gospel of Jesus Christ, to give authentic witness to the moral teaching of the Scriptures and the Tradition of the Church, and to uphold the human dignity of every person. Increased awareness and a willingness to take action are steps for every person to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

At Saint Brigid of Kildare Parish, “Best Practice” policies have been established to ensure the safety of our children in every parish and school activity. Our Safe Environment Program was designed for the protection of our children. With that in mind, ALL VOLUNTEERS 18 years of age and older (Athletics, Club Sports, Nursery, School, Scouts, Religious Education, High School Youth Ministry and all other programs involving children) who have “care, custody or control,” or regular supervised or unsupervised access to children must complete parish approved procedures prior to the first day of volunteering:

<http://www.stbrigidofkildare.org/safe-environment/>

Please also review the new Social Media Guidelines for Saint Brigid of Kildare Parish which can be found here:

<http://www.stbrigidofkildare.org/wp-content/uploads/2015/07/Social-Media-Guidelines-FINAL.pdf>

### Ohio Code 2151.421: Mandatory Reporters

A mandated reporter is anyone who works in a professional capacity with children. Mandated reporters are required by law to report if he/she suspects or knows that child abuse is occurring.

The Ohio Revised Code Section 2151.421 clearly removes the option of choice, and requires immediate reporting of known or suspected alleged child abuse and neglect for the following professionals:

Attorneys	Audiologists	Child care workers	Children Services personnel
Coroners	Day care personnel	Dentists	Nurses
Physicians, including hospital interns and residents			Podiatrists
Psychiatrists	School authorities, employees and teachers		Social workers
Speech pathologists	Animal control officers/agents		

Although Ohio law encourages everyone to report alleged child abuse and neglect, in most cases it is an option left for personal and moral decision. The exception is those professions that have an inherent responsibility to report. The ethical commitment to families and children that these professionals have accepted through virtue of their positions is recognized under Ohio law, and thus they are mandated to report alleged child abuse and neglect.

## School Advisory Committee

The purpose of the School Advisory Committee is to provide the pastor of Saint Brigid of Kildare Parish and the principal of Saint Brigid of Kildare School with advice and to make recommendations regarding issues affecting the school.

The committee is composed of members who have been appointed by the Pastor with the assistance of the nominating committee. The current members are:

Karen Steinbrunner - chair  
Jill Kilanowski – vice chair  
Michelle Loudon - secretary  
Stacy Austin  
Dan Creekmur  
Steve Gyuro  
Zach Haughawout  
Derek Hegarty  
Sara Reville  
Jennifer Roncone  
Jaime Schiavone

The mission of the School Advisory Committee is to promote and support a distinctive religious learning environment that provides for the propagation of the Catholic faith and values, fosters academic excellence, and develops fully the intellectual, social, physical, and emotional capabilities unique to each student.

Meeting dates for the full board for the 2020-21 school year are as follows. Unless otherwise noted, all meetings will take place at 6:30 PM.

September 14, 2020

November 9, 2020

January 11, 2021

April 12, 2021

*Meetings may take place virtually until COVID-19 restrictions are lifted.*

## **School Safety Drills**

Fire drills and tornado drills are conducted regularly throughout the school year. Detailed escape plans are posted inside the door of each classroom.

During tornado drills, each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures, each class has an escape route to an outside area a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

If evacuation to another location is necessary, the students and teachers will proceed to St. Brigid's Green or if necessary to Karrer Middle School. Parents will be directed to follow the instructions that will be shared via phone and e-mail through the school communication system. Additionally, if appropriate, local TV and radio stations will also broadcast necessary information.

## **SPiCE Program**

The Special People in Catholic Education program (SPiCE) supports the education of children in our school with special learning needs. As we work to serve a broader range of student needs, the SPiCE program provides financial support to assist with our commitment that each child in our parish is a child of God and possesses his/her own unique spiritual and educational needs. Since we are committed to serving the needs of all of our children, SPiCE serves as a means to raise awareness, promote discussion, and raise funds to employ needed personnel and to provide specialized educational supports.

## **Student Concerns Team**

The Student Concerns Team uses a group based problem-solving team which assists teachers in providing options or alternatives to meet the individual needs of students experiencing academic, emotional, or behavioral concerns.

