



SAINT BRIDGET CATHOLIC SCHOOL

Building tradition through faith and learning!

Parent and Student Handbook

Elementary School Campus - 6011 York Road, Richmond, VA 23266

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

www.saintbridget.org

Saint Bridget Catholic School

Mission

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

Vision

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

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

Philosophy

Saint Bridget Catholic School provides a holistic approach to education which takes into consideration the developmental processes of each individual: spiritual, physical, academic, emotional, and social. A safe and stimulating environment is provided where each child's learning style is addressed through a variety of teaching techniques and strategies. The integrated curriculum continually links new information to prior knowledge to ensure that learning becomes a lived reality.

Students are challenged not only to learn and master rigorous academics, but also to apply that knowledge in practical situations by using higher-order critical thinking skills and logical reasoning abilities. Through hands-on instruction and activities, centers in the classroom, and cooperative group experiences, students learn by doing. By teaching the message of Jesus Christ with daily prayer and formal instruction, the faculty strives to help students develop the moral decision-making skills that will enable them to model Christian behavior at home, in school, and in the community. Bound by a common commitment, the faculty and staff, together with the parents, view the students of Saint Bridget Catholic School as their main priority. As a team, they work together to foster the religious, academic, and personal development of each child, providing the support and encouragement needed for them to achieve success.

COVID-19 Phased Reopening Plans

The policies and procedures outlined in any Phased Reopening Plan supersede and replace the policies and procedures provided in this handbook when the school is operating within that Phase.

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Primary Information

Saint Bridget Catholic School provides a Christ-centered, Catholic environment combined with a strong academic curriculum to foster spiritual growth, moral development, and the pursuit of excellence in the whole child. This is what separates our Catholic school from other types of private education and informs our approach to education. At Saint Bridget Catholic School we approach teaching as Jesus did, with an eye to helping each child become the best version of themselves while at the same time fostering the Christian community that is Saint Bridget Catholic School.

The choice of Saint Bridget Catholic School is a choice of values. When parents select Saint Bridget Catholic School, they agree to be governed by the basic philosophy of the school, its rules and procedures, and the Catholic values which are at the heart of the school. They agree to work with the school to help each child develop a sense of honor, integrity, and responsibility toward self and others.

Parents are asked to help students develop a correct attitude toward school and to recognize that an effective school requires order and structure. With all of us working together, the education of all pupils will be enhanced.

We agree to accept and cooperate fully with Saint Bridget Catholic School in routine matters of rules, regulations, and discipline. Saint Bridget Catholic School reserves the right to discipline the student when, at the discretion of the administration, the student's interest or that of the school will be best served by such action. Saint Bridget Catholic School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the school or in violation of the school's rules and regulations as stated in the Student-Parent Handbook.

ATTENDANCE

At the Elementary campus, the school day begins promptly at 8:00 AM and ends at 2:50 PM.

At the Middle School campus, the school day begins promptly at 7:50 AM and ends at 2:45 PM.

The school cannot be responsible for students arriving before 7:30 AM or remaining after 3:05 PM.

Attendance Policy:

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

Daily Attendance

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

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

Parents are asked not to take a child from school during class hours except for urgent reasons. If at all possible, appointments with doctors should be made before or after school hours or on days when school is closed.

Tardiness

It is expected and appreciated when students arrive to school on time. Chronic tardiness negatively impacts a student's progress.

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

Any JK – 5th grade student arriving after 8:00 AM must be escorted by a parent to the foyer to receive a tardy slip before going to class. Please do not accompany the child to the classroom.

Any middle school student arriving after 8:15 AM should be escorted to the main doors to receive a tardy slip.

If a student arrives after the start of the school day but before 11:30 AM or leaves school after 11:30 AM, he/she will be marked absent for a half day. If a student leaves school before 11:30AM, he/she will be marked absent for the day.

Absences/tardiness may jeopardize a student's academic, social and spiritual progress. Excessive absences could result in a referral to Child Protective Services and/or recommendation for non-renewal of contract.

Early Dismissal

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

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

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

Illness

A student should NOT attend school when ill (i.e. when his/her temperature is above 99.8° F, non-medicated, and has vomited or had diarrhea in the preceding 24 hours) or diagnosed with a contagious infection (i.e. strep or pink eye).

If a student becomes ill at school, the school will contact the parents. If the school is unable to reach a parent, the emergency contact person will be notified. When a child shows a temperature of 99.8° F or more, has diarrhea and/or vomiting, or is unable to participate in normal activities, the parents will be notified that the student must go home.

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

The student may return to school when no longer contagious to others (i.e.: when his/her temperature has been less than 99.8° F, non-medicated, and has not vomited or diarrhea in the preceding 24 hours).

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

Pre-Arranged Absences

Pre-arranged (vacation or planned) absences are discouraged during school time. In the event that a student misses planned time from school, a Pre-Arranged Absence Form should be signed by the parent giving as much notice as possible. Arrangements to complete missed assignments should be made *upon the student's return* and these are to be completed within seven (7) days after returning to school. Students are also expected to schedule missed tests/quizzes within this time period.

Recognizing many students strive for perfect attendance and, on occasion, decide to attend school when it is not best for their health or the health of their classmates, Saint Bridget School will no longer recognize "Perfect Attendance" at the end-of-year assembly.

Absence Policy

Student attendance is a cooperative effort involving the school, parents, and students. During any one school year, students may not be absent for more than 20 school days. Student attendance shall be monitored and reported as required by state law and regulations.

Students absent from school should provide a note either from a parent or physician when the student returns to school. For all absences, please contact the school directly. If the school is not contacted, contact will be made to inquire about the absence.

When a student reaches 5 excused absences in an academic year, school administration shall send a letter to the student's parents outlining the number of absences and attendance expectations.

When a student reaches 7 excused absences in an academic year, school administration shall make a reasonable effort to ensure that direct contact is made with the parent to obtain an explanation of the student's absences and explain the consequences of continued non-attendance.

When a student reaches 10 excused absences in an academic year, school administration shall schedule a conference with the student's parents. At the conference, the student, parents, and school personnel shall meet to attempt to resolve issues related to the student's non-attendance.

When a student reaches 15 excused absences in an academic year, they are in danger of retention in that grade level and an additional conference will be scheduled with the student's parents to discuss this possibility.

When a student reaches 20 excused absences, and consistent attendance continues to be an issue, school administration shall enforce the compulsory attendance rules. A formal letter will be sent home, and a contract may not be issued for the following school year.

ARRIVAL/DISMISSAL

Terminology

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

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

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

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

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

MPH: Mother Presentation Hall (the gym)

Elementary Campus

Arrival

Students have two options for morning arrival. Students in grades K-5 may be dropped off on the Blacktop or Snowball Lane between 7:30 AM and 8:00 AM.

Students in JK may be dropped off no earlier than 7:45 AM.

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

Students are asked to exit cars on the passenger side.

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

Blacktop Arrival (7:30 AM – 8:00 AM)

- Right turn only permitted onto the Blacktop from York Road (No left turns—if you are traveling west on York Road, use Snowball Lane.)
- Cars attempting to use the Blacktop that begin to back up outside the Blacktop gates should continue on and use Snowball Lane.
- Proceed as far forward as possible along the CONE ZONE. All cars within the zone unload at once.
- Children exit cars from the right passenger side.
- Once your carpool is unloaded, cars should remain in line until the cars move forward and exit the Blacktop. Do not drive around other cars while they are unloading students; moving your car out of the line creates a safety hazard for students and adults.

Snowball Lane Arrival (7:30 AM - 8:00 AM)

- Proceed around the school on Snowball Lane as far forward as possible toward the rear entrance of the school/church commons. Students are not to be dropped at the playground entrance.
- All cars within the Cone Zone unload at once.
- Children exit cars ONLY from the right side and walk on the sidewalk to enter at the Nursery doors.
- Students walk through the church commons hallway directly to their classrooms.
- Once your carpool is unloaded, cars should remain in line, proceed to the end of Snowball Lane, turn right and proceed away from campus.
- Saint Stephen's access road (adjacent to Snowball Lane) is not an acceptable route for drop-off. It creates a hazardous situation for your children and drivers on Snowball Lane.

