

**Saint Bridget School
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NEASC ACCREDITED**

**PARENTS'/STUDENTS'
HANDBOOK
2026-2027**

School Mission

**Saint Bridget School: A Catholic community that encourages
love of God, respect for all, and academic excellence.**



*Changes and Updates are highlighted

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MISSION STATEMENT

Saint Bridget School: A Catholic Community that encourages love of God, respect for all, and academic excellence.

PHILOSOPHY OF SAINT BRIDGET SCHOOL

Saint Bridget School is a Catholic elementary school whose basic philosophy is steeped in the Catholic tradition. Beyond this, and in partnership with the family and local church, we are dedicated to the formation of committed, well-informed Christians whose emotional, intellectual, cultural, and spiritual development make them aware of the value and dignity of all people, regardless of race, sex, color, creed or ethnic origin. The value of work, in all its forms, is also taught as contributing to the betterment of society.

Through the proclamation of the gospel message, the students are made to appreciate the importance of following the example of Jesus. In this light, we are better able to establish a faith community, which is motivated toward encouraging prayer, worship, and service.

The students are also given an understanding of their service obligations in order that they will become responsible and ethical adults who are better able to serve all of humanity.

EDUCATIONAL OBJECTIVES

- 1. To develop a committed, well-informed Christian
- 2. To equip students with knowledge and training, encompassing exposure to technology, where appropriate and available, which will help prepare them for the future
- 3. To make students aware of the world around them and to encourage them to be promoters of peace and justice
- 4. To promote a sense of civic responsibility necessary for good citizenship

EXPECTATIONS FOR PARENTS AND GUARDIANS

As primary educators of their children, parents and guardians play a vital role in the mission of Saint Bridget School. In partnership with the school and parish community, parents and guardians are expected to:

- 1. Model Christian Values**
 - o Support the teachings of the Catholic faith in word and action.
 - o Demonstrate respect, kindness, and integrity in all interactions.
- 2. Support the School Mission**
 - o Encourage their child’s spiritual, academic, and personal growth.
 - o Reinforce the values of responsibility, honesty, and service to others.
- 3. Communicate with Respect**
 - o Approach faculty, staff, and administration with courtesy and cooperation.
 - o Resolve concerns through appropriate channels in a spirit of partnership and understanding.
- 4. Promote a Positive School Environment**
 - o Support school rules, policies, and disciplinary measures.

- Refrain from behavior, in person or online, that undermines the reputation of the school or parish community.

5. Engage in the School Community

- Participate in school and parish events when possible.
- Support the school through prayer, volunteerism, and stewardship.

Saint Bridget School values a strong partnership with parents and guardians. If a parent or guardian engages in behavior that is disruptive, disrespectful, or inconsistent with Catholic values, the school reserves the right to:

- Request a meeting to address concerns in a constructive manner.
- Limit or restrict parent/guardian access to school property or events if necessary.
- Refer persistent or serious issues to the Pastor and/or School Board.
- Take any further action deemed necessary to protect the integrity of the school community.

Summary: Parents and guardians are called to collaborate with Saint Bridget School in creating a faith-filled, safe, and respectful environment where every child can thrive.

ADMISSIONS POLICY

Saint Bridget School welcomes students of all religions, ethnic backgrounds, races, colors, genders, and national origins in the administration of educational policies.

Registration & Enrollment

Registration for new students begins in November for the following school year. Enrollment decisions are made after in-house re-registration, which takes place in January of the current school year.

Age Requirements

In accordance with the laws of Massachusetts and the town of Abington:

- **Kindergarten:** A child must be **five years old by August 31** of the year of entry. All applicants will complete a readiness screening, administered shortly after Catholic Schools Week. Parents will be notified of the date.
- **Grade One:** A child must be **six years old by August 31** of the year of entry. A readiness screening may also be administered for first grade applicants.

Admission Requirements for Grades 1–8

Applications must include:

- Official birth certificate (or acceptable copy)
- Kindergarten progress report for Grade 1 applicants (if available)
- Baptismal certificate (if applicable)
- Completed application documents
- Standardized test results (Grades 3–8)
- Previous and/or current report card(s)
- Medical history
- First Communion certificate (for Catholic students)

Additionally, the school requests copies of:

- All educational/psychological evaluations
- Individualized Education Plans (IEPs) with Chapter 766 materials
- Chapter 1 materials (if applicable)

- **Note:** Saint Bridget School has limited resources for providing specialized services. The principal reserves the right not to admit or readmit a student if the necessary educational support cannot be provided.

Partnership for Success: Supporting Diverse Learners

At Saint Bridget School, we are committed to nurturing an inclusive environment where each child's unique needs are respected.

- **Special Education Services:** As a private Catholic school, we do not administer IEPs or 504 Plans. Families seeking these services should contact their local public school district. Students enrolled at Saint Bridget School may access these public services.
- **Support Strategies:** Differentiated instruction and tailored strategies are employed to help students succeed. In cases where learning or behavioral challenges exceed available resources, families may be encouraged to seek outside support.
- **Communication & Collaboration:** We maintain open dialogue with families to ensure students receive the guidance and resources needed to thrive.
- **Early Intervention Considerations:** Families of children receiving early intervention services should discuss their child's needs with the school to determine whether Saint Bridget School is an appropriate placement.

Additional Admission Steps

- The principal may require an entrance exam before acceptance.
- The principal and staff may also request an interview with the applicant and parents/guardians.
- When possible, applicants may be invited to observe a classroom prior to acceptance.

90-Day Probationary Enrollment Policy

All new students in Grades K–8 are admitted on a **90-day probationary basis** beginning on the first day of classes. This period allows the school and family to confirm appropriate placement.

At the end of 90 days, the student's enrollment will be reviewed based on:

1. **Academic Progress** – Effort toward grade-level expectations, assignment completion, participation, and growth.
2. **Behavior and Conduct** – Respect for rules, staff, and peers; ability to maintain a positive learning environment.
3. **Social and Emotional Adjustment** – Appropriate classroom adjustment, peer interaction, and self-regulation.
4. **Attendance and Participation** – Consistent attendance, punctuality, and active involvement in school life.
5. **Family Partnership** – Parents/guardians maintain open communication and support school policies and expectations.

ACCEPTANCE PRIORITY

Children will be admitted to Saint Bridget School according to the following enumerated categories:

1. Brothers and/or sisters of presently enrolled students
2. Saint Bridget Preschool Students
3. Children of Saint Bridget Alumni
4. Saint Bridget Contributing Parishioners
5. Active Parishioners from other Parishes
6. All other applicants

****School Administration reserves the right to amend the Acceptance Policy to maximize the enrollment of all programs.**

FINANCIAL POLICIES

Saint Bridget School publishes tuition rates and policies annually on the school website. www.stbridgetschool.us. In addition, the Pastor issues an annual tuition letter highlighting any policy updates and rate changes.

Parents/Guardians are expected to review both the school website and the Pastor's annual letter for the most current tuition information, and financial policies.

TUITION ASSISTANCE

Saint Bridget School has two resources for financial aid.

The Catholic Schools Foundation (CSF) assists Saint Bridget School in awarding funds. Each year, CSF determines Saint Bridget School's eligibility in participating in the various aid funding programs that CSF offers.