## Technology

### Diocesan Policies on Technology Acceptable Use

Technology has become an increasingly significant part of the educational process. Students have more and more access to computers and the internet, and appropriate supports and safeguards must be in place to secure their well-being and safety. With that in mind, Saint Brigid of Kildare School's technology policies must remain as current and responsive as possible.

Saint Brigid of Kildare School students are expected to be digital disciples, applying our four tenets of discipleship to all computer, internet, social media, and electronic activity. As stated in our Code of Conduct, we are all called to maintain a Christian atmosphere of respect for human dignity and responsibility, as well as to nurture self-control. Each person is expected to do his or her part to bring about this climate and to act as a disciple at all times and in all places, including when using technology.

Students are called to daily measure their actions by our four tenets of discipleship: kindness, respect, responsibility, and readiness to learn. This includes all actions involve technology and the internet. Online or electronic actions in keeping with these four tenets will naturally be in keeping with the mission of our school. Online or electronic actions opposed to any or all of these tenets will naturally be against the mission of our school and therefore in violation of our technology policies and our code of conduct.

Online or electronic actions opposed to the mission of our school and in violation of our technology policies and our code of conduct will result in disciplinary action.

Examples of actions that are opposed to the mission of our school and in violation of our technology policies include, but are not limited to:

- Unkind behavior, actions, or language, including name-calling, threats, and bullying
- Disrespectful behavior, actions, or language, including profanity and insults
- Personally disrespectful behavior
- Dishonest behavior or language, including cheating and plagiarism
- Irresponsible behavior or actions, including mistreatment of or damage to school resources or property and inappropriate internet searches
- Any actions that are considered unkind, disrespectful, irresponsible, or impeding learning that involve technology, the internet, and/or electronic devices

Consequences for actions that are opposed to the mission of our school and in violation of our code of conduct will be weighed based on the severity of the issue. Consequences include, but are not limited to:

- Conference with parent/guardian
- Loss of technology privileges
- Demerit
- Detention
- In-school suspension
- At-home suspension
- Probation
- Expulsion
- Referral to proper authorities for disciplinary/legal action

***Diocesan Policy on Technology Acceptable Use (6140.0)***

*Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.*

***TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:***

*The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.*

***Acceptable Use of the Internet:***

*Students and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette:*

- *Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students or school employees encounter such material by accident, they should report it to their teacher or administrator immediately.*
- *Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.*
- *Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.*

- *Do not engage in any commercial, for-profit activities.*
- *Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.*
- *Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.*
- *Do not waste school resources by printing excessively or consuming limited hard drive space or network space.*
- *Do not use the Internet in any way which disrupts the service or its operation for others.*

**Consequences for Inappropriate Use of the Internet:**

*Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:*

- *A warning followed by re-clarification of the acceptable use guidelines.*
- *Loss of privilege of internet access for not less than 45 school days.*
- *Notification of parents and administrators by phone or personal conference.*
- *Referral to proper authorities for disciplinary and/or legal action.*

**TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE OF SCHOOL OWNED MATERIALS:**

*Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students and school employees will be required to act appropriately when utilizing technology equipment and work areas.*

**Acceptable Use of Networks and Technology Equipment:**

*Students and school employees are responsible for appropriate behavior when using diocesan or school technology resources. Students and school employees are expected to abide by the following rules:*

- *Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.*
- *Students and school employees do not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.*
- *Do not create or willfully disseminate computer viruses. Students and school employees should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.*
- *Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.*
- *Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.*

- *Do not download, install or run any software without the express permission of your teacher or the network administrator.*
- *Personal technology equipment brought to school is subject to the procedures outlined in the Technology Acceptable Use Policy.*
- *Do not alter the computers or change the settings or system configurations in any way.*
- *Do not alter, damage or vandalize diocesan technology equipment or software in any way.*
- *Do not use diocesan resources to create, manage or access personal web pages or or personal servers without the express permission of your teacher or network manager.*

***Consequences for Inappropriate Use of Networks or Technology Equipment:***

*Users have the responsibility to use technology resources in an appropriate manner.*

*Consequences of misuse or abuse of these resources by students, depending upon the severity of the situation may include one or more of the following:*

- *A warning followed by additional clarification of the acceptable use guidelines.*
- *Loss of access to diocesan technology resources.*
- *Notification of parents and administrators by phone or personal conference.*
- *Referral to proper authorities for disciplinary and/or legal action.*
- *Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.*

***Conclusion:***

*School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.*

*The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.*

*During periods of at-home learning, parents are asked to be very vigilant with students' computer usage. School staff will rely on parents to monitor student on-screen time, website selection, and after-hours computer activity.*

## **Textbooks**

Most of our school books have been purchased by the State of Ohio Auxiliary Service Funds. Books are to be covered at all times. Tape should not touch the book itself.