Dismissal

Walkers

- Grades JK-4th students are not permitted to walk due to safety reasons.
- Students in 5th grade may walk with special permission.

Carpools

- Students in Grades JK, K, 1 and 2 will dismiss from MPH.
- Students in Grade 3, 4 and 5 who have no younger siblings will dismiss from Snowball Lane.
- Students in Grades 3, 4 and 5 who have younger siblings will dismiss from MPH.
- No left turns from in front of the church onto York Road. This is an illegal turn and against the law as posted on the traffic signs.
- Parking in the neighborhood and walking to collect children is a safety concern during dismissal. Please refrain from this practice to protect you and your children, as well as to support the staff.

Blacktop/MPH Dismissal

- Form a line from the blacktop, to York Road, to the front of the Church. Do NOT line up on Three Chopt Road.
- While waiting on the street for blacktop, please turn on your hazards and pull as close to the curb as possible (This alerts other traffic to proceed around you).
- *Do not block the corner (York Rd. and Three Chopt Access Road). There is a crosswalk and a fire hydrant there. Also, do not block the exit from Snowball Lane on Three Chopt Access Road.*
- Right turn only onto Blacktop. Same as morning drop-off.
- Pull in behind one of the marked rows that form parallel lines to the school (six cars per row). Fill in all rows before becoming the seventh car in line to expedite things.
- Turn off your car engine upon arrival.
- Cell phone use during arrival/dismissal is a safety concern. Cell phones may not be used during arrival or dismissal for the safety of our students. It is important that teachers/administrators be able to communicate with you and the students at dismissal time.
- The playground is off limits during arrival and dismissal due to safety concerns.
- The blacktop/playground is closed daily from 8:00 AM – 2:30 PM and 3:00 PM – 6:00 PM. For security and safety reasons, the area is reserved for currently enrolled Saint Brigid Catholic School students and staff and is not available for use during dismissal.
- Pets are not allowed on the blacktop, school yard, or school building.
- Students are dismissed/released to carpool drivers from MPH where they line up by class.
- Students who attend scouts, brownies, fellowship groups, sports, etc. and meet directly after school must be dismissed from MPH like all regular dismissals. For safety/accountability reasons, teachers are not permitted to release students from the classrooms to club leaders.

After the second bell, Main Entry doors are opened by a faculty/staff member. Enter MPH through the main doors and proceed through to claim the children in your carpool.

- Parents and children exit through the playground doors to their cars.
- Wave 1 is dismissed once the Traffic Monitor has determined that children are safely in cars or inside MPH.
- The Traffic Monitor will release cars row by row, beginning with the row closest to York Road. (If the children in your carpool have not been loaded and you are directed to go, exit and come back around to load remaining children in Wave 2.)
- Cars are to turn right only onto York Road.
- Cars arriving for Wave 2, pull forward and wait until all cars in Wave 1 are dismissed.
- Wave 2 parents may enter MPH when all cars from Wave 1 have been dismissed. Please do not exit your car and cross until all Wave 1 cars have left the blacktop area.
- Wave 2 is dismissed once the Traffic Monitor has determined that children are safely in cars.
- The Traffic Monitor will release cars row by row, beginning with the row closest the York Road.
- Children who have not been picked up in Wave 2 will follow late pick up procedures.

Snowball Lane Dismissal

- A right turn from York Road onto Snowball Lane is permitted. (Cars with hazards on are waiting to go onto the Blacktop.)
- Pull as far forward as possible.
- Turn off car engine and remain in your car.
- Once students are dismissed, they must load from the right side only.
- Cars are dismissed sequentially by the Traffic Monitor when all members of the carpool are loaded.

Late Pick-Ups

- Students not picked up after Wave 2 will go to the front lobby where they will be monitored by a staff member. Any students remaining after 3:05 PM will go to the main office where parents will be contacted.

Middle School Campus

Arrival

- Parents are asked to line up on the gravel on Three Chopt Access Road if they arrive prior to 7:30 AM to allow faculty access to the parking lot.
- Cell phones are to remain off and/or out of sight to provide a safe environment for our students.
- Students are to be dropped off in the front of the Middle School building between 7:30-7:50 AM. Cars are to form a single line through the parking lot. Students should not be dropped off along St. Christopher's Road.

Dismissal

Walkers

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

Carpool

- Parents are asked to line up beginning in two lines in the parking lot. Once the parking lot is full, parents form two lines, one on the right along the house side (please do not block the neighbor's driveways), and a second on the left side within the gravel. Both lines will move into the school parking lot
- Cell phones are to remain off and/or out of sight to provide a safe environment for our students.
- Students will be dismissed from the front of the Middle School building. They are not allowed to move among the cars unless directed by a school adult. Please refrain from calling your child to your car.

DISCIPLINE: A FAITH BASED APPROACH

Discipline Philosophy

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

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

Sustaining a Christ-centered environment in the school has many elements. One of the most important is that students are expected to follow Jesus Christ in their actions - exercising self-control and conducting themselves properly at all times. Behavior must reflect the values of the Catholic faith with high standards of courtesy, decency, and respect; clean and respectful language; honesty; and wholesome relationships with peers. Acceptable behavior is expected at all school activities, whether on or off the premises of Saint Bridget Catholic School.

Basic Expectations

At Saint Bridget Catholic School our goal is to teach – practice – reteach behavior expectations. However, if a student chooses to continue inappropriate behavior, consequences will be given appropriate to the misconduct. Saint Bridget Catholic School provides a safe, caring, learning environment and there is no place for disruptive behavior. We ask for your support and request that you review these expectations with your child.

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

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

- **Be Safe:** Actions ensure the safety of others and self; the safe use of equipment; a concern for the physical and emotional well-being of others.
- **Be Respectful:** Saying a kind word to another; caring for school and grounds; respecting personal property of classmates and staff; being polite and courteous to others.
- **Be Responsible:** Cooperating with others; following directions; managing self appropriately thus not interfering with the ability of others to teach or learn; being accountable for behaviors.

Disciplinary Process

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

In-School Detention: The school views in-school detention as a way of alerting parents to significant problems in self-discipline, as well as providing strong reinforcements so that the student may improve in personal responsibilities and behavior.

At-Home Suspension: The student is removed from school for the duration of the suspension. During this period, the student is not permitted to be on the grounds, enter the buildings, or attend any extra-curricular activities of Saint Bridget Catholic School. All assignments must be completed and turned in the day the student returns to school. He/she must also be prepared to stay after school and take any tests/quizzes that were administered during the suspension.

Expulsion: Expulsion is the permanent removal of a student from the Saint Bridget Catholic School community. Major infractions of school and law violations or any other activity deemed a major infraction by the administration

will immediately render a student subject to expulsion. This includes, but is not limited to, any violation of the criminal code or an incident involving the police. Expulsion is the severest penalty that can be imposed on a student. This penalty is rendered by the principal in accordance with Diocesan policy.

Middle School Merit System

Additionally, at the Middle School, we honor and celebrate students who demonstrate the values and virtues of Christ through a merit point system. Every student begins each semester with 100 merit points. Students who maintain at least 90 of the points at the end of the semester will be invited to participate in a merit celebration. Students who choose to lose 11 or more points will not participate in the reward. Students lose points through receipt of demerits and/or office referrals.

Parents will be informed about behavior concerns by either written notice or a phone call on the day an infraction occurs or is discovered. Notices are to be signed by a parent/guardian and returned to school the next day. A copy of all notices is retained by the school and a copy is given to parents. A student will remain on detention until the notice is received.

Students will start the school year and the second semester with 100 points. Consequences for the violation of Saint Bridget School's Code of Conduct will result in a loss of points and other appropriate measures up to and including suspension or removal from school, at the discretion of the school administrators.

Middle School offers a great opportunity for students to grow and develop independence, in tandem with continued guidance. Working together, we make Saint Bridget Middle School an outstanding learning environment. Your participation and support of our program is greatly appreciated.

Bullying

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

Bullying includes, but is not limited to, actions such as:

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

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

Academic Honesty/Honor Code

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

The two most common forms of academic dishonesty are:

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

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

Saint Bridget Catholic School believes academic honesty is important. Therefore, students may be asked to "pledge" their academic honesty on assignments and/or assessments. The Saint Bridget Honor Code states:

"On my honor, this work is mine and mine alone."