For a family to receive financial aid from CSF, it is required that a Financial Aid Application be completed within the FACTS Tuition Management System. The school uses the information within the Financial Aid Application to apply for funding from the CSF if it is determined that the family has financial need. Families are notified of the outcome of their application.

If a student is awarded a CSF scholarship, **it is the responsibility of the family to reapply annually within the FACTS Tuition Management portal**. These funds are not explicitly guaranteed but will remain with the student as long as they continue to be enrolled at Saint Bridget School and remain eligible, as determined by CSF. The school will communicate timelines and reminders regarding reapplication; however, **the responsibility ultimately rests with the family to ensure that the application is submitted on time each year**.

The Knights Fund – Tuition Assistance Program is a school-based tuition assistance program. To be considered for financial aid through The Knights Fund, families are required to complete a Financial Aid Application within the FACTS Tuition Management System.

The school reviews the information provided in the application to determine financial need. If need is demonstrated, **The Knights Fund Committee** will evaluate the request and determine an award.

Key points about the Knights Fund:

- Awards are **granted on a yearly basis** and are **not guaranteed** from year to year.
- The amount awarded is based on demonstrated need and available resources.
- The Knights Fund has **limited resources** each year, so not all requests may be fulfilled.

St. Vincent de Paul Scholarship In addition to school-based and CSF resources, families may apply for the St. Vincent de Paul Scholarship. Information regarding this opportunity will be distributed in early spring for the upcoming school year. Families interested in applying should contact the school office for details.

RECORDS POLICY

The Buckley Amendment allows a 24-hour period for the school to address any situations that may arise. The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents/guardians. In the absence of a court certified order to the contrary, the school will provide the noncustodial parent/guardian with access to the academic records, including an unofficial copy of report cards, and to other school-related information, regarding the child. If there is a court certified order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the certified court order of the divorce or separation decree. Divorced or separated parents must file a court certified copy of a custody arrangement. The school will not be held responsible for failing to honor arrangements that have not been made known.

ABSENCE AND ATTENDANCE POLICY

Regular and consistent school attendance is essential to student learning and academic success. Saint Bridget School requires students to attend school regularly in accordance with Massachusetts law. Students are expected to maintain an attendance rate of at least **90% of scheduled school days**.

Reporting an Absence

Parents/guardians must notify the school office of a student's absence by **8:30 a.m.** on the day of the absence by phone or email at **sbsoffice@stbridgetschool.us**. Students may not report their own absence.

If the school does not receive notification, the school will attempt to contact the parent/guardian. However, responsibility for notifying the school remains with the parent/guardian.

When a parent/guardian contacts the school on the day of the absence, no additional written note is required upon the student's return. If no contact is made, the parent/guardian must provide either a written note to the school office or an email explaining the absence.

Excused and Unexcused Absences

A parent/guardian phone call, email, or written note **explains an absence but does not automatically excuse it**.

For an illness-related absence to be considered excused, appropriate medical documentation is required. Documented medical absences and other excused absences will be considered when the school evaluates a student's overall attendance record and will not be treated in the same manner as unexcused absences.

The Principal retains the authority to determine whether an absence is excused or unexcused based on the documentation provided and the individual circumstances.

Medical Documentation

Absences of **five (5) or more consecutive school days** due to illness require a doctor's note or hospital documentation.

Students absent because of a contagious disease may not return to school without appropriate medical clearance, including a doctor's certificate or clearance from the local Board of Health or school nurse, as applicable and in accordance with Massachusetts law.

Make-Up Work

Students are responsible for completing all missed classwork, assessments and homework.

For absences resulting from nonschool-based vacations or family travel, assignments will **not be provided in advance**.

Missed Work and Make-Up Assignments

Missed work will be collected by the student's homeroom teacher and will be provided to the student upon their return to school. **Parents/guardians should not request assignments on the day of an absence.**

Students are expected to collect missed work when they return to school. This practice promotes student accountability and allows teachers to provide appropriate instruction, clarification, and guidance regarding missed material. Exceptions may be made by the Administration Team when circumstances warrant.

Generally, students will be given approximately the same amount of time to complete make-up work as was originally provided for the assignment. Teachers may provide additional time based on the length of the absence, the nature of the work, or other circumstances.

Missed assessments will be made up at the teacher's discretion during available time within the school day. This may include time when the student would otherwise attend a special subject class or participate in recess.

Students, with support from their parents/guardians, are responsible for obtaining and completing all missed academic requirements within the timeframe established by their teachers.

Attendance Review

Student attendance will be formally reviewed at the following points during the school year:

- Term 1 Progress Reports (3 absences)
- End of Term 1 (6 absences)
- Term 2 Progress Reports (9 absences)
- End of Term 2 (12 absences)
- Term 3 Midterm (15 absences)
- End of School Year (18 absences)

These thresholds are general guidelines for a **180-day school year**. The actual 90% attendance threshold will be determined based on the number of instructional days completed at the time of each review.

At each review point, the school will evaluate the student's cumulative attendance, with particular consideration given to the number and pattern of unexcused absences.

When a student's attendance falls below 90%, unexcused absences exceed the applicable threshold, or a pattern of absenteeism raises concern, the Principal, Assistant Principal, or designee will review the student's attendance record and individual circumstances.

Intervention and Excessive Absenteeism

When attendance becomes a concern, interventions may increase as the school year progresses and may include parent/guardian notification, written attendance concerns, conferences with school administration, an attendance improvement plan, requests for additional documentation, and consideration of attendance when determining promotion or graduation.

Falling below the 90% attendance expectation does **not automatically result in retention or denial of graduation**. The school will consider the totality of the student's circumstances, including:

- the number and pattern of absences;
- whether absences are excused or unexcused;
- documented medical circumstances;
- family emergencies or other extraordinary circumstances;
- academic performance and progress;
- completion of missed assignments and instructional requirements; and
- the family's response to school attendance interventions.

Students whose attendance remains below the established expectation following intervention may have their promotion, advancement, or graduation status reviewed by the administration.

Family Responsibility and Legal Requirements

Parents and guardians are responsible for ensuring their child's regular attendance and for providing documentation requested by the school.

Massachusetts law, including **M.G.L. Chapter 76**, requires regular school attendance. Excessive or unexcused absenteeism may be investigated by the school and, when appropriate or legally required, referred to the appropriate attendance authority. Serious or persistent cases may result in additional action permitted under Massachusetts law.

The Principal retains final authority regarding the classification of absences and decisions concerning promotion, retention, and graduation, consistent with Saint Bridget School and Archdiocesan policies.

TRUANCY

Absence(s)--without the knowledge of parents/guardians--is a serious infraction of school policy and is considered grounds for suspension. No missed work shall be accepted.

ARRIVAL - Drop Off

Students enrolled in the Before School Care Program may arrive at 7:00 am and should enter the school through the side door (Parish Side). The school door will be locked until 7:30 am, parents dropping off for the Before School Care Program must walk their child(ren) to the door and ring the bell.

No student should arrive prior to 7:30 am unless enrolled in the Before School Care Program. Early drop off is available for \$7.00 per day, but it must be prearranged.

Everyone shall be respectfully asked to follow the procedure below for morning carpools, dropping off students. The procedure will apply under all weather conditions.

