



The Catholic School has the opportunity to be unique and contemporary by integrating religion with learning and living. Hopefully it helps students to address human problems with Christian insight. It encourages service to others by helping students gain skills and habits of the heart and mind. All those involved in a Catholic School, parents, pastors, teachers, staff, administrators, and students, must earnestly desire to make it a community of faith which is indeed “living, conscious, and active”.

To Teach As Jesus Did — National Conference of Catholic Bishops

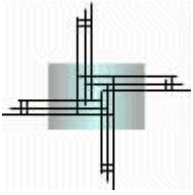
Student and Family Handbook 2011-2012

Respect, Responsibility, Prayer, Stewardship, Community, Excellence

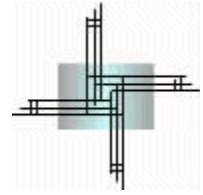
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Mission Statement



***St. Bridget Parish School is a Christian community
dedicated to teach as Jesus taught
under the guidance of the Holy Spirit.***



St. Bridget Parish School was dedicated on August 27, 1951. The gymnasium and additional classrooms were added in 1957. Kindergarten began in 1974 and Preschool in 1989. St. Bridget Parish School is accredited by the Wisconsin Nonpublic Schools Accrediting Association.

Philosophy and Goals

St. Bridget Parish School integrates knowledge, faith, virtues, and Catholic values to inspire students to think critically, develop a love of learning, work to their fullest potential, reach out to others in service, and deepen their relationship with God.

Therefore, it is the goal of St. Bridget Parish School to:

- *Develop a positive self-image by emphasizing the fundamental goodness and unique talent inherent in each child.*
- *Promote spiritual development through personal witness to the Gospel message and ongoing instruction in the Catholic faith.*
- *Facilitate academic growth and mastery of skills through innovative teaching methods in a positive, faith-filled atmosphere.*
- *Encourage children to be thoughtful, creative, and industrious in pursuing knowledge and challenged to go beyond the expected.*
- *Support the parents, as the primary educators, in their efforts to provide opportunities for intellectual and spiritual growth of the child in partnership with the entire school community.*
- *Provide a superior educational program that emphasizes social responsibility, stewardship, and respect for the world in which we live.*

St. Bridget Parish School Schedule

Office Hours

7:30 - 4:00 (Monday- Thursday) and 7:30 - 3:30 (Friday)

School Times

K-8 8:25—3:25

PreKindergarten: 8:30 — 11:30 (half day) **OR** 8:30 — 3:25 (full day)

Lunch and Recess Times

Lunch K-5 11:40 – 12:00 **Noon Recess K-5** 12:00 – 12:20

Lunch PreK & MS 12:00 – 12:20 **Noon Recess PreK & MS** 11:40 – 12:00

*Any situations not covered in this handbook are to be at the discretion
of the school principal and pastor.*

St. Bridget Parish School

135 E. Division Street ☩ River Falls, WI 54022
 Phone: 715-425-1872 ☩ Fax: 715-425-1873
 School Website: www.saintbridgetschool.com

Pastor: Father Gerald Harris 425-1879 Ext. 103 pastor@stbparish.com

If you have a concern with your child, the first step is to contact the teacher. If the teacher is unable to satisfy the concerns, the principal should then be contacted. The pastor should only be contacted after the principal.

School Staff

<i>Position/Name</i>	<i>Extension</i>	<i>Email Address</i>
Principal: Sue Steckbauer	201	principal@stbparish.com
Administrative Assistant: Carla Kozak	202	office@stbparish.com
<i>PreKindergarten</i>		
Lisa Bents	221	lbents@stbparish.com
Lisa Strub	205	lstrub@stbparish.com
Dannell Nordstrom	204	dnordstrom@stbparish.com
<i>K/1</i>		
Brittany Heike	206	bheike@stbparish.com
Mary Gribble	222	mgribble@stbparish.com
<i>2/3</i>		
Brian Meyer	208	bmeyer@stbparish.com
Chanda McDonnell	207	cmcdonnell@stbparish.com
<i>4/5</i>		
Loretta Wilbur	209	lwilbur@stbparish.com
Gina Holter	213	gholter@stbparish.com
<i>Middle School</i>		
Mike Leary (History/Religion)	211	mleary@stbparish.com
Mary Parsons (Science/Math)	210	mparsons@stbparish.com
Valerie Tody (Language Arts/Reading)	212	vtody@stbparish.com
<i>PreK-8 Physical Education</i>		
Sarah Meier	215	smeier@stbparish.com
<i>PreK-8 Music</i>		
Jodie Rubenzer	214	jrubenzer@stbparish.com
<i>School Kitchen</i>	217	swright@stbparish.com
<i>Extended Care</i>	216	
<i>Maintenance</i>		
Mike Flanscha	203	mflanscha@stbparish.com

General Information

Registration and Tuition

The annual school registration is held in February/March for all returning and interested students.

Registration forms must be turned into the office by the deadline listed on the registration material in order to attain a spot for the student and avoid a \$50 expense fee per student for additional ordering of supplies.

A pre-enrollment fee of \$100 per family is due at the time of registration for preKindergarten.