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

GRADING

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

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

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

Table 1

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

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

Table 2

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

Table 3

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

Table 4

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

Table 5

Middle School Honor Roll

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

To earn Honor Roll status, students must earn 80% or higher in all classes and on semester exams.

To earn Principal's List status, students must have earned 90% or higher in all classes and on semester exams.

Homework

The school community at Saint Bridget desires that all students become self-directed, lifelong learners who assume responsibility for their choices. Homework provides the opportunity for practice and application of academic skills. It is also an exercise in accepting responsibility, reinforcement, perseverance, and independent accomplishment.

We feel it is important that students are involved in some form of homework daily. **It is our expectation that students do the following:**

1. Complete all assignments to the best of their ability.
2. Return all assignments to school on time.
3. Turn in work that is neatly done and has a "look of literacy."
4. Be responsible for work missed when absent from class for any reason.

Our goal is no more than 20 minutes per subject per day.

If your child is taking longer than the recommended amount of time, please stop working and send a note to the teacher explaining the situation.

What kinds of homework might your child have?

1. Practice of skills taught in class.
2. Complete work not finished during class time.
3. Long-term projects.
4. Review for assessments.

To help your child develop strong homework habits, we ask that parents please:

1. Establish homework as a top priority.
2. Provide a quiet place for homework completion.
3. Establish a daily homework time.
4. Hold your child accountable for completing all assignments.
5. Talk to your child's teachers about any problems surrounding homework.

LUNCH

Elementary Campus

No fast food lunches may be brought to school.

Please call the Cafeteria Manager with any questions or concerns at 288-1994, extension 308 or email at chef@saintbridget.org.

Forgotten Lunches: All lunches brought from home should be clearly labeled with the child's name and grade to avoid confusion. Parents bringing in forgotten lunches should drop them off in the office.

Lunchtime Visitors (Grade 2-5): Parents are always welcome to join their students in 2nd to 5th grade for lunch. Please be sure to sign in at the office before going down to the cafeteria.

Middle School Campus Café

At the Middle School, our lunch for purchase program is provided by a number of local vendors with a different vendor for each day of the week. The lunch for purchase program does not begin until after the first 2 weeks of school. Be sure to pack a lunch for the first two weeks. You will receive an email from our Lunch Coordinator, sharing detailed information about the "lunch for purchase" program.

Forgotten Lunches: All lunches brought from home should be clearly labeled with the child's name and grade to avoid confusion. Parents bringing in forgotten lunches should drop them off in the Middle School office.

Lunchtime Visitors: Parents are always welcome to join their child for lunch. Please be sure to sign in at the Middle School office upon arrival.

During lunch recess: Students may visit the Courtyard, Academic Commons, or the Elementary campus blacktop. Staff supervision is provided for all three locations.

Snacks: Students are permitted to bring a healthy snack daily. These snacks should be easily eaten and require no utensils or heating. Foods that may create spills or be messy (such as dips or crumbly materials) are highly discouraged.

Water Bottles: Students may only use only clear water bottles to stay hydrated in class, including the provided Saint Bridget Middle School water bottle.

If you have any questions regarding the Middle School lunch program Middle School Lunch Program Coordinator at msslunches@saintbridget.org.

UNIFORMS

It is the parents' responsibility to see that their child comes to school wearing the designated clothing. Uniforms must be purchased from:

Flynn & O'Hara Uniform Company
Phone - 1-800-441-4122
Website - www.flynnohara.com

Or In Store at:

Stein Mart Shopping Center
9722 Midlothian Turnpike
Richmond, VA 23235
(804) 327-9001

The student's uniform and general appearance should be clean and neat with shirts tucked in and pants worn at the waist. Shoes must be tied and heels worn properly. A belt is part of the boys' uniform and must be worn at all times.

Shirt sleeves, skirts, and gym shorts may not be rolled at any time. Girls may not wear nail polish or make-up. Students may not have extreme haircuts or add color or highlights to their hair. Students should have plain backpacks without key chains or toys attached. Once each week, the school community celebrates a Mass or Prayer Service. **When students attend daily masses, school masses, or prayer services, they must be in their school uniform.**

Colored undergarments or tee shirts with logos may not be worn under blouses or shirts. Shorts may be worn under skirts/skorts but must not be visible. Also, compression shorts worn under school uniform shorts/PE shorts must not be visible. Saint Bridget clothing from the PTO or Athletic Association is not part of the official school/PE uniform. Non-uniform sweatshirts are not permitted to be worn in the classrooms or hallways.

Boys' Uniforms

The student's uniform and general appearance should be clean and neat with shirts tucked in and pants worn at the waist. A belt is part of the boys' uniform and must be worn at all times. Boys should have traditional haircuts with hair that does not touch the collar, hang over the ears, or cover the eyes.

JK

Required Items:

Pants – Khaki elastic waist with no belt (Flynn & O'Hara only)

Shirt – Navy polo short or long sleeve with school logo and/or name (Flynn & O'Hara only)

Socks – Solid white or navy crew socks (Nike Swoosh is acceptable, Nike Elite Stripe is not).

Athletic Shoes – Any type of athletic shoe with Velcro (or laces with Velcro to secure loose ends); however, sparkly designs and/or bold colors are not permitted. Light up shoes are not permitted.

Optional Items

Shorts – Khaki elastic waist with no belt to be worn during the *summer uniform window* (Flynn & O'Hara only)

Sweatshirt – Navy with school logo and/or name (Flynn & O'Hara only)

Fleece vest – Navy with school logo and/or name (Flynn & O'Hara only)

V-Neck Cardigan Sweater – Navy with school logo and/or name (Flynn & O'Hara only)

K-5

Required Items

Pants – Khaki (Flynn & O'Hara only)

Shirt – Navy polo short or long sleeve with school logo and/or name (Flynn & O'Hara only)

Belt – Solid brown, black, navy, or Bulldog belt (other fabric belts are not permitted)

Physical Education Shirt – Navy short sleeve with school logo (Flynn & O'Hara only)

Physical Education Shorts – Navy mesh with school logo no shorter than fingertip length (Flynn & O'Hara only)

Socks – Solid white or navy crew socks (Nike Swoosh is acceptable, Nike Elite Stripe is not) – Can be worn daily and with physical education uniform

Shoes for Daily Uniform

Oxford dress shoes – laced (i.e. Bass, dirty Buck, low or high cut Wallaby)

Topsiders/Docksiders – solid, one-color dark brown, brown, or tan leather uppers with brown, tan, ivory, or white soles

Shoes for Physical Education Uniform Only

Athletic shoes – Any type of athletic shoe may be worn with laces that match the shoe; sparkly designs and/or bold colors are not permitted

Optional Items

Fleece Vest – Navy with school logo and/or name (Flynn & O'Hara only)

Shorts – Khaki to be worn during the *summer uniform window* (Flynn & O'Hara only)

Sweatshirt – Navy with school logo and/or name (Flynn & O'Hara only) – Can be worn daily and with physical education uniform

Physical Education Sweatpants – Navy with school logo (Flynn & O'Hara only)

Long-sleeve PE Shirt – Navy blue with school logo (Flynn & O'Hara only)

6-8

Required Items

Pants – Khaki – must match Flynn & O'Hara khaki (no stone or light khaki) such as Dockers or Land's End (no cargo, carpenter, or tech pants)

Shirt – Navy polo short or long sleeve with school logo and/or name (Flynn & O'Hara only)

Belt – Solid brown, black, navy, or Bulldog belt (other fabric belts are not permitted)

Physical Education Shirt – Navy short sleeve with school logo (Flynn & O'Hara only)

Physical Education Shorts – Navy mesh with school logo no shorter than fingertip length (Flynn & O'Hara only)

Socks – Solid white or navy crew socks (Nike Swoosh is acceptable, Nike Elite Stripe is not) – Can be worn daily and with physical education uniform

Shoes for Daily Uniform

Oxford dress shoes – laced (i.e. Bass, dirty Buck, low or high cut Wallaby)

Topsiders/Docksiders – solid, one-color dark brown, brown, or tan leather uppers with brown, tan, ivory, or white soles

Shoes for Physical Education Uniform Only

Athletic shoes – Any type of athletic shoe may be worn with laces that match the shoe; sparkly designs and/or bold colors are not permitted

Optional Items

Fleece Vest – Navy with school logo and/or name (Flynn & O'Hara only)

Shorts – Khaki to be worn during the *summer uniform window* – must match Flynn & O'Hara khaki (no stone or light khaki) such as Dockers or Land's End (no cargo, carpenter, or tech shorts)

Sweatshirt – Navy with school logo and/or name (Flynn & O'Hara only) – Can be worn daily and with physical education uniform

Physical Education Sweatpants – Navy with school logo (Flynn & O'Hara only)

Long-sleeve PE Shirt – Navy blue with school logo (Flynn & O’Hara only)

Girls’ Uniforms

The students’ uniform and general appearance should be clean and neat with shirts tucked in and skirts worn at the waist. Girls may not wear nail polish or make-up, have extreme haircuts/styles, or add color/highlights to their hair. Only prescription glasses are permitted. “Fake” glasses are not allowed.