- Enter the properly signified lane – rolling drop-off for the main school building is straight ahead when you pull into the parking lot.
- Please pay attention to School Staff and Assisting parents directing traffic
- Release children within the appropriately designated area
- Leave by the route around the back of the Parish Hall

TARDINESS

Excessive tardiness disrupts classroom procedures and negatively impacts both individual learning and the learning environment for the entire class. To address this concern, the following procedures will be enforced.

Definition of Tardiness

A student is considered tardy when arriving after the second bell at **8:05 a.m.**

Sign-In Requirement

Any student arriving after 8:05 a.m. must be accompanied into the building by a parent/guardian and signed in at the school office before proceeding to class.

Review of Tardiness

Student tardiness will be formally reviewed at designated points throughout the school year. As a general guideline, the school will use a threshold of approximately **10% of the instructional days that have occurred at the time of each review.**

Based on an assumed 180-day school year, the following cumulative benchmarks will generally apply:

- Term 1 Progress Reports (3 tardies)
- End of Term 1 (6 tardies)
- Term 2 Progress Reports (9 tardies)
- End of Term 2 (12 tardies)
- Term 3 Midterm (15 tardies)
- End of School Year (18 tardies)

These benchmarks are intended as general guidelines. At each review point, the school will consider the student's cumulative number of tardies, the frequency and pattern of late arrivals, and any circumstances that may be contributing to the concern.

When a student reaches or exceeds the applicable tardiness threshold, or when the student's tardiness otherwise demonstrates a pattern of concern, the school will notify the parent/guardian and may initiate appropriate interventions.

Referral to Administration

If tardiness continues following parent/guardian notification, the matter will be referred to the **Principal or Assistant Principal**. School administration will contact the parent/guardian to discuss the concern and determine appropriate next steps.

Parent-Administration Meeting

If the issue remains unresolved, parents/guardians may be required to meet directly with the Principal or Assistant Principal to review the student's attendance record and develop a plan for improving punctuality.

Chronic Tardiness

Continued and chronic tardiness is unacceptable. Failure to demonstrate improvement following reasonable interventions may result in additional administrative action and may jeopardize the student's continued enrollment at Saint Bridget School, consistent with applicable school, Archdiocesan, and legal requirements.

Parents/guardians are responsible for ensuring that students arrive at school on time and are prepared to begin the school day.

EARLY DISMISSAL

If a student must leave school before regular dismissal, the following procedures apply.

Parent/Guardian Notification

- Parents must send an email noting dismissal to **both** the homeroom teacher and school office - sbsoffice@stbridgetschool.us

Student Pick-Up

- For safety, students will only be released to a parent/guardian in person.
- If another adult is authorized to pick up the student, the school must be notified in advance.
- Students will not be dismissed without these safety precautions.

Timing of Early Dismissals

- Parents/guardians are asked not to request early end-of-day dismissals unless absolutely necessary.

- Early dismissals should be scheduled for **2:00 p.m.** to avoid disrupting classroom end-of-day procedures.

For Medical Appointments

- Parents should make every effort to schedule medical appointments outside school hours. When dismissal during the school day is unavoidable, a medical note should be submitted to the office the following academic day to excuse the absence.

For Personal Reasons

- Dismissals or absences for personal reasons (including vacations or family travel) are considered unexcused. Assignments will not be provided in advance; missed work will be given on the next school day or upon the student's return, at the teacher's discretion.
- The decision to remove a student for personal reasons rests with the parent/guardian, who assumes full responsibility for any impact.

Massachusetts, an unexcused early dismissal that exceeds half the school day counts as a full day of absence, under M.G.L. Chapter 76, Section 1.

DISMISSAL - PICK UP

Bus students will be dismissed at 2:00 pm and should exit the Parish Hall side door.

- Grade K exits the main door starting at 2:05 pm - Parents/guardians shall be responsible for pick-up and be prepared to receive their child(ren) at dismissal.
- Grades 1 – 5 will exit from the rear/side door and will be escorted by their homeroom teachers at 2:10 pm
- Grades 6 – 8 will exit from the side door, Parish Hall side at 2:10 pm
- Carpoolers and walkers shall remain in the dismissal area until properly released.

The school must also be provided with a copy of court restraining orders and custody sections of divorce decrees to properly handle how and when a student may be dismissed in the care of an involved parent/guardian.

PLAYGROUND DISMISSAL POLICY

Use of Facilities

- When weather permits, the playgrounds and basketball court will be available for student use after dismissal.
- This is allowable up until the After School Program comes out to use the playgrounds.

Supervision

- Parents/guardians are responsible for the supervision of their children once students have been dismissed from school.

Conditions

- The availability and use of these areas are subject to change at the discretion of the school.

ALCOHOL AND OTHER DRUGS

The use of controlled substances (including tobacco, drugs, and alcohol) by students is considered a **very serious violation** of school policy. This applies **before, during, and after school hours**.

Possession or Use

- Any student who **uses** or is found in **possession** of a controlled substance will face **immediate disciplinary action**.
- The principal may impose **suspension or expulsion**, and may seek faculty input in recommending specific steps for parents/guardians.
- A suspended student will not be readmitted until the parent/guardian has met with school leadership and agreed to conditions for return.
- A **second violation** will result in **automatic expulsion**.
- In all cases, **the proper legal authorities will be notified**.

Sale or Distribution

- The **sale** of controlled substances (tobacco, drugs, or alcohol) to students is both a **serious breach of school rules** and a **violation of state law**.
- Any student involved in the sale or distribution of these substances will be required to **permanently leave Saint Bridget School**.
- The **proper authorities will be notified immediately**.

COMMUNICATION

A tentative yearly calendar, based on the schedule provided by the Archdiocese of Boston Catholic School Office, will be sent home at the beginning of each school year. Most communications will be sent home with students, and parents/guardians are encouraged to check school bags daily and ask their child about possible notices. If a notice includes a tear-off portion, it should be signed by a parent/guardian and returned promptly to the classroom teacher or other designated person. Timely cooperation ensures clear and effective communication between home and school.

In addition, parents/guardians will receive a digital Weekly Update from the School Principal to stay informed of school events, activities, and important reminders.

CRISIS SITUATIONS

Though rare, any crisis situation will activate a clearly defined and carefully practiced school emergency response plan. The safety and well-being of students, faculty, and staff are the highest priority. In the event of an emergency, the school will follow established procedures developed in consultation with the Archdiocese of Boston Catholic Schools Office and in alignment with state and local safety guidelines. These procedures include contacting the proper civil authorities (such as police, fire, or medical personnel) when necessary, securing the school building, and ensuring that students remain under appropriate supervision.

Parents/guardians will be notified promptly if the protocol requires communication, and instructions will be provided regarding dismissal, reunification, or other safety measures. To maintain the effectiveness of the plan, students and staff participate in regular safety drills (e.g., fire, evacuation) throughout the school year, ensuring familiarity with expectations and preparedness in the unlikely event of an actual emergency.

Cooperation and calm adherence to the established plan are essential for maintaining a safe and orderly environment.

FIRE DRILL

All students are required to walk in **absolute silence** to their designated areas during fire drills and other emergency evacuations. Silence must be maintained while waiting outside and when returning to the building to ensure that instructions can be heard and followed promptly. **Evacuation directions are posted in each classroom**, and students

are expected to know and follow them at all times. Any individual who tampers with the fire alarm system or pulls a false alarm will face serious disciplinary action and may be subject to **prosecution by the proper authorities**, as such actions endanger the safety of the entire school community.