Tuition is \$2200 per child K – 8; preKindergarten tuition is \$1700 per year for half day and \$3000 per year for full day. Full day preK students will receive a \$500 discount upon registering for kindergarten the following year. Any additional amount over the designated tuition can be paid to St. Bridget Parish School and noted as a donation to the school. Any parent/guardian who chooses to enroll a child(ren) at St. Bridget Parish School shall accept full responsibility for paying the full cost for this education. Tuition reimbursement is handled on a case by case basis and is not guaranteed.

Parents who anticipate difficulty meeting their tuition obligations have the responsibility for contacting the Principal to discuss arrangements for tuition payments. Every parent/guardian is expected to contribute to their tuition obligation to the best of their ability. Application for Tuition Assistance funds should be made when necessary. It is our commitment that no child seeking a Catholic education will be turned away for financial reasons if parents and school stay in communication with each other, and parents are contributing to the cost of Catholic education to the best of their means and ability. **There is no tuition assistance for our prekindergarten programs.**

Nondiscrimination Statement

St. Bridget Parish Schools admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. We do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship or loan policies and athletic and school administered programs (Pursuant to IRS Procedure [75-50] section 4.2a). We furthermore do not discriminate on the basis of sex in their educational and employment policies and practices, except where they are compliance by religious tenets. Inquiries concerning the application of these regulations may be referred to: Diocesan Superintendent of Schools, Department of Catholic Formation, Bishop Hammes Center, 315 West 5th Street, P.O. Box 280, Haugen, WI 54841, (715) 234-5044.

Payment Options

Full tuition payment by August 1 receives a 5% discount. Semester tuition payments made on or before Aug. 15 and Jan. 15 receive a 2% discount. Monthly tuition payments are made through the parish ACH program: 10 monthly payments electronically withdrawn from savings or checking account on file the 15th of every month September through June. Authorization forms for ACH withdrawals must be completed by June 30.

Multi-student Discount

3rd child = 50% of lowest tuition rate; 4th (or more) child = free tuition

Additional Note: Under no circumstances, will any student be registered for the next school year when there are outstanding bills for the family accounts.

Priorities for Enrollment

- I. The maximum class size is 25 for grades K-8, 16 for prekindergarten. The following priority levels will be used to determine acceptance into St. Bridget Parish School, including the preKindergarten programs:
 - A. Children who are currently attending St. Bridget Parish School and the tuition for the current school year is not delinquent
 - B. Children of the parish who are not currently attending St. Bridget Parish School will be considered in sequential order:
 - a. Children with siblings currently attending St. Bridget Parish School.
 - b. Children who have previously attended St. Bridget Parish School.
 - c. Children with siblings who have previously attended the school.
 - a. Children without siblings currently or previously attending.
- II. As a final determination, within each appropriate priority level, the remaining vacancies in each of the grades/programs will be filled according to the date of the parents' or guardians' registration in the school. Those parishioners registered the earliest will be given first priority in that level. Those parishioners registered the earliest will be given first priority in that level.

Admission

According to Chapter 429, Section 118.14, signed into law June 1978, a child must be five by September 1 to enter kindergarten and six by September 1 to enter first grade. Exceptions to the general law, which allow for early admission will be the same as used by the public school system. For the admission of a kindergarten or first grade child, parents should present:

- The child's birth certificate or some legal certification of the child's birth (Information will be verified but the certificate will be immediately returned to parent/guardian)
- The baptismal record of Catholic students
- Immunization record

Students should be 3 by September 1 to enter preschool and 4 by September 1 to enter preKindergarten.

Change of Address/Home Information

Because communication with parents is vital, we ask that you notify the school office immediately with any changes to your address, phone number, email, etc.

Arrival/Dismissal

School begins at 8:25 AM for K-8 and 8:30 for preK. K-8 students who walk or are dropped off should not arrive at school before 8:10 AM. Students may be dropped off following the established procedures or at the bus opening in the fence. K-8 parents are not allowed to park in the school lot. Dismissal time is 11:30 for half day preK and 3:25 for full day preK-8. Parents are allowed to park in the school lot for dismissal but must get out of their vehicle and escort children through the parking lot. For safety reasons, teachers will release a child only to the parent or those authorized by the parent. Parents must furnish to the office, in writing, any instructions about releasing their child to someone other than the parent. This includes carpools and any other occasional temporary arrangements.

Absenteeism and Tardiness

A parent/guardian should notify the office by 9:00 AM that the student will not be in school. If the school is not contacted when a student is absent, a telephone call will be made to the child's parent/guardian. Any absences that are unverified will be listed as unexcused. Any K-8 student arriving **after 8:30 will be marked tardy. K-8 students arriving after 8:45 must be signed into the office. PreK students arriving after 8:35 will be marked tardy and PreK students arriving after 8:50 must be signed into the office.** Arrivals after 10 AM are marked as a 1/2 day absent. According to state requirements, frequent absences will be reported to the proper authorities.

Partial Absence—A written request from a parent is required for dismissal of students during the day. No pupil will be excused before the closing of the school day except in cases of illness, emergency situations, and/or medical appointments. For safety reasons, approval from the office is necessary before the student leaves the school or school premises at any time during school hours.

Excused/ Unexcused Tardiness and Absences—All absences and tardiness will be considered unexcused unless some form of communication reaches the school office. This may effect classroom grading and/or reward situations if unexcused absences/tardiness occurs frequently.

Vacations—Please make every effort to plan your family vacations when school is not in session. The school calendar indicates vacation times. When that is impossible please contact the classroom teacher for pre planned assignments.