A book bag of some durable, protective material must be used for carrying books to and from school. Parental assistance in this matter is requested as textbooks can be easily damaged by weather and misuse. Lost or damaged books will be replaced by students.

As we move into the era of electronic textbooks (ebooks,) parents and students are reminded that electronic textbooks and their electronic delivery devices are also the property of our school and should be treated with the same care and respect as traditional textbooks. Misuse of an electronic textbook will result in the loss of a student's access privileges.

## Tuition

Blessed with the opportunity of building the first new Catholic elementary school in our diocese in 30 years, the parish wanted to ensure the long term operating success of the school. In the past, most parochial schools have relied heavily on the parish to provide operating subsidies to the school. This subsidy typically took the form of an across the board reduction in tuition for all families regardless of each family's financial need. Besides putting financial strain on the parish this practice is ineffective at delivering limited resources to those who need it the most. Instead, it is a patchwork approach at trying to assist all families regardless of financial need.

Having history to guide us, and with limited resources available and the belief that no child should be excluded from Saint Brigid of Kildare School based on financial need, the School Advisory Committee, in conjunction with the Parish Finance Committee and Steering Committee, adopted a progressive approach to educational tuition assistance. The approach our parish adopted is an effort to more efficiently utilize the parish's limited resources and to better identify those who need assistance and effectively deliver that assistance to those in need. This approach is referred to as "Cost Based Tuition, Need Based Assistance." Cost based tuition means that tuition will be determined based on the actual costs of operating the school.

In conjunction with cost based tuition the parish implemented a tuition assistance program. This program is administered by the pastor with information from an independent third party company called FACTS along with individual meetings with families to determine need. This tuition assistance program allows families of Saint Brigid of Kildare parish to complete a tuition assistance application which is evaluated by FACTS to identify the level of tuition assistance based on financial need. An application filed with FACTS makes families eligible to apply for Diocesan Tuition Assistance and for the Saint Brigid of Kildare School Tuition Assistance program. For more information regarding tuition assistance, please contact the school or parish office.

We believe this program allows the parish to direct tuition assistance to those with the greatest need, while ensuring the longevity and financial health of our school and parish.

# 2020-2021 Tuition Schedules

## Parishioner Tuition Rate:

Registered and active parishioners at Saint Brigid of Kildare School may qualify for the parishioner rate of tuition for their children. Registered and active parishioners regularly attend and participate in Sunday Mass, regularly participate in the sacramental life of the Church, commit annually to the parish through gifts of time, talent, and treasure, and actively work to participate in the mission of the parish and the Church.

	<u>Annual</u>	<u>10 Payments</u>	<u>12 Payments</u>
Kindergarten-8th grade	6300.00	630.00	525.00

## Non-Participating and Non-Parishioner Tuition Rate

	<u>Annual</u>	<u>10 Payments</u>	<u>12 Payments</u>
Kindergarten-8th grade	7100.00	710.00	591.67

## **Use of Name / Branding**

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility. Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the pastor and principal. In appropriate cases determined by the pastor/principal, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

## Visitors

Parents and other visitors are welcome and encouraged to visit the school. State law requires all visitors, including parents, to report to our school office upon entering the building. Upon entering the building, parents and visitors must each sign in at the school office and receive a yellow visitor badge to wear throughout the visit. Upon departure, each visitor must sign out in the school office.

Visitors wishing to observe a particular classroom must notify the school in advance so that appropriate arrangements may be made with the teacher(s.) School tours are available monthly through the school office for new students.