STUDENT CODE OF CONDUCT

Saint Bridget School strives to foster an environment of caring, courtesy, and cooperation among students, faculty, parents, and administration. This Code of Conduct applies to any student who is:

1. On school property;
2. In attendance at school;
3. At any school-sponsored activity; or
4. Engaged in conduct at any time or place that affects school order, discipline, safety, or reputation.

Personal Electronic Devices

Electronic games, digital music players, and smartphones may not be used during the school day without teacher authorization. Please refer to the Acceptable Use Policy for details regarding e-readers and tablets.

- The school is not responsible for lost or damaged items.
- Cell phones must remain in backpacks during the school day.
- Apple Watches and similar devices are considered distractions and are not permitted.
- Teachers may confiscate devices if used inappropriately; they will be returned at the end of the day.

Zero Tolerance Policy

The school maintains a **zero tolerance policy** regarding violence, weapons, drugs, and alcohol.

- Any student bringing, attempting to bring, or using such items on school property or at school activities is subject to immediate expulsion.
- Weapons include any instrument capable of causing bodily harm. Toy weapons, violent trading cards, or violent comics are not allowed.
- Threats of serious harm toward others may result in removal from school. Reinstatement requires a written recommendation from a licensed psychiatrist/psychologist and administrative approval.
- A second offense involving weapons, drugs, or alcohol will result in automatic expulsion.

DISCIPLINE PROCEDURES

Principal's Authority

The principal is the final authority in all disciplinary matters and may waive regulations for just cause.

Grades K–2

Inappropriate behavior requires a parental conference.

Grades 3–8

Detention may result from:

1. Disrespect toward teachers, parents, or peers
2. Disregard for school policies
3. Neglect of assignments

4. Refusal to participate in classroom activities
5. Truancy, excessive tardiness, or unexcused absences
6. Behavior that damages the school's reputation

Parents/guardians will be notified the same day. Detention slips must be signed and returned.

Suspension

Suspension is used only for serious violations, which include but are not limited to:

- Fighting
- Obscene, vulgar, or profane language that disrupts school operations or infringes on others' rights
- Disrespect toward peers, parents, or school staff
- Possession or use of illegal substances (backpacks may be searched)
- Leaving school grounds or classrooms without permission
- Theft
- Property damage
- Truancy
- Bullying or harassment, including sexual harassment
- Conduct unbecoming a Christian student
 - Three suspensions in one year may result in expulsion.
 - Extended suspensions (1–10 days) require a parental conference.
 - Students on suspension may not make up missed work and will receive zeros for class and homework.
 - Suspended/expelled students may not attend school functions or be on school grounds.

Expulsion

Expulsion is a serious action taken when a student consistently undermines the values of the school or disrupts the education of others.

- Conduct inside or outside of school that damages the school's reputation is grounds for expulsion.
- Three suspensions in one year (except two related to weapons/drugs/alcohol, which lead directly to expulsion) may result in expulsion.
- The Archdiocesan Superintendent will be notified prior to expulsion.
- Parents/guardians will meet with the principal and involved parties before final action is taken.
- The principal remains the final authority in all disciplinary decisions.

Searches and Enrollment Decisions

- Desks and storage cubicles are school property and may be searched when safety concerns arise.
- The school reserves the right not to invite a student back for the following year if it is determined the student would be better served in another educational environment.

GUIDANCE

A part-time school guidance counselor is available on **Tuesdays, Wednesdays, and Thursdays** to meet with students individually or in small groups.

- Parents/guardians may contact the counselor at any time to request a meeting for their child or to discuss questions or concerns.
- The counselor also provides classroom lessons on a variety of topics for all students at every grade level as part of the Saint Bridget School curriculum.

DRESS CODE

Purpose

All students must follow the school dress code. A neat appearance shows respect for others, pride in our school, and self-respect. Parents and guardians are responsible for making sure students arrive in the correct uniform.

Where to Buy Uniforms

Uniform items are available from either of these companies:

Donnelly's Clothing Company

Phone: 800-498-0045

Website: www.DonnelysClothing.com

Metro Uniform Company

745 Dudley St., Dorchester, MA 02125

Phone: 774-500-4085

Website: www.metroschooluniforms.com

Regular Uniform

Girls: Grades K–2

- The uniform jumper or navy uniform pants.
- Knee-length navy dress shorts.
- A blue round-collar blouse, with long or short sleeves, when wearing the jumper.
- A light blue knit shirt when wearing pants or shorts.
- A navy crewneck, V-neck, or cardigan sweater with the school logo.
- A navy fleece jacket with the school logo.
- An approved light blue hooded or crewneck sweatshirt from the **Spiritwear** section of Donnelly's website.
- Navy leggings or navy/white hosiery. Approved hosiery includes opaque knee socks, cable-knit knee socks, navy tights, and cable-knit tights.
- Blue knit shorts or blue bike shorts under the jumper.

Girls: Grades 3 and 4

- A school plaid skirt or skort. It may be no more than four inches above the knee.
- Blue knit shorts or blue bike shorts under a skirt.
- A light blue knit shirt, with long or short sleeves and the school logo.
- Navy uniform pants.
- Knee-length navy dress shorts.
- A navy crewneck, V-neck, or cardigan sweater with the school logo.
- A navy fleece jacket with the school logo.
- An approved light blue hooded or crewneck sweatshirt from the **Spiritwear** section of Donnelly's website.
- Navy or white hosiery. Approved hosiery includes opaque knee socks, cable-knit knee socks, navy tights, and cable-knit tights.
- **Basketball clothing:** Basketball attire may be worn while traveling to and from school, but not in the classroom during the school day.

Girls: Grades 5-8

- A school plaid skirt or skort. It may be no more than four inches above the knee.

- Blue knit shorts or blue bike shorts under a skirt.
- A light blue knit shirt, with long or short sleeves and the school logo.
- Navy uniform pants.
- Knee-length navy dress shorts.
- A navy crewneck, V-neck, or cardigan sweater with the school logo.
- A navy fleece jacket with the school logo.
- An approved light blue hooded or crewneck sweatshirt from the **Spiritwear** section of Donnelly's website.
- Navy or white hosiery. Approved hosiery includes opaque knee socks, cable-knit knee socks, navy tights, and cable-knit tights.
- **Makeup:** Students may wear subtle, natural-looking makeup. It must be applied at home, not during class. Theatrical or highly dramatic makeup, or makeup displaying words or symbols that conflict with school values, is allowed only for approved events.
- **Basketball clothing:** Basketball attire may be worn while traveling to and from school, but not in the classroom during the school day.

Boys: Grades K–8

- A light blue knit shirt, with long or short sleeves and the school logo.
- Navy dress pants. Pants may not have logos, stripes, cargo pockets, or leather/non-leather labels.
- Knee-length navy dress shorts.
- A navy crewneck, V-neck, or cardigan sweater with the school logo.
- A navy fleece jacket with the school logo.
- An approved light blue hooded or crewneck sweatshirt from the **Spiritwear** section of Donnelly's website.
- **Basketball clothing:** Basketball attire may be worn while traveling to and from school, but not in the classroom during the school day.

Additional Option for Grades 6–8

Middle school students may wear a lightweight navy quarter-zip pullover with the school logo.