Attendance Requirements

Compulsory School Attendance

118.15(1)(a) (a) Except as provided under pars. (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Grievance Procedure

Every attempt should be made to meet with the person with whom you have the grievance. If that does not work, the order of procedure remains: teacher, principal, pastor, moderator of the curio, and finally bishop.

School Calendar

St. Bridget Parish School follows the River Falls School District calendar with the exception of mandatory dates from the Diocese of Superior (fall conference, etc.). Number of student contact days = 180

Crisis Management Plan

Crisis plans have been established and the staff has been trained to address various emergencies. Crisis management bags have been placed in all classrooms.

Evacuation Drills

Students practice the evacuating of the school building for fire drills monthly and tornado drills are practiced throughout the year. Students are prepared for a crisis situation should it occur during the school day. In the event of an evacuation, students will be relocated to the church.

Unscheduled Release

St. Bridget Parish School coincides delays and closing with the River Falls Public School. Parents should listen to KSTP, WEVR, WRFM, or WCCO. **If there is a late start, half-day preKindergarten will NOT BE IN SESSION.** When early dismissal is called due to weather conditions, the school will follow the planned safety procedures for their children as listed on the emergency form.

Visitors and Volunteers

Parents are the primary educators of their children. Parents should be directly involved in the children's educational program. Therefore, we welcome parental involvement in the education of the students. For safety reasons, all visitors should check into the office prior to going to the classroom. If you would like to volunteer at the school, please contact your individual teacher or the school principal prior to your visit.

Code of Pastoral Conduct

Our diocese has adopted the Code of Pastoral Conduct for all employees and volunteers who have direct contact with children. As a means of making sure we protect our children, all employees and volunteers must read and sign this document and pass a background check. If you have questions, please contact the school principal or Father Gerald Harris at St. Bridget Church.

Mandatory Reporting Provisions

Pursuant to state law, the school and its employees are required to report any instances of suspected abuse or neglect involving any of our students.

Insurance

Parents are expected to provide insurance coverage for their children to cover any situation that may occur at school. The parish/school insurance does not cover student mishaps on the playground.

Bus Transportation

River Falls Public School furnishes bus transportation. Therefore, River Falls Public School policies and procedures will be followed for any discipline concerns. Behavior reports will be sent home by the school and/or bus garage. Bus rules and regulations are sent home at the beginning of the year. All permanent changes for the use of the buses, should be called into the Transportation Department at 425-1808 between 8:00-4:30. An occasional change can be handled with a written note **to the teacher and the bus driver**, signed by a parent or guardian.

Uniform Policy/Dress Code

St. Bridget Parish School's uniform policy represents tradition, respect for authority and order, and the belief in the basic equality of all in the eyes of God. The uniform policy ensures that students have a well-groomed, modest, and neat appearance. Therefore, St. Bridget Parish School students in **kindergarten through fifth grade** are expected to be in full school uniform each day, unless authorized by the principal, and should wear their uniforms in a manner that reflects personal pride and promotes school community.

Uniform Policy (Kindergarten through Fifth Grade Students)

Polos, Oxford or Peter Pan Dress Shirts

Must be solid, collared, without decoration and must fit properly.

Colors: white, hunter green, navy or pale yellow

All apparel with the St. Bridget's logo (past or present) is acceptable (no hooded sweatshirts on Mass days)

Sweaters, Vests, Turtlenecks and Sweatshirts

Solid Colors: white, hunter green, navy or pale yellow and without decoration.

All apparel with the St. Bridget's logo (past or present) is acceptable (no hooded sweatshirts on Mass days)

Jumpers, Skirts & Skorts

Colors: Campbell plaid, navy or khaki/tan.

Jumpers, skirts, and skorts cannot be shorter than 3" above the knee.

Undergarments should not be visible.

Pants

Colors: navy or khaki/tan without extra decoration. No denim or sweatpants.
Capris are acceptable in season but must be mid-calf length
Undergarments should not be visible.

Footwear

Tennis or casual shoes (no wheels) and socks must be worn and coordinate with the uniform.
Footwear should be fastened securely and shoes must have a strap around the back of the foot.
Open toed footwear (such as flip flops), slippers, platform shoes, and other footwear that pose a potential safety problem are not allowed.
No heels over 1 inch.

Accessories

Socks, shoes, belts and hair accessories should coordinate with uniform attire.
Hats, sweatbands, bandanas or sunglasses are not allowed inside the school buildings.
Abnormal hair color, hair ornaments, long dangling earrings, and pierced body parts other than ears will not be allowed.
Make up is not allowed.

Belts

Belts are optional but must be black, brown, or navy blue leather or imitation leather.
No ornaments of any type are allowed.

Swimwear

When allowed for special occasions, girls are to wear a modest one-piece and boys are to wear appropriate length swimming trunks.

The uniform attire may be purchased at **Dennis Uniforms** 680 Hale Avenue North Suite 130; Oakdale, MN 55128; 651.702.0606; www.dennisuniform.com. Lands' End, Sears, and JC Penney also carry compatible uniform items

Dress Code (PreK and Middle School Students)

PreKindergarten and middle school students follow the less restrictive dress code but are encouraged to wear uniforms and are expected to have a clean, neat appearance that supports our school's image. The goal is to look nice.