Shirt sleeves, kilt/skorts, and gym shorts may not be rolled at any time.

Only flat headbands, small bows, or plain scrunchies/hair ties of white, black or navy blue may be worn. Saint Bridget headbands are acceptable.

Distracting headwear is not permitted: no cat ears, tiaras, flowers, etc.

JK

Required Items

Jumper

Peter Pan Collared Blouse (short or long sleeve)

Skort – Khaki elastic waist (Flynn & O’Hara only)

Shirt – White polo short or long sleeve with school logo and/or name (Flynn & O’Hara only)

Socks – Solid white or navy crew socks, knee socks, or footed tights (Nike Swoosh is acceptable, Nike Elite Stripe is not).

Athletic Shoes – Any type of athletic shoe may be worn with laces or Velcro that match the shoe; sparkly designs and/or bold colors are not permitted

Optional Items

Sweatshirt – Navy with school logo and/or name (Flynn & O’Hara only)

Fleece Vest – Navy with school logo and/or name (Flynn & O’Hara only)

V-Neck Cardigan Sweater – Navy with school logo and/or name (Flynn & O’Hara only)

Leggings – Solid white or navy to be worn under the skort (cold days); leggings must match the color of the socks.

K-3

Required Items

Plaid Jumper – no shorter than fingertip length (Flynn & O’Hara only)

White Blouse – Peter Pan collar short or long sleeve (Flynn & O’Hara only)

Physical Education Shirt – Navy short sleeve with school logo (Flynn & O’Hara only)

Physical Education Shorts – Navy mesh with school logo no shorter than fingertip length (Flynn & O’Hara only)

Socks – Solid white or navy crew socks, knee socks, or footed tights (Nike Swoosh is acceptable, Nike Elite Stripe is not)

Shoes for Daily Uniform

Oxford dress shoes – laced (i.e. Bass, dirty Buck, low or high cut Wallaby)

Topsiders/Docksiders – solid, one-color dark brown, brown, or tan leather uppers with brown, tan, ivory, or white soles

Mary Janes – solid black, brown, or navy with buckle or Velcro

Shoes NOT Permitted – high heels, platforms, open toe/open heel, boots, clogs, slip-ons, leather sneakers/athletic shoes that break school dress standards

Shoes for Physical Education Uniform Only

Athletic shoes – Any type of athletic shoe may be worn with laces that match the shoe; sparkly designs and/or bold colors are not permitted

Optional Items

Fleece Vest – Navy with school logo and/or name (Flynn & O'Hara only)

V-Neck Cardigan Sweater – Navy with school logo and/or name (Flynn & O'Hara only)

Leggings – Solid white or navy to be worn under the jumper (cold days); leggings must match the color of the socks.

Skort – Khaki elastic waist no shorter than fingertip length to be worn during the *summer uniform window* (Flynn & O'Hara only)

Shirt – White polo short or long sleeve with school logo and/or name to be worn during the *summer uniform window* with the skort (Flynn & O'Hara only)

Sweatshirt – Navy with school logo and/or name (Flynn & O'Hara only) – Can be worn daily and with physical education uniform

Physical Education Sweatpants – Navy with school logo (Flynn & O'Hara only)

Long-sleeve PE Shirt – Navy blue with school logo (Flynn & O'Hara only)

4-8

Required Items

Plaid Wrap-around Kilt or Two Panel Skort – **no shorter than 2 inches above the knee** (Flynn & O'Hara only). Repeated reminders of kilt/skort length may result in disciplinary action.

Shirt – Blue or White polo shirt (short or long sleeve) with school logo and/or name (Flynn & O'Hara only)

Physical Education Shirt – Navy short sleeve with school logo (Flynn & O'Hara only)

Physical Education Shorts – Navy mesh with school logo no shorter than fingertip length (Flynn & O'Hara only)

Socks – Solid white or navy crew socks, knee socks, or footed tights (Nike Swoosh is acceptable, Nike Elite Stripe is not)

Shoes for Daily Uniform

Oxford dress shoes – laced (i.e. Bass, dirty Buck, low or high cut Wallaby)

Topsiders/Docksiders – solid, one-color dark brown, brown, or tan leather uppers with brown, tan, ivory, or white soles

Mary Janes – solid black, brown, or navy with buckle or Velcro

Shoes NOT Permitted – high heels, platforms, open toe/open heel, boots, clogs, slip-ons, leather sneakers/athletic shoes that break school dress standards

Shoes for Physical Education Uniform Only

Athletic shoes – Any type of athletic shoe may be worn with laces that match the shoe; sparkly designs and/or bold colors are not permitted

Optional Items

Fleece Vest – Navy with school logo and/or name (Flynn & O'Hara only)

V-Neck Cardigan Sweater – Navy with school logo and/or name (Flynn & O'Hara only)

Leggings – Solid white or navy to be worn under the kilt or panel skort (cold days); leggings must match the color of the socks.

Skort – Khaki elastic waist no shorter than fingertip length to be worn during the *summer uniform window* (Flynn & O'Hara only)

Shirt – White polo short or long sleeve with school logo and/or name to be worn during the *summer uniform window* with the skort (Flynn & O'Hara only)

Sweatshirt – Navy with school logo and/or name (Flynn & O'Hara only) – Can be worn daily and with physical education uniform

Physical Education Sweatpants – Navy with school logo (Flynn & O'Hara only)

Long-sleeve PE Shirt – Navy blue with school logo (Flynn & O'Hara only)

Summer Uniform (Optional, Grades K-8)

During the warmer months, boys may wear khaki shorts in lieu of the longer pants, with the rest of the uniform requirements remaining the same. These shorts may be worn starting the first day of school. Families will be informed of the date when long pants must be worn via Bridget's Bulletin. They will be alerted, in the same manner, to the date in the spring when shorts will again be permitted.

Spirit Wear

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

Jewelry/Accessories

Only prescription glasses are permitted - "fake" glasses are not allowed.

Girls may wear only flat headbands, small bows, or plain scrunchies/hair ties of white, black or navy blue may be worn. Saint Bridget headbands are acceptable.

Distracting headwear is not permitted: no cat ears, tiaras, flowers, etc.

No jewelry is to be worn at school, with these exceptions:

A watch and/or a ring. Android, Smart Watches [Apple watch], or wearables [Fitbit] that are voice or data connected, i.e. iOS and/or Android enabled devices are not permitted.

A "cause" or "memorial" bracelet will be permissible. Only one bracelet is allowed and must comply with all standards of the student code of conduct and be in keeping with our school's mission and vision.

Girls may wear a single post earring in the lower lobe of each ear. For safety reasons, earrings may not extend below the ear lobe.

A simple necklace may be worn with a religious medal or cross.

Medical alert bracelets are permitted.

Spirit Day Attire (All Students)

All Spirit Days have a theme and color. Students are required to wear clothing that adhere to the theme and/or color scheme.

Tee shirts with appropriate designs and/or messages are permitted. All shirts must be long enough to cover the midriff.

No tank tops or tops with spaghetti straps.

No off the shoulder or “cold shoulder” tops.

Undergarments should not be visible.

Jeans are permitted; HOWEVER, jeans with holes, rips or tears are **not** permitted.