Sweatshirts and Layers

The following outer layers are approved:

- Light blue hooded sweatshirt.
- Light blue crewneck sweatshirt.
- Former navy crewneck sweatshirt.
- Navy fleece jacket.

The light blue sweatshirts may be worn on regular-uniform days and gym days. They may be layered over a light blue polo or light blue gym T-shirt.

Sweatshirts that represent outside teams, programs, organizations, or other affiliations may not be worn inside the school building.

The approved light blue sweatshirts are sold in the **Spiritwear** section of Donnelly's website.

Appearance, Hair, Fingernails, Jewelry, and Accessories

Students may wear one small stud or close-fitting earring in each ear. Hoops, dangling earrings, gauges, and designs that create a safety concern or conflict with school values are not permitted. Earrings must be removed when required for athletics or other activities. The policy applies equally to all students.

Additional jewelry must be moderate, appropriate, and non-distracting. The classroom teacher and/or principal will make the final decision. The policy applies equally to all students.

Girls: Grades K–8

- Traditional watches are allowed.
- Hairstyles must be appropriate and non-distracting. Hair must be a natural color.
- Nail polish is allowed if all ten nails are the same color and have no decorations.
- Only natural nails are allowed. Acrylic, press-on, and nail tips are not permitted.
- Headbands must be plain and no more than two inches wide. They may be school plaid, brown, black, or navy and may include a bow.
- Hair ties must be simple and brown, black, or navy. A school plaid scrunchie is also allowed.
- Hats are not allowed.

Boys: Grades K–8

- Traditional watches are allowed.
- Hairstyles must be appropriate and non-distracting. Hair must be a natural color.
- Hats are not allowed.

Shoes

Sneakers may be worn every day. All shoes must be safe, practical, comfortable, and not overly distracting.

The following footwear is **not allowed**:

- Uggs or Ugg-style boots or slip-ons.
- Clogs.
- Flip-flops.
- Strapless sandals.
- Slippers.
- Work boots.
- Platform shoes.
- Heeled boots or shoes.
- Light-up shoes or sneakers.

Gym-Day Uniform

Students must wear the gym uniform for the **entire gym day**:

- A light blue gym T-shirt, with long or short sleeves and the school logo. All gym T-shirts must be light blue.

- Navy shorts with the school logo and/or navy sweatpants with the school logo, as appropriate.
- One approved layer: a light blue hooded sweatshirt, light blue crewneck sweatshirt, former navy crewneck sweatshirt, or navy fleece jacket.
- Navy or white ankle socks.
- Sneakers.
- Leggings are not part of the gym uniform and may not be worn as gym-uniform bottoms.

Year-Round Uniform Options

Approved uniform shorts and other approved uniform pieces may be worn at any time during the school year. There are no seasonal restrictions.

Families should use good judgment and make sure students are dressed appropriately for the day's weather and temperature.

Dress-Down Days

On dress-down days, clothing must be neat, clean, and appropriate for school.

Allowed With Conditions

- **Shorts:** No more than six inches above the knee while the student is standing.
- **Leggings or other form-fitting clothing:** Must not be see-through and must be worn with a top that falls below the waist.
- **T-shirts and other clothing:** May not show offensive language, images, or messages that conflict with the school's Catholic values.
- **Shoes:** Must be safe and appropriate for school.

Not Allowed

- Bare midriffs.
- Halter tops.
- Tank tops.
- Pajama pants.
- Flip-flops.
- Strapless sandals.
- Slippers.
- Ugg-style boots.
- Clogs.
- Heeled boots or shoes.
- Sunglasses or hats, unless approved for a medical, religious, or school-sponsored purpose.

These rules apply equally to all students. Dress-code concerns will be handled privately and respectfully.

Field Trips, students shall be dressed in the following manner: At the discretion of the coordinating teacher(s), students shall be dressed in either their school uniform, or gym uniform for all field trips.

Students not in uniform will receive a warning slip and will be responsible for informing their parents of said slip. Students who receive 5 warning slips will receive a detention to be determined by the principal. Students who are found to be violating the dress code consistently may be informed to remain home until they are in proper uniform. Parents/Guardians shall be responsible to send their students to school in the correct uniform, daily or gym.

The principal shall be the final determiner as to what will be or will not be acceptable, in terms of clothing, shoe styles, jewelry, haircuts and hairstyles.

WEATHER RELATED DELAYS AND CLOSURE

Accurate contact information in the FACTS Student Information Portal ensures that parents/guardians receive **timely emergency notifications** about school closings, delays, or other urgent updates. Outdated information may result in missed messages, causing confusion or delays in making safe arrangements for your child.

Delayed Openings:

- Full-day Kindergarten will still be in session.
- There will be **no Before School Care Program** on delayed opening days.
- Parents/guardians should not call the school for confirmation, as the office may not be open.

Closings

- Saint Bridget School generally follows the **Abington Public Schools** closing announcements, as broadcast on major television and radio stations.
- **Exceptions:** At times, Saint Bridget School may make a different decision due to unique circumstances (e.g., students traveling from surrounding towns). Parents/guardians will be notified through the school's **emergency notification system**.

If conditions are still unsafe in your area, we encourage families to use their own best judgment and keep safety as the top priority when deciding whether to travel to school. Please call and leave a message if you have made the decision to stay home.

FIELD TRIPS

Throughout the school year, field trips may be scheduled for students. These may include both local trips and those outside the South Shore area. Each trip is planned in connection with specific subject areas to provide students with meaningful cultural and educational experiences beyond the classroom.

In order for a student to participate, a parent or guardian must sign the official school field trip permission and waiver form. Oral permission or handwritten notes will not be accepted under any circumstances. Participation in field trips is considered a privilege. Students may be denied this privilege if there are outstanding tuition payments, poor attendance, academic deficiencies, or unsatisfactory behavior.

Chaperones are reminded that younger children who are not enrolled at Saint Bridget School may not accompany them on field trips. Parents and guardians should also understand that the school, its employees, and chaperones do not assume liability for injuries, loss, or damage to property that may occur during a trip. Students are expected to conduct themselves appropriately and accept full responsibility for their actions at all times while on a field trip.

TEXTBOOKS

The school provides each student with one copy of all required consumable materials. Replacement of additional consumable texts, as well as any non-consumable texts, will be the responsibility of the parents/guardians. Non-consumable textbooks are loaned to students for the school year and must be properly cared for at all times.

All textbooks and library books are the property of the school. Parents/guardians are expected to ensure that all textbooks are kept covered, carried in a book bag, and free of markings. Book bags are mandatory for transporting all materials to and from school.

If a textbook, library book, or other school material is lost or damaged, the cost of replacement or repair will be billed to the parents/guardians.

INDEPENDENT WORK

For students in Grades 3–8, homework is considered **independent work**. It consists of assignments to be completed after in-class instruction, as well as follow-up tasks designed to reinforce learning. All work is to be completed as assigned.

Projects and long-range assignments will be given in various subject areas to encourage creativity, initiative, and effective use of time and talents. In cases where assignments cannot be completed due to family circumstances such as illness or a death in the family, students may request permission from the teacher to defer their work. A written or verbal explanation from the parent/guardian should be provided.

Participation in extracurricular activities is **not an acceptable excuse** for failing to complete independent work. Students are expected to record their assignments accurately and to notify their parents/guardians of quiz and test scores.