Shirts

- Dress shirts that are a solid color, stripes or patterns and without commercial logos.
- Clothing with the St. Bridget's logo (past or present) is allowed.
- Shoulders must be covered.
- No T-shirts.

Footwear

- Footwear should be fastened securely: no flip flops, slippers, crocs or shoes that pose a safety concern.
- No heels over 1/2 inch for PreK and 2 inches for middle school.
- PreK sandals must have a strap around the back of the foot. Middle school sandals must be dress sandals.

Accessories

Socks, shoes, belts and hair accessories should coordinate with the attire.
Hats, sweatbands, bandanas or sunglasses are not allowed inside the school buildings.
Abnormal hair color, hair ornaments, long dangling earrings, and pierced body parts other than ears will not be allowed.
Make up is acceptable for middle school girls but should be natural and not excessive.

Belts

Belts are optional but must be black, brown, or navy blue leather or imitation leather.
No ornaments of any type are allowed.

Swimwear

When allowed for special occasions, girls are to wear a modest one-piece and boys are to wear appropriate length swimming trunks.

Additional Attire Guidelines

Shorts/Sandals

Dress shorts and sandals with a strap around the back of the foot may be worn by **all students** until October 1st and after May 1st. Sandals may be worn without socks during this time only. Shorts must be no more than 3" above the knee. Shorts are not allowed on Mass days.

Mass Days

All students are asked to wear a polo shirt (hunter green, navy, white or pale yellow) and dress pants or skirt (navy, black, or khaki) to Mass. Students are required to come to school dressed and prepared for Mass (rather than changing here).

Casual Dress Days

On casual dress days, students may wear

- Jeans or proper fitting athletic pants.
- Shirts with non-offensive pictures (animals, trucks, vacation sites, etc.), athletic organizations (swim club, basketball team, etc.), college emblems, and sports affiliations.
- No commercial logos are acceptable.

All policies with regards to school inappropriate dress and modesty will still apply.

Implementation of Policies

The principal reserves the right to interpret, enforce, and modify the uniform policy/dress code as necessary.

The school reserves the right to act upon any fad, trend, or radical behavior that may distract other students.

All staff members will be working together to ensure that this dress code is enforced for all grades. Each parent is responsible to ensure that his/her child(ren) are following St. Bridget Parish School uniform policy and/or dress code guidelines. The following consequences will be enforced:

Uniform Policy/Dress Code/Casual Day violation for all students will result in:

PreK-5:

1st Offense* –

- Parents will be notified in writing of the violation

2nd Offense* –

- Parents will be called.
- Loss of casual day privileges for 1 week.
- Appropriate clothing may be provided by school
- personnel if unable to reach a parent/guardian.

3rd Offense* –

To be determined by principal

*Any violations of uniform policy/dress code **on Mass days** will result in an immediate phone call to parents and students will be required to change.

Middle School:

1st Offense* — verbal warning

2nd Offense* — behavior check

3rd Offense* — detention

General Health

Please do not send ill children to school. When students are sick or injured, the office will contact parents as necessary. Students must remain out of school for the remainder of that day. Suspected contagious conditions (pink eye, strep throat, etc.) may warrant medical attention. Therefore, parents will be notified to pick up their child to minimize exposure of other children and discomfort for their child. Children need to be on an antibiotic for 24 hours prior to returning to school. If your child has a temperature of 100°, please have them remain at home until temperature remains normal without medication for a minimum of 24 hours. Please keep the school office informed of current emergency contact information.

Immunizations

Wisconsin Immunization Law

The Wisconsin Immunization Law requires that every child attending a Wisconsin School be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, chicken pox, and rubella (German measles). Beginning with the 2008-2009 school year, Wisconsin Student Immunization Law also requires: 1 dose of tetanus, diphtheria and acellular pertussis vaccine (Tdap) for students entering 6th, 9th and 12th grades, and a second dose of varicella (chickenpox) vaccine for students entering Kindergarten, 6th and 12th grades. For additional information, please contact your local clinic or go to <http://dhfs.wisconsin.gov/immunization/index.htm>.

Exceptions are made if a physician certifies immunizations might be harmful to the child or a parent/guardian objects in writing for religious or personal reasons. All new entering students must provide proof of immunizations or exemptions.

Medication Policy

NO PRESCRIPTION OR NON-PRESCRIPTION MEDICATION WILL BE ADMINISTERED TO ANY STUDENTS WITHOUT SPECIFIC, WRITTEN PARENT OR GUARDIAN CONSENT.

All medication must be dispensed through the school office. Prescription medication is to be brought to the school office in the original prescription bottle and accompanied by a completed and signed medication permission form. Non-prescription medicine must be provided by the family and must come to school on the original bottle and be housed in the office with a medication permission form. A copy of this form can be obtained from the office. Only a nurse can inject medication.

Lunch Program

St. Bridget Parish School provides a nutritious hot lunch program for students and adults. The cost of lunch is as follows: PreK-5 = \$2.00 ; 6-8 = \$2.25; Adults = \$3.00; Milk = \$.40. Free and reduced price lunches are available to households that qualify. If you feel your family is eligible for free/reduced lunch please fill out the forms provided at the open house and return them to the school as soon as possible. Students who bring a cold lunch or who desire an extra milk can also purchase a milk ticket. Snack milk is a completely separate program and will be addressed by homeroom teachers. Parents are welcome to eat with their children. If you want to eat hot lunch, please notify the office by 9AM.