Leggings may be worn under tunics, skirts or dresses that fall below mid-thigh, but not alone.

Skirts and dresses must not be shorter than 2 inches above the knee. Skirts worn with leggings should not be shorter than mid-thigh length. Jean skirts are permitted.

Shorts must follow the fingertip rule. No writing across the back of shorts.

No makeup is permitted. For safety reasons, earrings must not extend below the ear lobe.

Students do not have to wear their uniform school shoes. However, for safety reasons on the blacktop and on the stairs, shoes must have heels that are not higher than 1 inch, and the shoes must fully encircle the foot. No sandal-type (open-toe, heel, or side) shoes are permitted.

Dance Attire (Middle School Students)

Follows Spirit Day attire.

Natural looking makeup and appropriate earrings permitted.

Open toe and 2 inch heels permitted.

Students who do not follow the guidelines will be given a PE uniform to borrow for the day.

Out of Uniform Procedures

The school is the final judge on the suitability of attire and/or appearance.

An infraction notice will be sent home when a JK-Grade 8 student is out of uniform.

Secondary Information

ACCREDITATION

Saint Bridget Catholic School is accredited by Cognia (formerly AdvancED and Virginia Catholic Education Association (“VCEA”). This accreditation process has been approved by the Virginia Council for Private Education (“VCPE”), as authorized by the Virginia Board of Education.

AFTER-SCHOOL PROGRAM

The Saint Bridget After-School Program is staffed by an experienced director and assistants within the facilities of Saint Bridget Catholic School. It is fully licensed through the Department of Social Services, in the Commonwealth of Virginia. The After-School staff are committed to providing a quality program where children are helped to grow in maturity and self-respect, while at the same time developing respect and understanding for others. A theme-based curriculum is planned that includes exposure to academic, social, and spiritual issues. The program includes a homework period, nutritional snack, and a choice of both indoor and outdoor activities. The After-School Program is open to any currently enrolled student in JK (who has reached his/her fourth birthday) through Grade 8.

If you wish to register your child for the After-School Program, you may obtain a registration packet in the school office. Please note that all children must be PRE-REGISTERED in order to attend the After-School Program for any length of time. Registration takes a minimum of 24 hours to process.

Hours of Operation:

Monday-Friday 2:50 PM - 6:00 PM

The After-School Program follows the school calendar. The program will be closed on days that school is not in session and on the half-days before holidays (Christmas, Easter, etc.). The After-School Program will offer extended hours on early dismissal days for an additional fee as announced by the director.

After-School “Grace Period”:

The After-School Program allows a parent a “grace period” or time period within which you are not charged for use of the program that extends from dismissal until 3:15 PM. This “grace period” is meant for emergency situations, such as being stuck in traffic, at a doctor’s appointment, etc. Please make the appropriate arrangements for your child’s afternoon pickup so that this “grace period” is not used on a routine basis.

All children present in the program after 3:15 PM will be charged the regular After-School Program rates.

All children regardless of when they are picked up must be signed out of the program by a parent or designated adult.

ASBESTOS POLICY

Saint Bridget Catholic School is in compliance with the Environmental Protection Agency’s (EPA) Asbestos Hazardous Emergency Response Act (AHERA). The AHERA required Management Plan is on file in the school’s administrative offices.

APPLICATION/ENROLLMENT

The online application process can be accessed through the school website – www.saintbridget.org. Click on “Admissions,” then “How to Apply.” You will be directed to our online application.

Procedures

The application process for admission to Saint Bridget Catholic School begins when the completed application form is returned with a \$50.00 per child non-refundable application fee.

In addition, if your child is transferring from another elementary or middle school the following documentation should be sent to the Admissions Director as part of the application process:

- Copy of current report card with teacher comments
- Standardized Test Scores (current and previous 2 years)
- Two (2) Teacher Recommendations - One (1) from a core academic subject
- Birth Certificate
- Baptismal Certificate (if applicable)

All students in grades JK-8 will be assessed to determine appropriate placement prior to acceptance. For students in grades 5 through 8, an interview will be conducted as part of the admissions process.

Families will be offered an invitation of acceptance and grade placement by the Admissions Director via telephone, followed by a formal email notice. The school will then send an official contract. Once the contract is returned and the deposit is received, the student will be pre-enrolled in the school. Parents/families will be directed to FACTS to complete the on-line enrollment process. During enrollment, additional documents may be requested.

Admissions Policy

For admissions purposes, the following factors determine priority:

- Families who currently have a child or children enrolled in Saint Bridget Catholic School;
- Active parishioners of Saint Bridget Catholic Church;
- Children of alumni;
- Active members of other parishes in the Catholic Diocese of Richmond;
- Families who are non-Catholic
- Date application was submitted.

Catholic families need to have their child baptized prior to enrollment at Saint Bridget Catholic School.

Students must be four years of age by September 30 for admittance to Junior Kindergarten, five years of age by September 30 for admittance to Kindergarten, and six years of age by September 30 for first grade.

All applications for school admission for younger than school age siblings should be submitted as soon as soon as possible.

In order to receive the Catholic tuition rate, the family needs to be an active member of a Catholic church.

Contracts/FACTS

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

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

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

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

Once enrolled in FACTS, tuition payments are automatic each year.

Outstanding Bills/Payments

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

School Fees

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

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

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

CARE OF TEXTBOOKS, FURNITURE & EQUIPMENT

Hard-bound textbooks are rented for the year. Any book which is lost or destroyed must be replaced at the current catalog price, including shipping and handling costs. Consumable books must be cared for and be in school for the duration of their use. All books must be covered and taken home in a backpack/book bag. No contact paper is to be put on textbooks. Books, desks, and chairs are not to be defaced. Damaged items will be replaced at the expense of the student.

CELL PHONES/ELECTRONIC DEVICES

Cell phones are prohibited for students in JK-5 and strongly discouraged for Middle School students.

Cell phones must be used outside of school hours only. It must be turned off at all times and kept out of sight. If it is seen or heard, it will be confiscated by the teacher/staff member and turned in to the office. It will need to be picked up by a parent. The school is not liable for the loss or damage of any cell phone brought to school. Use of radio, tape/CD player, TV, iPod, etc. is prohibited. Smart Watches or Wearables that are voice or data connected (i.e. iOS and/or Android enabled devices such as an Apple Watch) are not permitted.

CALENDAR

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

COMMUNICATION

The “Bridget Bulletin” will be emailed to parents once a month on the last Friday. Previous issues will also be posted on the school website (www.saintbridget.org) and in FACTS under “Announcements.” Smaller, condensed “Bridget Tidbits” will be emailed weekly on Wednesdays. School-wide email “Blasts” will be sent when warranted. Homeroom PTO representatives communicate via e-mail to keep parents up-to-date with classroom events. All faculty and staff members can be contacted via email. A full list of faculty and staff email addresses are available online on the school website.

Change in Contact Information

Parents are asked to update FACTS if there is a change of address, phone number, or email. When making changes, please also notify the school, in writing, of the changes. This is extremely important if an emergency contact is needed on behalf of your child.

CRISIS PLAN

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

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

CUSTODY

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

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

Please keep the school insulated from custody disagreements. The school is intended to remain a haven for children where they can learn, grow, and prosper without undue stress and discomfort.

DISCIPLINE

No Tolerance Behaviors

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

Student Behaviors that Violate the Law

Alcohol

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

Arson

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

Assault and Battery

Relationships characterized by mutual respect are what Jesus expects of his followers. Students are not to engage in any unlawful force or violation against another person.

Burglary

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

Combustible Materials

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

Drugs

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

Extortion

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

Fighting

Actions, comments, or written messages intended to cause others to fight, or which may result in a fight are unsafe and prohibited. Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury are prohibited. This action may extend to mutual shoving, wrestling, horseplay, or other aggressive actions, which may result in the danger of harm or injury to either party, bystanders, or Saint Bridget property.

Harassment

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

Insubordination

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

“Sexting”

Sexting involves young people taking nude or semi-nude self-portraits and sending them to others via cell phone. This behavior is prohibited.