Parents/guardians are encouraged to monitor the proper completion of assignments. While the responsibility for doing and completing homework lies with the student, parents/guardians play an important role by providing the necessary materials, ensuring a quiet study space, offering assistance when needed, and fostering healthy self-esteem for a job well done. Teachers are not responsible for incomplete work resulting from a lack of parental monitoring at home.

LIBRARY

Library privileges are extended to all students and teachers. Books are lent for a period of one week and may be renewed as needed. Students are fully responsible for all books they borrow, and the cost of replacement or repair for lost or damaged books will be charged to the borrowing student. Reference books are to be used only in the library or in a classroom under teacher supervision

LUNCH

Lunch for students in Grades K–8 will take place in the cafeteria under staff supervision. Students must remain seated while eating. Glass bottles, carbonated drinks, and caffeinated beverages are not permitted. If a student forgets lunch, a snack will be provided by the school.

Microwaves are available for students to heat up food; however, families are encouraged to limit the need for reheating by sending items in thermoses when possible. Foods requiring full cooking, such as macaroni and cheese cups, are not allowed. **Students who use the microwave must be able to do so independently, as cafeteria staff are not responsible for heating food or liable for items heated in the microwave.**

Parents/guardians are asked to be mindful of students with allergies and to avoid sending food items containing peanuts or tree nuts whenever possible.

RECESS POLICIES

The principal will determine whether recess will be held outdoors or indoors based on weather conditions. Parents/guardians are expected to send children to school dressed appropriately for the weather, including hats, mittens, or gloves when needed. Recess provides students with the opportunity to socialize and to play quiet, safe games.

Recess is considered a **privilege, not a right**. Student behavior expectations during recess are the same as those required throughout the school day. Respect for others, cooperation, and self-control are essential. Students who do not meet these expectations may lose recess privileges at the discretion of the teacher or principal.

On the playground, students are required to respect the rights of others and to refrain from rough running or overly aggressive behavior. Students must follow, without argument, the directions of the supervising teacher or assisting parents. These rules apply at all times while students are on school property or using the playground area. No student may leave the playground or school grounds without permission.

Teachers will supervise all recess periods. Students must remain within the designated play areas assigned to them. Leaving the playground is permitted only with teacher approval, such as to report to the school office in the case of a minor injury or illness. Assisting parents should notify the supervising teacher of any such situations.

REPORT CARDS

Grades are not merely a summation of test scores. All grades reflect a child's daily work, homework/independent work, class participation, quiz marks, test marks, project work and extra credit work.

Grades K – 2 (Trimesters)

- A skills-based report card is distributed three times per year via the student information system

Grades 3 – 8 (Trimesters)

- Mid-term progress reports will be distributed via the student information system.
- Formal report cards will be distributed three times a year for kindergarten through grade eight. Report cards will be distributed via the student information system.
- Grades may be viewed on the FACTS Family Portal all year

It is expected that parents maintain an understanding of their child's academic progress by accessing the student information system on a regular basis. Parents may request a meeting to discuss their child's progress, with a teacher, at any time during the school year. Meetings can be requested via email or personal note to the teacher.

GRADING SYSTEM K - 2 Scale

Standard Scale:

- **B – Beginning:** Student shows little understanding of the concept or skill; Has difficulty understanding directions; Difficulty completing assignments with accuracy; Difficulty understanding and applying concepts; Requires re-teaching of skill; Student cannot complete task independently.
- **D – Developing:** Student shows some understanding; However, errors or misunderstandings still occur; Reminders, hints, and suggestions are needed to promote the student's understanding; Working on independence toward completing assignments with accuracy when given support.
- **P – Proficient:** Student can apply the skill or concept correctly; Consistently meets the grade level standard; Consistently works independently; Consistently completes assignments with accuracy; Understands and applies learned concepts.
- **N – Not Introduced:** Not introduced and/or formally assessed; Topic not yet introduced.

Social Development/Conduct and Effort All Subjects

- 3 – Above Average – Exceeds Expectations
- 2 – Average – Meets Expectations
- 1 – Below Average – Working Towards Expectations

Specials

- **S – Satisfactory**
- **U – Un-satisfactory**

LEVELS 2 and 3 Grading Scale – Grades 3 - 8

Tests/Projects	40%
Classwork/Quizzes	35%
Independent Work	25%

Also;

No extra credit will be assigned

No homework passes will be distributed

No grades above 100 may be achieved

Classwork should be considered instruction and not be graded (May be noted for conduct and effort – see below)

Homework Correcting, grades will be either...

Check Rubric

Check Plus = 100-point value

Check = 85-point value

Check Minus = 70-point value

Not Completed = 0 points

****Late assignments that are graded using (Check Rubric) will be marked down one check level for each day late in addition to being marked for completion/correctness**

Or align with scale as noted with in the Student Handbook

Letter Grade Rubric

A (90-99)

B (80-89)

C (70-79)

D (60-69)

F (BELOW)

****Late assignments that are graded using (Letter Grade Rubric) will be marked down one letter grade for each day late in addition to being marked for completion/correctness**

The specific teacher, based on class participation, and completion of work, shall determine conduct and effort marks.

Conduct and Effort All Subjects

3 – Above Average

2 – Average

1 – Below Average

Specials

S – Satisfactory

U – Satisfactory

All tests, quizzes and homework shall be posted to MSP within 1 week of collection. All projects shall be posted in MSP within 2 weeks

CLASSROOM PROCEDURES

Each teacher shall establish his/her daily classroom procedures: filing, seating, home lessons, test taking, paper headings etc. All students are required to know the procedures and to follow them unless told otherwise by a person in authority. Parents/guardians should encourage and monitor students to be responsible and to adhere to each teacher's requirements and standards.

CHEATING

Cheating compromises a student's integrity and shall not be condoned. Such a student shall have his/her work confiscated, and a failing grade shall be recorded. Suspension may result from continued offenses. Each teacher shall establish his/her classroom guidelines, and each student and parent/guardian shall be responsible to accept, to know and to follow the guidelines.

HONOR ROLL STANDARDS – LEVEL 3 - GRADES 6-8

FIRST HONORS ARE AS FOLLOWS:

- 90 or higher average in each subject
- 3 or 2 in conduct and effort
- Please be aware that a student in grades 6 – 8, with a rating of unsatisfactory in Spanish may not be eligible for first, see below.

SECOND HONORS ARE AS FOLLOWS:

- 80 or higher in each subject
- 3 or 2 in conduct and effort
- Please be aware that a student in grades 6 – 8, with a rating of unsatisfactory in Spanish may not be eligible for second honors, see below.

SPANISH

Spanish will be graded as **S**=Satisfactory, **U**=Unsatisfactory for all grades, K – 8. Students must have an academic average of 70 or above to receive a satisfactory rating in grades 3 – 8.

Please be aware that a student in grades 6 – 8, with a rating of unsatisfactory in Spanish may not be eligible for first or second honors. Eligibility for “honors” will be based on the student's effort and conduct within Spanish class, as determined by the Teacher in consultation with the principal. Students should always put forth their best effort. Spanish is part of Saint Bridget Schools core programs, and all children must participate, unless noted within an IEP or 504 Plan.