Curriculum/Academics

Curriculum

St. Bridget Parish School is accredited by the Wisconsin Council of Religious and Independent Schools and has achieved a high standard of excellence. The curriculum reflects the philosophy of the school; integrates concepts, skills, and Christian attitudes; and follows Diocesan curriculum guidelines which are based upon State of Wisconsin academic standards. Programs are comprehensive and varied to serve the growth needs of the individual. Curriculum evaluation and revision is an ongoing process. The school provides regular instruction in religion, reading, language arts, social studies, mathematics, science, health, physical education, art, music, computers, and foreign language. Religious instruction is also integrated into all other academic areas.

Safe Environment

All students must attend at least one (1) hour age appropriate safe environment training session each year. Parents are notified ahead of time and written refusal is required.

Report Cards

There are four reporting periods during the school year. Report cards will be sent home approximately every 9 weeks. These cards are based on class work, assignments, tests, responses in class, and effort. Kindergarten students do not receive a report card the first quarter. PreK students use a developmental continuum in fall and spring.

Retention

Based on information provided by the school, a parent may decide to retain a student. This option will be considered only after all other options have been explored. There should be a reasonable expectation that the additional year will be beneficial to the student's long term educational program. If the parent(s) refuses to accept the school's recommendation for retention, the school will indicate this on the student's permanent file.

Parent Teacher Conferences

Conferences are held in fall and early spring. Conferences are also available as requested by the teacher, parent, or student.

Honor Roll

A formal honor roll is published for students in grades 6-8 for students.

Homework and Make-Up Work

Homework is a meaningful part of the learning experience. Students should expect approximately 10 minutes of homework each night per grade level (10 minutes for first grade; 60 minutes for sixth grade). Whenever homework is given, it will supplement, complement, or reinforce classroom teaching and learning. The teacher expects the homework to be completed, and if it is not, arrangements will be made by the teacher with the parent. Making up work because of absence is expected. In the event of student absence, please contact the school office to arrange for picking up your child's homework.

Standardized Testing

The Iowa Test of Basic Skills and the Cognitive Abilities Test are given annually to Catholic schools throughout the Diocese of Superior for students in grades 3, 5, and 7 and the Wisconsin Knowledge and Concepts Exam is given to eighth grade students. Parents will receive the results when available.

Additional Courses

It is the policy of St. Bridget Parish School that when an additional course or an electives class is offered for students in grades 6, 7, or 8, grading of student progress will follow these guidelines:

- Satisfactory marks will be used for all additional or elective classes.
- These grades will not be counted toward honor points totals nor applied to honor roll.
- When issued by a visiting instructor, the principal and/or the child's homeroom teacher will review the grades prior to placement on the report card.

Student Records

The principal is required to keep full and accurate records of each child's attendance and academic progress. The confidentiality of pupil's records will be maintained. Attendance records are to be made available, upon request, to the public school attendance officer(s). Cumulative records provide a general history of student placement, progress, medical fitness, and special needs. Cumulative records are considered the property of the school and are maintained in a secured cabinet. Cumulative records may also include significant student classroom work such as a yearly handwriting sample or end-of-level achievement test results. Upon transfer or graduation of a student, written permission from a parent or guardian is required before cumulative records may be released. Transfer of records must be made directly to the new school. Records shall not be released to the custody of parents for transfer to the new school. St. Bridget's may, at our discretion, withhold the transfer of records of a student until outstanding fees have been paid. When cumulative records are transferred, the principal's office retains on file a copy of the student record.

Internet Use

The internet is to be used for the purposes of project research and/or assignments set forth by staff. Any use outside of these guidelines will result in loss of use. It is required that each student must have an internet use form signed annually and on file in the office. Though filtering software is in use, no filtering system is capable of blocking 100% of the inappropriate material available on the internet. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Students are taught to notify a teacher if unexpected material appears.

Behavior Expectations and Discipline

Student Expectations

In their efforts to learn to be respectful, spiritual, and responsible, students may make mistakes. Just as it is important to celebrate students' achievement towards becoming better Christian citizens, it is also important for students to learn when their behavior departs significantly from this path. Toward that end, there will be fair and just consequences at St. Bridget Parish School for student behavior that interferes with the attainment of these goals for themselves and others.

Discipline Policy

Keeping in mind the psychological development of each child, the classroom teacher will establish his/her own classroom discipline, routines and general management, emphasizing positive reinforcement, clarified expectations, and predetermined consequences.

Since consistency forms the basis of any quality discipline plan, school-wide procedures will be followed for choices and actions deemed particularly contradictory to our mission. St. Bridget Parish School expects Christian words and actions and a positive approach to learning. Therefore, we expect students, staff, and parents to:

- Use affirming and encouraging words
- Show respect
- Practice sincerity (avoid put-downs and sarcasm); appreciate differences
- Learn to give positive and constructive feedback
- Exercise self-control, reflective thinking, and an awareness of the effect of our actions on others
- Seek reconciliation

When a student willfully chooses a behavior that does not meet the expectations of St. Bridget Parish School, the following actions will take place* generally in the order presented below. At the discretion of the teacher and/or Principal, circumstances and severity of the behavior may warrant skipping steps.

First Infraction

- Warning (with interaction). Expectation is stated, reason for expectation, next consequence is discussed.