Sexual Harassment

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

Theft

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

Threats

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

Tobacco/Vaping Products

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

Trespassing

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

Vandalism

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

Weapons/Dangerous Instruments

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

Student Behaviors that violate Saint Bridget Catholic School Code of Conduct

Academic Dishonesty/Honor Code Violation

“Academic Dishonesty” means a student demonstrates a lack of integrity and/or honesty in academic work.

The two most common forms of academic dishonesty are:

- Cheating: Sharing of information between students without permission from the teacher. For example, looking over someone’s shoulder during an exam or sharing answers on homework.
- Plagiarism: Claiming the work (concepts, ideas, responses, methods, etc.) of another (person, organization, group) without proper acknowledgment. This can range from borrowing a particular phrase or sentence to paraphrasing someone else’s original idea without citing it.

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

“On my honor, this work is mine and mine alone.”

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

Disrespect

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

Disruption

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

Gum Chewing/Candy

Students are not permitted to chew gum at any time while on school property. Candy, mints, etc. may only be eaten during lunch or when approved by a staff member.

Lockers

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

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

Misrepresentation

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

Personal Property

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

Profanity

Profanity or obscenity in words (written or verbal) breaks school standards of responsibility and respect and will not be tolerated. Disciples of Jesus refrain from violent, malicious, negative, and offensive speech.

Repeated and Continued Violations

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

Social Media

References to/representations of Saint Bridget Catholic School/Church (to include its staff, parents, and students) may not be used in any unauthorized form (including written content, images, etc.).

Tuancy

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

EDUCATIONAL TESTING

For parents seeking educational testing for their child, please begin by contacting the Resource teacher at the appropriate building.

ELEVATOR USE

Parental request and/or a doctor's note are necessary for students to have access to the elevator, or it may be used at the nurse's discretion.

FIELD TRIPS

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

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

Field trip Drivers/Chaperones

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

Driver must be 21 years of age or older.

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

Vehicle must have a valid registration and state inspection sticker.

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

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

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

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

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

Chaperones may not bring students' siblings on field trips.

HEALTH REGULATIONS

Immunizations

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

- DTP: Four (4) doses with one of the four administered after the fourth birthday. If any of these doses must be administered on or after the seventh birthday, adult Td should be used instead of DTP.
- Tdap: 6th grade students must receive a Tdap booster shot **prior** to entering school if they have not received one in the last 5 years (documented).
- OPV: Four (4) doses of trivalent OPV with one of the four administered after the fourth birthday.
- MMR: A minimum of 2 measles, 2 mumps, and 1 rubella is required. First dose must be administered at age 12 months (365 days) or older. Second dose of measles vaccine does not have to be administered until age 4-6 years (at entry to kindergarten) but can be administered at any time after the minimum interval between dose 1 and dose 2. The minimum interval is one month (28 days).

- Hepatitis B: A minimum of 3 doses for all children (with at least 4 months spacing between the 1st and 3rd doses) is required prior to entering the 6th grade.
- Varicella: All susceptible children born on and after January 1, 1997, shall be required to have a dose of chicken pox vaccine not earlier than the age of 12 months (365 days). A second dose is required prior to entering kindergarten.
- Gardasil®: Recommended vaccination for HPV by the VA Dept. of Health for sixth grade girls. It is not required for school attendance.

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

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

Rules for Administration of Prescription and Non-Prescription Medications

In the event that medication must be administered to a student by someone other than a qualified doctor, private nurse, or the student's parents/guardian/custodian during normal school hours, or while the student is on school premises, participating in or attending school functions, the following procedures must be followed:

Before personnel may dispense medications, parents/guardian/custodian must sign an authorization and release form. *A physician's signature is required on the form for each prescription medication.* The Permission to Administer Medication form link is found on FACTS.

Parents should bring all medications to the Clinic before the start of school. Students are not permitted to have any medicine in their possession at any time, unless directed by the student's health care plan.

Prescribed medicine should come to the Clinic in a pharmacy labeled container. Non-prescription medication should come in its original container.

Prescription and non-prescription medicine to be taken by students will be locked in the clinic. No medication will be allowed in the classroom, lockers, or backpacks. It is considered a serious infraction of school rules if a student has medication, prescription or non-prescription, on his/her person or in his/her backpack or locker.

The nurse or an authorized adult will administer or dispense the medication to students according to doctor's instructions, or in the case of non-prescription medication, following an approved parent/guardian request.

Additional Information

All JK, Kindergarten and new students must provide a copy of the "Commonwealth of Virginia School Health Entrance Form" completed less than one year before their first day of school.

The school must be made aware of any physical or mental limitation of the child and any medication that the child is receiving at home. This information will be kept confidential.

It is essential that each student have up to date emergency information on FACTS with the current cell, home and work telephone numbers of parents or guardian.

Students with seasonal allergies will be expected to participate in outdoor activities unless medical documentation is provided.

All students with food and/or insect allergies are required to submit an "Allergy Action Plan" found on FACTS with the doctor's signature stating whether an Epi-Pen is required. If the student is required to have an Epi-Pen on hand, a 2 syringe prescription is required.

HIGH SCHOOL CREDIT COURSES

Several Middle School classes are offered for High School Credit. These classes include Algebra, Geometry, World Language, GeoScience, and World History. Placement in these classes is based upon several factors including current grades, teacher recommendations, standardized assessment results, and/or a screening assessment. Prerequisites for these classes are provided in the course syllabi. Not all students are developmentally ready for a high school level class while still in middle school.

INSURANCE

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

LOST AND FOUND

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

LIBRARY

Hours: Daily 7:45 AM until 2:40 PM

Website: www.saintbridget.org

Please visit the library tab under "Parents & Students" on the home page for more information on our online databases and resources.

Check-Out Procedures

Books: Books are checked out for a period of one week.

Magazines: Magazines may be used in the library. Teachers may check out magazines for classroom use.

Overdue Books: Overdue notices will be sent home as needed. Students will not be permitted to check out any new library books until the late book(s) is returned or the overdue account is settled.

Lost or Damaged Materials: The librarian will bill parents for the cost to replace any lost or damaged library materials.

MONEY TRANSACTIONS

Please place check/cash in a well-marked envelope with your child's name and the purpose of the money. Students should turn in money to their homeroom teacher or deliver directly to the office.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year and available as needed upon request by parent or teacher.

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

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

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

PARENT-TEACHER ORGANIZATION (PTO)

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

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

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

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

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

The two primary fundraising events are the fall Fun Run and the Winter Social. Other events may have costs associated to cover overhead, but are primarily community building and hospitality events.

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

PROMOTION & RETENTION

Any student who fails any academic subjects (including religion) for the year must successfully complete summer school or a tutoring program structured by the school specifying content and time requirements. Failure to complete such a program would require that parents seek out an alternative educational setting for their child. It is the policy of the Diocese of Richmond that the final decision to retain a student shall be made by the principal based on the student's academic performance and best interest.

RELIGION EDUCATION

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

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

RESOURCE TEACHERS

The Resource teachers assist the school leadership, teachers, and parents to support student learning. The Resource teachers assist teachers and/or parents in:

- reviewing assessment data and plan instructional strategies.
- assessing students and interpreting results.

- providing remediation or enrichment to groups of students.
- leading and/or attending parent/teacher conferences when needed.
- providing professional development.
- review student educational and/or psychological assessments and developing Student Learning Plans.

SAFETY PATROL

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

SCHOOL ADVISORY BOARD

The Board's major responsibility is to advise the principal on matters such as financial management, strategic planning, development planning, and facilities maintenance. The Board consults with the principal and functions in a manner consistent with the guidelines of the Diocese of Richmond.

SCHOOL COUNSELOR

Saint Bridget Catholic School offers the services of a full time counselor. The counselor is available to support students, parents, and teachers. Parents should notify the office if they do not wish for their child to speak with the counselor.

SCHOOL & CLASS CELEBRATIONS

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

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

SCHOOL MASSES

Once each week, the school community celebrates a Daily Mass, beginning at 9:30 AM. Additional Prayer Services may also occur. Students must be in their school uniform on any day the school celebrates Mass or participates in a Prayer Service. Parents and parishioners are welcome to join and participate in the celebration. Notice of these events will be on the monthly calendar found on the school website at www.saintbridget.org

SIBLINGS

Parents are requested to arrange child care when attending JK and K events. Other events in Grades 1-8 should be evaluated on an individual basis as to the appropriateness for attendance by pre-school aged siblings.