*Visitors will once again be welcomed into our school building once COVID-19 restrictions are lifted.*

## Volunteerism

Different kinds of knowledge, skills, interest, and experience are required to provide a well-rounded education for your children. Volunteers can participate in many ways by reinforcing skills, monitoring small groups of students, assisting in the Media Center or technology lab, and helping with the many planned activities and committees of Home and School. We welcome and deeply appreciate parent involvement. A volunteer application form can be found on the parish website at [www.stbrigidofkildare.org/safe-environment](http://www.stbrigidofkildare.org/safe-environment). Please note that all volunteers are required to take Protecting God's Children training, complete a background check, complete the volunteer application form, and sign the volunteer code of conduct prior to volunteering with children. Please refer to the Safe Environment section of this handbook for further details.

### *Volunteer Code of Conduct*

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth at Saint Brigid of Kildare Parish.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities, ensuring that two-deep ministry is a standard practice.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Obey all traffic laws when driving children and youth and adhere to the Diocese of Columbus Volunteer Driver Form and Cell Phone Policy.

As a volunteer, I will not:

- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).

- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Drive a vehicle not in compliance with regulations and/or inspections while driving children.

*Volunteers will once again be welcomed into our school building once COVID-19 restrictions are lifted.*

## **Weapons**

No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions. (Diocesan Policy #5140.11)

### *Consequences of Threats to Welfare and Safety*

If a student is found to be in violation of Policy 5140.11, any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include:

- detention
- counseling/family counseling
- approved school/community service
- in-school suspension
- referral to Juvenile Court and/or other appropriate law enforcement agency
- suspension from school
- expulsion from school following suspension
- diversion programs

## Wellness

At Saint Brigid of Kildare School, we believe that it is essential to educate the whole child academically, spiritually, physically, socially, and emotionally. To accomplish this goal our school aims to teach, encourage, and support a healthy lifestyle for students and staff while embracing reverence for life, self-respect, and respect for others. Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. This policy outlines our approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. The complete Saint Brigid of Kildare Wellness Policy can be located on the school website.

### School Wellness Committee

This committee will be composed of a school administrator, several teachers, students, and staff (including school nurse, nutrition services director, physical education teacher, guidance counselor). Parents, a dietitian, and a pediatrician or pediatric nurse practitioner also serve on the committee. The committee meets monthly during the school year (with the exception of September and January). The committee is composed of 4 working sub-committees representing our areas of focus: school food; physical activity; wellness education; and school garden. The committee serves in an advisory capacity.

### Setting Goals for Nutrition Education

At Saint Brigid of Kildare School, we aim to teach, encourage, and support healthy eating by students. As a school community we will provide nutrition education that:

- Follows the sequential, comprehensive, standards-based program outlined in the diocesan health and science courses of study.
- Promotes the consumption of nutrient-dense fruits, vegetables, whole grains, low-fat and fat-free dairy products and lean protein. It also promotes healthy food preparation methods and health-enhancing nutrition choices.
- Emphasizes the relationship between calorie intake and energy expenditure (physical activity).
- Teaches media literacy with an emphasis on food marketing.
- Includes educational displays encouraging healthy food choices in the cafeteria.
- Involves the school garden as a classroom for learning about food production.
- Encourages school staff to practice healthy eating and physical activity behaviors.

### Setting Goals for Physical Activity

As a school community, we aim to provide and stress the importance of physical activity by:

- Following the standards-based diocesan physical education course of study.
- Providing physical education classes at a minimum of once per week for all students.
- Incrementally increasing the time spent in physical education class as grade levels progress (minimum of 30 minutes/week).
- Including recess (minimum of 20 minutes/day) in the schedule of every student. Recess will be outdoors whenever possible. All students will be encouraged to be active during this time. Teachers and recess monitors will serve as role models by being physically active alongside

students whenever possible. Organized games as well as the opportunity to participate in Walking Club will be available during recess whether indoor or outdoor.