Second Infraction

- Loss of privilege (e.g. loss of recess, end of lunch line, separation in cafeteria, etc.).
- Parent called.

Third Infraction

- Parent meeting with teacher.
- Development of behavior plan.

Fourth Infraction (and beyond) Options

- Meeting with Principal. Principal and student go over expectations, consequences to date, reasons expectations are important, student's next consequence, and ask for student commitment. Communication with parents.
- Student removed from class and meeting with parents. Teacher, student, Principal, and parents meet to develop a plan which ends in a commitment from the student to make a concerted effort to improve behavior and demands that the parent work on the same things at home that the teacher is working on in school.
- Suspension (See below)
 - 1-3 days in school but out of class.
 - 1-3 days out of school; responsible for work.
- Permanent removal from a class. Student is counseled and student makes decision about future. No grade is given for class.
- Permanent removal from school
- Referral to Police or Juvenile Authorities.

The use, possession, buying or selling of illegal drugs and weapons will result in immediate expulsion from school. Possession of a weapon means any firearm, loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm. Bodily harm means physical pain, or injury, illness, or any impairment of physical condition, as per Wisconsin Stats 939.33-948.60.

Suspension/Expulsion

The suspension or expulsion of a student from a St. Bridget Parish School is a very serious matter: Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration. Expulsion is permanent and is imposed only for serious offenses. The pastor will be involved in the suspension/expulsion process.

Teacher in Charge/Absence of Principal

When the principal is absent, the pastor is in charge. Normal situations will be handled by the administrative assistant, and one designated middle school teacher.

Harassment Policy

St. Bridget Parish School maintains a learning and working environment free of harassment. Our policy applies to all students, faculty, staff, administrators, members of the parish education committee, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. The policy applies whenever and wherever a school and/or catechetical program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

“Harassment” is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual’s performance or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

Procedure for Complaint:

1. Complainant gives complete form (available in school office) to school principal or pastor
2. Complaint is reviewed and investigated
3. Investigation results are shared with complainant

Right to Privacy

In carrying out the responsibility to maintain a safe and healthy environment, the principal is sometimes faced with a decision that requires balancing the school’s interest in conduct which constitutes a “search and sei-

zure” under the law against student’s interest in freedom from intrusion into his/her privacy. When making a determination that reasonable grounds exist for a search, the following factors will be considered and weighed in each instance:

1. The child’s age, history and school record.
2. The prevalence and seriousness in the school of the problem to which the search is directed.
3. The exigency of requiring the search without delay.
4. The probative value and reliability of the information used as a justification for the search.
5. The teacher’s (or administrator’s) prior experience with this particular student.

School Study Check Form

This form is given to inform parents that work is incomplete. It is to be signed by parents and returned to school along with the completed work. If the form is not returned, the parents will be contacted by the classroom teacher. *(See example at back of handbook.)*

Behavior Check Form

Behavior checks are given for a variety of undesired behaviors. If a student receives this form it is to be signed by parents and returned to school. For grades 4-8, three behavior checks received in one quarter will result in a detention. *(See example at back of handbook.)*

Detention

Detention time can be given as a result of 3 behavior checks or for a serious incident that occurs. The time is monitored by St. Bridget teachers and/or principal and may be held after school or on Saturday. Parents will be notified in writing as to the date/time/length of the detention. It is hoped that the consequence of a detention will change the undesired behavior. If not, the following will be used:

- 1st Detention Parents notified by phone.
- 2nd Detention Parent/student/teacher conference held
- 3rd Detention Suspension from selected activities, assemblies, recesses, field trips, athletics etc.

Playground Rules:

- Play, have fun, be safe.
- Make good choices.
- Follow directions of the playground supervisor(s).
- Playground equipment is for PreK through 5th grade only. Bigger students must watch out for younger students.
- Tag must be played in the grassy area and not on the playground equipment where children can collide or run into objects.
- Rocks and other hard objects should not be thrown.
- Balls should not be thrown or kicked in the direction of the building or the street.
- Stay outside unless permission is given by the playground supervisor to go back into the building. Younger students must be escorted by an older student. Return back outside in a timely manner.
- Snowballs and ice balls are dangerous and cannot be thrown at any person or any object.
- Playing near the bicycle rack, window wells, dumpster area, electrical power boxes/poles, and gas meter area is not safe. These areas are off limits.
- Stay inside fenced area. If a ball goes over the fence, notify the teacher.
- Line up according to homeroom when recess is done. Face forward, hands at your side, and waiting quietly.
- Enter and leave the building in a QUIET manner.
- Eating or chewing gum on the playground without permission is not acceptable.
- Dress for the weather. No boots, hats, mittens, snow pants = stay on blacktop in the area designated by the supervisor/teacher.
- Play safe in the snow: slide down the snow hills on your bottom; no sliding on ice; no pushing others off snow hills; no digging tunnels.
- No electronic equipment/games for Prek-5th grade. Ipods are allowed for middle school students if the volume is kept low enough to hear supervisor and music is appropriate.
- Only kind words. Inappropriate language will not be tolerated!

Consequences of playground rule violation:

1. Time alone at the playground wall (appropriate time to be determined by supervisor)
2. Loss of future recess time
3. Principal’s office

Cell Phones

Cell phones are not allowed for use during the school day. If students must have a cell phone, it must be turned off and kept in a locker or the office during the day. Cell phones may be confiscated by staff and returned at the end of or the following day depending on time of violation.