Siblings are not permitted to accompany school related field trips. This is a liability issue for the school and will be strictly enforced.

School aged siblings will not be excused from class to attend other grade level performances and programs. To do so creates a disruption to school-wide learning and supervision.

Volunteers, when supporting the school on-site, are asked not to bring younger children.

STANDARDIZED TESTING

The Diocese of Richmond requires that the standardized Performance Series Tests be administered to students in grades 2-8. These assessments occur three times a year (fall, winter, and spring). The Diocese also requires that the ACRE (Assessment of Catechesis of Religious Education) be administered to students in grades 5 and 8 each spring.

STUDENT COUNCIL

Saint Bridget Student Council is a group of student leaders who work together, under the direction of the advisor, to plan activities that benefit the student body and to take part in the decision-making process when appropriate. A Student Council supports both campuses. Elections for the eight MS Executive Board positions take place in the spring of each year, and officers are elected from the rising 6th-8th grade students. The voting body consists of students in grades 6 & 7. Students in Grades 3-8 are also elected by their peers to serve as classroom representatives. It is the responsibility of the classroom representatives to attend monthly meetings of the Student Council and report information back to his/her homeroom. Classroom representatives (and alternates) are selected at the beginning of each school year. All Student Council Officers and classroom representatives are expected to set an example in LEADERSHIP, CITIZENSHIP, and COURTESY.

All students participating in Student Council must meet the following criteria:

- Be enrolled in the designated grade while holding office
- Maintain a “C” average or higher in all academic courses
- Maintain a “Satisfactory” grade in all resource/elective courses
- Maintain “Satisfactory” conduct and effort
- Maintain an attitude and appearance that sets a good example for the student body
- Attended Saint Bridget Catholic School for at least one year prior to the election (for office of President and Vice President)

SPORTS

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

TECHNOLOGY POLICY

Please see the last pages in this document for a copy of this policy.

TELEPHONE POLICY

On a rare occasion, students may call home for forgotten homework, projects, P.E. clothes, lunches, etc. If a parent finds that a student has left an item at home, it may be dropped off at the school. Students are responsible for having all items needed for class each day.

TITLE I

Saint Bridget Catholic School participates in the government funded Title I Program through the Richmond City Public Schools to help remediate our children in reading and math through grade 5. Teacher recommendation and parental consent forms ensure participation in the program.

TRANSFERS & WITHDRAWALS

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

For parents applying to a new school:

- All teacher recommendation forms/requests for records must be sent to the office so they can be properly documented and processed.
- Allow a minimum of ten (10) working days for teachers to complete the necessary forms.

TRANSPORTATION NOTIFICATION

Parents are required to inform the child's teacher of normal dismissal procedures on the first day of school. Any non-routine exceptions to the student's mode of transportation must have a parent's note on file in the office by 9:00 AM of the day the change is to be made.

VIEWING OF RECORDS

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

- Notify the school office in writing as to legal name and the homeroom of the student and the date and time requested for viewing.
- Submit request at least 24 hours prior to viewing.

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

VISITORS/VOLUNTEERS

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

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

Volunteer Screening

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

FUTURE ADDITIONS/REVISIONS

Saint Bridget Catholic School retains the right to amend this handbook for just cause, and parents will be given prompt notification if changes are made.

Addendums to this document may be sent home to you during the year. Please attach any new information to this handbook.

NOTICE OF OFFENDERS POLICY

Policy Regarding Notice of Sex Offenders Living Within Catholic School Communities

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

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

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

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

TECHNOLOGY ACCEPTABLE USE POLICY

Catholic Diocese of Richmond - Saint Bridget Catholic School

Technology has become an increasingly critical tool to advance learning within the Catholic Diocese of Richmond. We see great potential for its use in the learning process as we seek to meet the mission of Catholic Schools:

To develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospels and the teachings of the Catholic Church.

In a world where technology and our society are always changing, God and His Word remain the same. Our values and priorities are based on Biblical principles that transcend the latest technological trend. We want our schools to be a place where students can learn how to use technology as a positive tool to “make disciples of all nations (Matthew 28:19).”

Part I: *The school, parents/guardians, and students agree to:*

- Use school-based technology for instructional purposes only.
- Adhere to copyright laws.
- Model appropriate use of technology including social media accounts.
- Engage in online communication that positively represents the school.
- Share concerns of inappropriate technology use with parents or administration.
- Acknowledge the fact that the school cannot control all parts of the internet or incoming email.
- Respect the authority of the administration and the finality of decisions by the administration regarding what is inappropriate use and its consequences.

Part II: *All schools within the Catholic Diocese of Richmond agree to:*

- Teach students about being successful digital citizens.
- Create student learning opportunities that empower students to be effective life-long users of technology.
- Will take reasonable precautions to protect students and the integrity of its computer network from misuse by using filtering software. This may include conducting searches of school or personal devices with or without warning. Parents will be notified of searches.
- Report activity that may be illegal to the appropriate authority in addition to parents.
- Empower students to use technology to reach authentic audiences in meaningful ways.

Specific agreements of Saint Bridget Catholic School

All student web traffic on our school network is filtered through an advanced filter. Student email accounts will be monitored by Google and will automatically send a copy of any suspicious email (incoming or outgoing) to our administration.

Part III: *All students within the Catholic Diocese of Richmond agree to:*

- Model Christ-like behavior and exhibit Christian virtue in the use of technology. *(This includes moderation of time spent online, refusing to view or accept pages or files of an inappropriate sexual or violent nature, and not defacing or damaging technology loaned to a student)*
- Treat all people and property with respect.
- Understand that their actions reflect directly on the entire school community and on each student. Use the school-provided internet connection and filter while at school.
- Login with his/her own credentials and maintain the privacy of those credentials, only sharing username and password for school accounts with parents and school staff.

Part IV: *Parents/Guardians of students within the Catholic Diocese of Richmond agree to:*

- Monitor student technology use.
- Model appropriate use of technology.
- Recognize that they may be responsible for the cost of any repairs caused by inappropriate behavior.

Based upon the policies outlined in this document, as well as any technological innovations available after the printing of this document, the school's administration will deem what is inappropriate use. In addition, the cost of any repairs caused by inappropriate behavior may be the responsibility of the student and his/her family.

Verification:

Parent Printed Name

Parent Signature

Date

Student Printed Name

Student Signature

Date

CONTRACT CLAUSES

This Enrollment Contract ("Contract") for the 2020-2021 Academic Year is entered into by and between Saint Bridget Catholic School ("School") and the undersigned parents/legal guardians/other financially responsible parties ("Responsible Parties") of the Student. The Responsible Parties should carefully read all provisions of this Contract, complete the required information, sign and return the Contract and Parishioner Statement (defined below) to the School Admissions Office, together with the non-refundable Deposit and Registration Fee. A Student is accepted for enrollment or re-enrollment only when this Contract, together with applicable fees, is received by the School on or before **March 20, 2020**.