- Posting open gym times for classroom teachers use by schedule in Teacher Share.
- Understanding that recess will complement, not substitute, Physical education class
- Not restricting recess as a disciplinary method.
- Encouraging students to participate in school or community extracurricular programs outside of the school day.
- Offering enrollment in diocesan athletic programs for students in grades 4 - 8.
- Offering after-school programs (ALSO) at Saint Brigid that encourage physical activity, such as Jump Rope Club and Go Wolfhounds Go

## **School Food Nutrition Standards**

Foods offered/sold at Saint Brigid of Kildare School will:

- Be appealing and attractive to students and be served in a clean and pleasant setting.
- Meet, at a minimum, the nutrition requirements established by state and federal regulations for portion size and nutritional value as detailed by the National School Lunch Program and the Ohio Department of Education.
- Include a variety of foods from the 5 food groups: fruits, vegetables, whole grains, dairy, and protein.
- Include fat-free and low-fat milk with school lunch and available for purchase for those students bringing lunch from home.
- Be offered (not served) to students. Students must choose a meal representing at least 3 food groups and must include at least one fruit ( $\frac{1}{2}$  cup) or one vegetable ( $\frac{3}{4}$  cup). This requirement applies to a tray lunch and a salad bar lunch.
- Be periodically reviewed by a survey of parents and students.
- Include access to drinking water during lunch for all students. Students are encouraged to have capped water bottles for hydration throughout the day.
- Not allow student access to vending machine beverages.
- Include classroom snack breaks when determined appropriate by teacher based on lunch schedule. Parents will be educated and encouraged to send healthy snacks to school.

School lunch will:

- Be scheduled to provide nutrition and nourishment within an appropriate time frame from the start of the school day.
- Be scheduled following recess for a 25-30 minute period to allow for a minimum of 20 minutes of seated eating time.
- Provide students with access to handwashing/hand sanitizing prior to eating lunch/snacks.
- Not conflict with club or organizational meetings, tutoring sessions, or other activities.
- Discourage sharing of food and beverages during lunch and snack times.
- Offer a la carte foods for purchase to supplement purchased or packed lunch. These foods will have no more than 35% of its calories from fat (with no more than 10% of its fats from saturated fat and zero trans fat) and no more than 35% of its weight from added sugars.
- All items sold as a la carte will be approved by USDA Smart Snacks in Schools guidelines. Visit <http://www.regulations.gov> and search "Nutrition Standard for All Foods Sold in School".

After-school Care Program will provide a snack daily. Snacks will be selected to add calories and nutrients to the diet of the children involved. Food will include fruits and vegetables as the primary snack with water as the primary beverage. Milk and/or other sources of dairy will also be included. All food must follow USDA Smart Snacks in Schools guidelines.

Free and reduced-price school meals will be available to all students who qualify. We will make every effort to eliminate any social stigma attached to the use of this program. Students who utilize this program will use the same electronic identification and payment system as all other students.

School Food Service Staff will receive continuing professional development. These programs will include certification and/or training programs for child nutrition directors and cafeteria workers according to their level of responsibility.

### **Setting Goals for Healthy School Environment**

Students learn best in an environment that includes clean and safe facilities for students and staff. This is accomplished by the following:

- Classrooms will be vacuumed daily by janitorial staff.
- Common areas, hallways, and restrooms will be cleaned daily and as needed by janitorial staff.
- Repairs to the building will be completed by appropriate staff or contract workers in a timely manner.
- All doors to the school will be locked throughout the school day. Doors will have key card entry for staff. Security cameras will record entry to all doors.
- All visitors will be identified via camera and enter through the front door of the school. They will register in the school office and be identified by a visitor badge while in the building.
- Handwashing facilities will be readily available to students and staff.
- Lawn care and exterminating chemicals will be applied while students are not present.
- Communicable diseases will be tracked by the school nurse and reported to parents and the health department when appropriate.

### **Evaluation of Wellness Goals**

The Wellness Policy will be reviewed by the School Wellness Committee every three years for school-wide compliance and effectiveness. Revisions to the policy will be reviewed and approved by the principal and the School Advisory Committee.

*Students will resume eating in the cafeteria once COVID-19 restrictions are lifted.*

## **Withholding of Student Records**

A school may choose not to release the cumulative records of students whose financial obligations to the school have not been met. However, grade placement/credits earned, standardized test scores, and health information must be released to the receiving school. Unless an arrangement which is acceptable to both schools can be reached, a Catholic school should not accept a student whose financial obligations to another Catholic school have not been met. (Diocesan policy 3240.1)

## **World Language**

Spanish classes will be offered for students in kindergarten through eighth grade. The curriculum will be based on the national and state standards for world languages.

Please note that students who enter Saint Brigid of Kildare School in grades 4-8 will typically not receive report card grades in Spanish for a minimum of one year.