CO-CURRICULAR ACTIVITIES

Mass

All School Mass is normally Wednesday at 8:45 A.M. but varies with Holy days. Students should be dressed appropriately and more formally on Mass days. Jeans, shorts, and hooded sweatshirts will not be allowed on Mass days.

Library

St. Bridget Parish School does not have a central library; however, students will have library time at the River Falls Public Library as scheduled by each classroom teacher. Therefore, each student must have a River Falls Library card. Classes also have access to reading and resource materials within their individual classroom areas.

Band

Band is offered by the River Falls Public Schools for middle school students. Parents may be asked to provide before school transportation for students participating.

Field Trips

All field trips must be of an educational and/or cultural purpose and consistent with the St. Bridget Parish Mission Statement and St. Bridget Parish School Mission Statement. Classes take field trips as an opportunity for enrichment. Parents will always be notified of these trips and are often encouraged to participate. The school must have a field trip permission form signed by the parent/guardian or the student/s will need to remain at school during the field trip.

Field trips are a privilege, not a right. Problem behavior may necessitate excluding a student from a field trip. This includes any supervised and/or planned school event.

Unless special permission from the is requested and given, all field trips will be limited to a one-day event.

Volunteer Drivers

Parents volunteering to drive students for activities must have a Driver Information Sheet* on file in the school office as well as a Morals and Ethics Policy Form and should be aware of our school's policy concerning the use of private vehicles for transportation. St. Bridget's requires all volunteer drivers to meet the following standards:

- Driver's License – Each driver must have and carry a valid, current driver's license.
- Seat Belts – Each vehicle must have working seat belts for each occupant. Each driver must see that each passenger is fastened in properly.
- Insurance – Each driver must carry proof of auto insurance. The policy must be current and cover personal liability of all occupants. A volunteer driver is liable for all occupants of his or her vehicle.
- Emergency Medical Form – Each driver must carry the Emergency Medical Forms of the students assigned to his/her vehicle.
- Required diocesan training

* Please complete the Driver Information Sheet in advance of the activity date.

Special Services

Every effort is made to meet the needs of each student. St. Bridget's GOAL program will utilize early intervention strategies and provide opportunities for all learners. Some federal funding is available through the River Falls School District for the provision of special services including testing, consulting, and conferencing for students experiencing learning difficulties.

Student Athletics — Middle School

The goal of the athletic program is to teach students to have the utmost character both in and out of school. This is an additional component of the overall school curriculum and is under the guidance of the school administrator. All school policies and procedures apply to the athletic program.

Student Participation:

A student must maintain scholastic eligibility whereby maintaining a C- grade (at 75%) in each and every class and a passing grade in all electives. If a student is determined to be ineligible, a written notice stating the reason for the ineligibility will be sent to the parents, principal, and coach, and the student will not be allowed to participate in practice, athletic games or tournaments until a C- grade in each and every class and a passing grade in all electives is attained. The student will be placed on academic watch and will need to attain official grade information from the appropriate teacher to resume scholastic eligibility. A written form indicating that the student is once again maintaining a C- grade (75%) in each and every class and a passing grade in all electives must be submitted to the principal before resuming.

Students must have permission, both written and verbal, to participate in each sport. Also a waiver of liability form and medical release form must be completed before participation is allowed.

Each student should display a positive development of the mind, spirit and body in a non-violent, cooperative and respectful manner.

A current physical examination is required for interscholastic sports every two years. Proof of this must be turned into the office to be kept with the student's records. Parents also should sign an emergency medical care card in case it is needed.

Attendance at practices is required. If a student is absent from school due to an illness, he/she may not participate in a game that day.

The student's appearance must be one of respect and proper attire.

Inappropriate behaviors may result in disciplinary action as set by the school Discipline Policy.

All concerns regarding the coach/team should be brought to the coach first. If a solution is not reached the issue should be brought to the school principal.

Parents must complete a written consent for a student's participation in a game where travel is needed. All drivers must also complete a Diocese Driver Information Sheet.

All needed forms will be available at the onset of each season and/or in the in the school office.

Guidelines for Students, Coaches, Parents/Guardians:

The purpose of the St. Bridget Athletic program is to provide a fun, instructive and positive sporting environment where children can learn sportsmanship and the fundamentals of a sport, as well as other life skills that are consistent with the teachings of the St. Bridget Parish School community.

As a student, coach or a parent/guardian you are expected to exhibit the appropriate behaviors given each circumstance that you may encounter as a representative of the of St. Bridget Parish School.

All coaches, team members and family members are expected to be in control of their conduct/emotions and to conduct themselves in a professional and appropriate manner as they represent the teaching and beliefs of the school.

One of the main goals of the program is to teach the participants not only how to play a sport, but also how to exhibit a high degree of sportsmanship. We expect all of our coaches, volunteers, parents and student-athletes to set and reinforce those ideals both on and off the court.

Other than communication of encouragement and support, at no time should parents or athletes engage in communication with any player, coach or fans of either team or any game official during the contest. If a concern arises the communication should be funneled through the appropriate coach.

Under no circumstances should a parent/guardian or student-athlete engage in any verbal abuse or acts of intimidation with a player, coach or game official. Any violation of this rule should be brought to the attention of the coach.