EXTRA-CURRICULAR ACTIVITIES

Catholic Christian conduct, good sportsmanship, common civility and acceptable grades shall be the basis of acceptance and continued membership for cheerleading, basketball and extra-curricular school activities. A two or higher, in all subjects, shall be mandatory in conduct and effort for grades 6-8; a grade of 65% must be achieved in all subjects, or the principal in conjunction with the teacher will remove under-performing students from participation, these requirements shall always apply during the season. The removal of underperforming students from participation will be at the discretion of the principal.

Students absent from school shall not participate in cheerleading, basketball, extra-curricular activities and or group dances on the evening of the day when they are absent.

PROMOTIONS AND RETENTION

Promotions and retention shall be based on a careful evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention shall be as follows:

1. an indifference or lack of effort on the part of a capable student.
2. physical or social immaturity; and
3. frequent absences. Failing one or two major subjects for the year must result in attending an approved summer school and the passing of the failed subjects. Students failing more than two subjects will be required to be retained or to withdraw from the school.

Parents/guardians may properly assume their child will be promoted unless retention has been discussed with the teacher(s) and/or the principal. Contacts will be made after the second report card. In a case where a parent/guardian chooses not to retain and doesn't follow the school's recommendation, the parent/guardian shall be required to sign a statement that places full responsibility for the decision on the parent/guardian.

SCHOOL PROPERTY

All students shall be required to treat school property, as well as other property, with due respect and proper care. Vandalism: defacing school property, books, walls, lavatories, and desks, grounds et al. shall not be tolerated. This shall apply, also, to personal property belonging to any member of the school community. A lengthy suspension or detention or expulsion may result as a penalty. The school shall require that vandalism be paid in full before a guilty student may return to school, if at all. Gum chewing shall not be allowed at any time on school property--inside or outside.

VALUABLES

The school administration and staff shall not be responsible for valuables, including cash, brought to school by students. Valuable items should be left at home or if it is necessary to have them in school, the valuables should be left at the office for safety.

TELEPHONE AND CELL PHONE POLICY

The school telephone is a business phone and is not to be used for general conversations. This policy is in place to encourage personal responsibility among students; therefore, only very important phone calls will be permitted. The school secretary is always willing to take important messages for students.

Students are not permitted to use personal cell phones to communicate with parents during the school day. All calls home must be made through the **nurse's office** or the **main office** with proper permission. Cell phones must remain turned off and stored in backpacks during the school day unless a teacher authorizes their use for specific educational purposes. Unauthorized use of a cell phone may result in the device being confiscated and returned at the end of the day.

AHERA

According to the environmental protection agency's **ASBESTOS HAZARD EMERGENCY RESPONSE ACT, 40 CFR, PART 763**, Saint Bridget School shall follow the re-inspection and updating of its management plan every three years. The assigned asbestos coordinator conducts 6-month reviews. The management plan is available for inspection in the school office.

AUDIO VISUAL MATERIALS

To expand and enrich the subject matter contained in the basic textbooks, teachers may incorporate audio-visual materials and other resources into classroom instruction. These materials are used to reinforce learning and to engage

students in different ways. When appropriate, students may also use such materials individually to support their own learning needs.

The school provides students with access to the Internet as an educational resource. An **Acceptable Use Policy (AUP)** is in place to ensure responsible and safe use. Parents/guardians and students are required to sign the school's Internet Use Agreement before a student may access the Internet at school. No student is permitted to use the Internet without this signed form on file. The school's updated Acceptable Use Policy is noted below.

ALTAR SERVERS

Boys and girls in Grades 3–8 are encouraged to participate in the Altar Server program. This ministry provides students with the opportunity to assist at school and parish liturgies and to grow in their faith through service. The program is under the direction of the pastor, who oversees training and scheduling.

HEALTH

No oral medication may be administered by school personnel except in urgent or emergency situations, when the Principal or Secretary may do so. If a student must receive medication during the school day, a **medication form signed by a doctor** must be filed in the nurse's office. All medication must be in its original, clearly labeled container. Medications may only be administered by the school nurse, the Secretary, or the Principal.

The school nurse is available daily from 8:00 a.m. to 2:00 p.m. and will provide basic and temporary first aid when needed. Epi-Pens may be administered by the nurse, an EMT, or trained staff. Students who require Benadryl may be permitted to self-administer if the nurse is not available and written parental permission has been provided.

If a child must be dismissed due to injury or illness, parents/guardians are expected to pick up the child as soon as possible or make alternate arrangements. Students who are unwell in the morning should remain at home. Any student with a fever must be **fever-free for 24 hours** before returning to school.

Parents/guardians are responsible for keeping emergency contact numbers current so that an adult can be reached promptly if needed. Any changes in a student's medical condition must be reported to the nurse so records can be updated.

In emergency situations requiring immediate medical attention, the school will first attempt to contact the parent/guardian. If necessary, the student may be transported to a hospital by medical professionals.

Parents/guardians who are pregnant or have weakened immune systems may contact the school nurse to be informed of confirmed illnesses present in the student body (e.g., fifth disease, chickenpox). The school will also follow all **state-mandated health protocols** regarding certified, identified conditions (e.g., whooping cough).

PHYSICAL EXAMINATIONS, IMMUNIZATIONS AND VACCINATIONS

All students must abide by state regulations on physicals needed in grades four & seven. State law mandates that every child be properly vaccinated and immunized at various stages of his/her educational preparation. Any child not in conformance with state regulations shall be sent home or denied access to school if the parents/guardians do not cooperate with the school nurse and school administration.

TESTING

The Archdiocesan testing program constitutes one method of pupil assessment at our school. NWEA MAP testing is mandated by the Archdiocese and takes place bi-annually in grades K through eight. Testing windows are set by the

Archdiocesan school office. The results of the tests will be given to parents/guardians after the results are received, and the principal issues them.

TRANSFERS

When a student transfers to another school before the completion of the school year or at graduation, parents/guardians shall be required to inform Saint Bridget School. Academic and health records will be forwarded upon a properly completed written request. Originals must be mailed: parents/guardians may obtain copies only of academic and health records.

TRANSPORTATION

Due to insurance constraints, Abington children that are not assigned to school buses shall not be allowed to ride on school buses to go home after school with a friend. Non-Abington students are not allowed to board the buses.

Parents/guardians shall be respectfully requested not to ask what the school cannot do. The principal shall cooperate with the driver, who must enforce safety, insurance and behavioral rules. Students cited for inappropriate conduct shall be answerable to the principal.

GROUND MAINTENANCE LITTER POLICY

Parents/guardians are always responsible for the supervision of their children while on campus. The school maintenance department works to keep the campus attractive and clean, and trash receptacles are provided for use. Students are expected to respect school property and may not damage the memorial trees, bushes, or flowers in front of the Early Childhood Center by climbing, hanging on them, or breaking branches.

For safety reasons, children are not permitted to play in the preschool playground at any time unless under the direct supervision of authorized staff. In addition, pets should be kept in vehicles while on school property to ensure the safety and comfort of all students and visitors.

LOST AND FOUND

All articles of lost/misplaced clothing and other objects will be placed on a clothing rack, located at the top of the entrance stairwell. Parents/guardians/students are encouraged to reclaim lost articles. **Children's names should be on clothing.**

OFF-LIMIT AREAS

Our school shall be operated and maintained for the well-being of our students. Common sense and safety considerations shall deny students access (unless given permission) to the boiler room, storage areas, teachers' lounge, kitchen maintenance area and trash collection areas. Students shall be required not to play in or to visit the areas without permission.