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

1. Responsible Parties understand that the School has based its operating budget and tuition rates on this Contract to send the Student to Saint Bridget Catholic School and that my/our obligation to pay the Student's tuition, fees and any incidentals in full is unconditional. Responsible Parties agree to pay in full the tuition, fees and incidentals included on the attached Tuition Contract, and acknowledge and agree that the Tuition Contract is incorporated herein and made a part of this Contract. **After April 9, 2020** no portion of such tuition, fees or incidentals paid or outstanding will be refunded or canceled for any reason, including circumstances in which Student is absent, withdrawn or dismissed from the School, or in circumstances involving an adverse immigration decision and in circumstances necessitating a School closure such as a weather, emergency or health-related reason. If the Student withdraws, is absent or dismissed from or otherwise separates from the School **after April 9, 2020**, for any reason, the Responsible Parties agree to be jointly and severally liable for any unpaid full year tuition balance, together with fees and any incidentals. In the event of a default in a payment or in the event of a breach of any term of this Contract, the Responsible Parties agree that any unpaid balance due to the School shall become immediately due. Responsible Parties agree that such amount shall be due as liquidated damages and not as a penalty, as actual damages would be uncertain and difficult to accurately measure.
2. If the tuition is to be paid pursuant to Payment Option 2 listed on the Tuition Contract attached hereto, the installment tuition payments shall be made through the FACTS Management Company Automatic Tuition Payment Plan and the terms and conditions of the FACTS Management Company Automatic Tuition Payment Agreement shall be incorporated herein and shall be made a part of this Contract in relation to the tuition Payment Option 2 only.
3. Responsible Parties agree to pay all tuition and fees listed in this Contract by the method selected by the Responsible Parties. In addition to all other legal remedies available to enforce this Contract, the Responsible Parties acknowledge and agree that if payments are not made in a timely manner that the School may take any action it deems appropriate, including but not limited to, (1) dis-enrolling Student, (2) prohibiting Student from attending class until all financial obligations are paid, (3) withholding Student's grades, course credits, transcripts or other documents, and/or (4) responding to a request to provide a Student record by denying such request and notifying the requesting party that the reason for the denial is an outstanding financial obligation to the School. Tuition and fees paid more than ten (10) days after the due date are considered delinquent and a late payment fee of one and a half percent (1.5%) per month, or fraction of a month, will be charged on a delinquent account until the delinquent amount is paid in full. If tuition and fees are paid by check and the check is returned, a \$25.00 returned check fee will be assessed. If this account is referred to an attorney for collection, then the undersigned Responsible Parties agrees to pay all collection costs, including attorney fees and costs, and further agrees to pay interest on the unpaid balance at the rate of 12% per annum on all accounts from the date such monies became due and owing.
4. The School is authorized to send the Student's record to any other educational institution to which the Student may apply for admission, without further approval of the Student or Responsible Parties. It is understood that the School will withhold the transcript of the record or report card of any student whose account is in arrears and that a student may not be permitted to take exams if his/her account is not current.
5. Responsible Parties agree to accept and cooperate fully with the School in routine matters of rules, regulations, and discipline. The School reserves the right to discipline the Student when, at the discretion of the administration, the Student's interest or that of the School will be best served by such action. The School also reserves the right to suspend, dismiss, or deny enrollment to any student whose progress is unsatisfactory or whose conduct, general attitude, or habitual actions, or those of the parent(s) or guardian(s) are contrary to the interest of the School or in violation of the School's rules and regulations as stated in the Parent/Student Handbook.
6. Responsible Parties agree to abide by the rules and regulations of the School as stated in the Parent/Student Handbook, as may be amended at any time and from time to time. The Responsible Parties understand that failure to abide by said rules and regulations is grounds for termination of this Contract by the School. The School shall also have the right to impose discipline, at the discretion of the Principal, upon any Student whose academic work or whose conduct is deemed unsatisfactory by the School. Forms of discipline include but are not limited to various types of warnings, probation, suspensions and/or dismissal. All decisions regarding Student's conduct, academic performance, financial account, and the interpretation and enforcement of School policies, rules and regulations are vested solely with the School Principal at his or her absolute discretion.
7. This Contract and the FACTS Management Company Automatic Tuition Payment Agreement, if applicable, contain all of the terms of the tuition contract and the tuition contract may not be modified, altered or changed unless the modifications, alterations, or changes

are agreed to by all of the parties to the tuition contract and the modifications, alterations, or changes are made in writing and are signed by the School principal and by the Responsible Parties of the Student.

8. The undersigned Responsible Parties represent that they or the Student do not have any delinquent tuition balances at any other school(s). However, if the School determines that the undersigned or the Student has delinquent tuition balances at any other school(s), then the undersigned Responsible Parties shall be in default under the terms of this Contract and the School shall have the unilateral right to require the Student to withdraw from the School, and the School shall also retain all other remedies available in accordance with this Contract or at law or in equity to enforce this Contract.
9. Per diocesan requirement, Responsible Parties understand and agree that registration for the next school year cannot be completed, nor re-enrollment take place, if Responsible Parties are delinquent in paying the current year's tuition or otherwise in breach of the current year's Contract.
10. To qualify for the Catholic In Good Standing Tuition Rate (as defined in the attached Tuition Contract), Responsible Parties shall complete in full and return with this Contract, the Active Parishioner Statement, attached hereto. Responsible Parties understand that failure to complete and return the Active Parishioner Statement will result in tuition billing at the non-Catholic rate. If Responsible Party/Student is not a member of the Saint Bridget Catholic Church parish, the pastor of the parish in which Responsible Party/Student is registered must confirm the information provided in the Active Parishioner Statement.
11. The parties agree that the School shall not be liable for any failure or delay in the performance of its duties or obligations under this Contract to the extent such failure or delay is caused by a force majeure or an event beyond School's reasonable control. This includes but is not limited to a fire, flood, Act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster, or other major upheaval, which renders performance impractical, illegal, impossible, or otherwise inadvisable. In such an event, the School's duties and obligations shall be suspended until such time as the School, in its sole discretion, determines that it may safely and ably resume performance. The School shall provide notification of such a suspension by a reasonable time and method. During such a suspension of the School's performance, there will be no return or refund of tuition, fees, incidentals or any other payments previously made by any Responsible Party to the School. As an alternative to suspending performance of its obligations due to an event beyond the School's reasonable control, the School may operate on a distance-learning basis. The School may opt to extend its academic year and/or adopt an alternative schedule in order to complete its curriculum.
12. Responsible Parties authorize School to use Student's name, likeness, image and voice in School-related communications and materials, including any form or media. If you do NOT agree to this for Student, please sign here _____.
13. Responsible Parties, for themselves and on behalf of Student, agree to indemnify, release, hold harmless and covenant not to sue School, including its trustees, officers, directors, employees, representatives, agents, successors and assigns ("School Releasees") from any and all claims, demands, causes of action, damages, fees (including attorney's fees), costs, expenses, losses and liabilities incurred by or claimed against the School Releasees, directly or indirectly arising from, or relating to (a) Student's relationship with School, including Student's enrollment, participation and separation from School; (b) Responsible Parties' relationship with the School including Responsible Parties entry into this Contract; (c) injuries which are not the result of gross negligence by School, including its employees or agents; and (d) damage to or loss of property.
14. The undersigned have read this Contract, understand the terms and conditions of this Contract, and agree to be bound by them. This Contract constitutes the entire agreement of the parties and supersedes all prior and contemporaneous agreements between Responsible Parties and School with respect to the subject matters contained herein. If any one or more of the provisions of this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such invalidity, illegality or unenforceability shall not affect the validity or enforceability of any other provision hereof. This Contract may be amended only by a writing signed by all parties. In this Contract, wherever context requires, plural words shall be construed to mean and include the singular, and vice-versa. Waiver by a party of any breach of any provision of this Contract shall not operate as a waiver by that party of any subsequent breach. This Contract shall be governed and interpreted under the laws of the Commonwealth of Virginia, and any legal action relating to this Contract, or the relationship it establishes between the parties, shall be brought in the City of Richmond, VA Circuit Court. Responsible Parties consent to personal jurisdiction in that venue. Responsible Parties hereby waive any right to trial by jury in any legal action relating to this Contract or the relationship it creates.

PARENT/STUDENT AGREEMENT FORM

2020-2021

After you have read the Saint Bridget Catholic School Parent/Student Handbook, please sign and return this sheet to the school office by Friday, August 28, 2020. If Saint Bridget Catholic School's Academic and/or Behavioral standards are not complied with, or if the parent/guardian interferes or impedes the educational mission of the school, administration, or the teaching staff, and cannot follow the school policies, the student(s) will be asked to leave.

I have seen and read the Saint Bridget Catholic School Parent/Student Handbook in its entirety and have discussed it with my child/children. My signature below indicates that I agree to abide by said policies.

Last Name (Please PRINT): _____

| | |
|---|---|
| _____ <i>Parent/Guardian Signature</i> | _____ <i>Parent/Guardian Signature</i> |
| _____ <i>Student Signature</i> | _____ <i>Grade</i> |
| _____ <i>Student Signature</i> | _____ <i>Grade</i> |
| _____ <i>Student Signature</i> | _____ <i>Grade</i> |
| _____ <i>Student Signature</i> | _____ <i>Grade</i> |