VISITORS

For the safety of all students, **all visitors must report directly to the school office upon arrival.** Visitors are required to sign in and out at the front desk and will be issued a visitor's badge, which must be worn at all times while in the building. No one is permitted in the corridors without the knowledge and approval of the school office. Visitors may enter only through the designated visitor's entrance.

Classrooms, teachers, and students may not be visited during school hours without prior authorization or an appointment. Only the Principal has the authority to approve visitors—including parents/guardians—who wish to present any agenda to the school body, staff, or parent community. The school and its grounds are dedicated solely to spiritual and educational purposes, and the cooperation of all visitors is required to maintain this environment.

Teachers are responsible for their classes and are entitled to their personal time. Parents/guardians may not expect to meet with teachers during the school day without an appointment. Meetings with teachers or staff must be scheduled in advance, and **unexpected or unannounced visits are not permitted**.

PICTURES

Individual student pictures will be taken in the fall; along with class pictures. A spring individual picture session may take place. Pictures will be made available for purchase.

DANCES AND SIMILAR ACTIVITIES

All dances and similar activities, whether held on or off school property, must be sanctioned by the Principal. The school assumes no responsibility for any activities that are not formally approved. Parents/guardians are expected to remain attentive to their children's participation in such events.

Students who are absent from school on the day of a scheduled function may not attend the activity unless special permission is granted by the Principal.

UNAUTHORIZED USE OF SCHOOL NAME

No student, parent, or guardian may use the school's name or identifying logo without the **prior written authorization of the Principal** (administrative head). Unauthorized use includes, but is not limited to:

- Opening any bank account
- Soliciting funds on behalf of the school
- Collecting money on behalf of the school
- Selling products on behalf of the school
- Scheduling field trips, vacations, or other accommodations
- Posting the school's name or logo on any website for any purpose, including the support of social or political agendas

Any unauthorized use of the school's name or logo by a student may result in disciplinary action, up to and including expulsion. Unauthorized use by any individual may also result in legal action.

Saint Bridget School Acceptable Use Policy (AUP)

1. Purpose

The primary purpose of technology at Saint Bridget School is education. This policy applies to all technology resources, including but not limited to:

- School computers, laptops, tablets, and Chromebooks
- Video/audio equipment
- Copying machines
- Storage devices

All users must act in a considerate, ethical, moral, and legal manner when using technology or accessing the school network.

2. General Principles

- Online safety is explicitly taught and reinforced.

- Technology privileges may be suspended or revoked for misuse.
- Consequences for violations may include restricted access, suspension, or expulsion.
- The principal has final authority in determining appropriateness and consequences.
- Students are expected to demonstrate the same good behavior online as in classrooms, hallways, lunchrooms, and playgrounds.

3. Expectations

3.1 Behavior

Students MUST:

- Follow all general school rules when using technology.
- Use technology for educational purposes only, as directed by teachers.
- Take responsibility for their actions and consequences.
- Save work properly as instructed by teachers.

Students MAY NOT:

- Engage in plagiarism, cyberbullying, harassment, or vandalism of devices/data.
- Access social networking sites without teacher supervision.
- Use the school/parish name, logo, or images without permission.
- Participate in any online activity that harms the school's reputation.
- Damage, lose, or misuse school devices (fees or consequences may apply).

3.2 Online Safety

Students MUST:

- Access only age-appropriate, school-filtered sites.
- Report anything inappropriate, confusing, or threatening immediately.
- Keep passwords private and secure.

Students MAY NOT:

- Use personal email, texting, or instant messaging during school hours.
- Share personal information (name, address, phone, etc.) online.
- Arrange in-person meetings with online contacts.
- Share photographs online or by email without teacher and parent permission.

3.3 Chromebook Use & Ethics

Students MUST:

- Log in only to devices assigned to them.
- Report any security or system problems to a teacher/principal immediately.
- Respect copyright laws and the privacy of others.

Students MAY NOT:

- Impersonate others online.
- Install, copy, or remove school programs without approval.
- Attempt to bypass filters or security settings.
- Damage or alter files, data, or software.
- Abuse hardware or software in any way.

3.4 Netiquette

Students MUST:

- Use respectful and appropriate language at all times.
- Think carefully before sending digital communication.
- Ask for help when unsure about technology use.

Students MAY NOT:

- Use digital communication in ways that are rude, harmful, or disruptive.

4. Chromebook Responsibilities

4.1 Care & Safety

- Keep Chromebooks clean, safe, and in working order.
- Carry with two hands; avoid rough handling.
- Keep food and drinks away.
- Never leave devices unattended or unsecured.

4.2 Proper Use

- Use Chromebooks for school-related tasks only.
- Do not install, delete, or alter software/apps without teacher approval.
- Do not modify settings in ways that disrupt learning.

4.3 Respecting Property

- Chromebooks remain the property of Saint Bridget School.
- Damage, loss, or misuse is the student's responsibility and may result in discipline or financial liability.
- Devices must be returned in good condition when requested.

4.4 Digital Citizenship

- Follow the AUP at all times.
- Do not engage in cyberbullying, plagiarism, or use of inappropriate content.
- Protect your own privacy and that of others.
- Remember: your online actions reflect on you and the school community.

5. Use of Artificial Intelligence (AI)

5.1 Permitted Uses

- With teacher permission, AI tools may be used for research, brainstorming, or practice.
- AI may support learning but cannot replace original student work.

5.2 Prohibited Uses

- Submitting AI-generated work as your own.
- Using AI to cheat on assignments, quizzes, or tests.
- Generating inappropriate, harmful, or misleading content.
- Sharing personal information with AI tools.

5.3 Expectations

- Students must disclose when AI has been used in an assignment.
- Teachers may limit or prohibit AI use for specific tasks.
- Misuse of AI tools will result in consequences consistent with academic dishonesty and technology misuse.

6. Permissions

Students: By signing the handbook acknowledgment form, students agree to follow this AUP and accept consequences for violations.

- Acknowledges responsibility to know, understand, and follow the Internet Acceptable Use Policy (AUP).
- Understands that Internet use will take place only with adult supervision and that all actions are subject to monitoring.
- Agrees to comply with all rules of use while honoring all relevant laws and restrictions.
- Accepts that any unauthorized Internet access may result in the loss of Internet privileges and other disciplinary consequences.

Parents/Guardians: By signing the handbook acknowledgment form, the parent/guardian:

1. Grants permission for their child to have access to the Internet at school.
2. Acknowledges that some material on the Internet may be objectionable.
3. Understands that individuals and families, not the school, are liable for policy violations.
4. Recognizes that school-provided devices taken home may not be covered by the same strict firewall protections as on campus, and therefore agree to review their home Wi-Fi and firewall settings to minimize inappropriate exposure.

Summary

Technology at Saint Bridget School is for educational use only. Whether using school-provided Chromebooks or personal devices, students are expected to use technology safely, responsibly, and respectfully — including when using emerging tools such as AI.

RIGHT TO AMEND

Saint Bridget School reserves the right to amend this handbook at any time. Notice of amendments will be sent to parents in a timely manner.