The decision of all game officials are final and should be implemented as instructed as well as in the proper spirit. At no time is a parent/guardian or student-athlete to engage an official before, during or after a contest to protest a call or situation. Again, any concerns should be funneled through the appropriate coach.

At each event, practice and/ or game, it is everyone's responsibility to make every effort to ensure that safety is considered a priority. A parent or student-athlete should first report any observed behavior that is inconsistent with this policy to the coach and then to the Athletic Director. If action is not taken, the concern should be taken to the school principal.

Organizations/Committees/Programs

St. Bridget Parish Organizational Layout

Father Gerald Harris
St. Bridget Parish Council
St. Bridget Parish School Committee
Home and School Subcommittee • Marketing Subcommittee • Finance Subcommittee

St. Bridget Parish School Committee

Parish School Committee: Members of the Parish School Committee are appointed, with pastoral approval, by the chair of the pastoral council. The parish school committee will likely be consulted in the following areas concerning the school:

1. Planning-Establishment, formulation and review of school mission statement and strategic plan
2. Finances-Developing long and short range plans and means to finance ongoing educational programs
3. Development, including public relations and marketing
4. Evaluation-Determine whether long-range strategic plans are being met and determination of the committee's effectiveness
5. Selection and appointment of the principal

	Name	Email
Pastor:	<i>Father Gerald Harris</i>	pastor@stbparish.com
Principal:	<i>Sue Steckbauer</i>	principal@stbparish.com
Chairperson:	<i>Scott Lindall</i>	salindall@lbarlranch.com
Parish Representative:	<i>Deb Wulf</i>	deborah.wulf@uwrf.edu
Parent Representatives:	<i>Casey Loesch</i>	loesch1213@sbcglobal.net
	<i>Dan Swenson</i>	dkswenson1@comcast.com
	<i>Aimee Chard</i>	cchard@ceas.coop
	<i>Kim Davis</i>	ksndavis@gmail.com
	<i>Traci Willger</i>	tntwillger@gmail.com
	<i>Molly Miller</i>	mgdmiller@sbcglobal.net
	<i>Stephanie Laidlaw</i>	laid5laws@gmail.com

Home and School Subcommittee

This subcommittee develops the school /parent connection for St. Bridget Parish School. It is responsible for maintaining good communications between the home and school. It provides a way for parents to serve the school by volunteering at school functions. It offers parent education through organizing school meetings. It provides social activities so that parents will get to know other parents in the school. This committee reports to the Parish School Committee.

Marketing Subcommittee

The marketing committee works to promote St. Bridget Parish School, recruit new students to the school, and to retain current students. Student recruitment; public relations with alumni, St. Bridget Parish and the River Falls community; and educational programs are designed to develop a positive relationship with prospective families. This committee reports to the Parish School Committee.

Fundraising Subcommittee

The fundraising committee exists to raise funds to supplement the budget of St. Bridget School. This can be done by an organized effort of fundraising, grants, alumni programs, donation, and other money generating programs. This committee will coordinate a meeting with the Parish Financial Committee to review the overall financial picture of St. Bridget's School at least once a year. This committee reports to the Parish School Committee.

Scrip Program

The Scrip program is a valuable and effective fundraising tool that allows the school to receive a percentage of profit from purchased gift certificates. All K-8 families are asked to earn \$100 in SCRIP profit. Additional profit from the program is shared by the church and an organization of your choice.

Before and After School Program

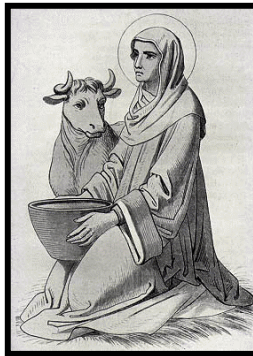
The Celtic Club offers safe and supervised care for before and after the regular school day. The program will be in session from 6:30-8:15 AM and 3:25-6 PM each day that school is in session. Students must be registered to attend. The cost of the program is \$3.50/hour with a minimum of 1/2 hour per session unless breakfast is purchased in which case the minimum charge is one hour.

St. Bridget Parish School Pledge

Today I promise to keep Jesus in my mind, on my lips, and in my heart.
I promise to always do my best and to treat everyone with respect and kindness.

I promise to take good care of everything God has given to me
and to have the courage to do what Jesus wants me to do.

Today I promise to live what St. Bridget Parish School teaches.



Holy St. Bridget,
Because you loved God
You shared what you had
With those who needed it.
Help us to be generous
And to love God as you did.
Please take care of our school.
St. Bridget, Pray for us!

Appendix

St. Bridget Parish School — Study Check Sheet (middle school)

Student Name _____ Date _____

Teacher _____

- _____ Missing assignments
- _____ Incomplete assignments
- _____ Missing necessary materials
- _____ Careless academic work
- _____ Not following instructions
- _____ Uncooperative during classroom activities
- _____ Inattentive in class
- _____ Late for class
- _____ Other _____

Parent Signature _____ Date _____

To be returned the following school day.

Maximum of one study check issued per subject per day regardless of number of items checked.

✓ St. Bridget Parish School Middle School Behavior Check ✓ 2011-2012

Student's Name: _____ Date: _____

Teacher giving behavior check : _____

REASON FOR BEHAVIOR CHECK

- | | |
|--|--|
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Chewing gum |
| <input type="checkbox"/> Name calling | <input type="checkbox"/> Cell phone violation |
| <input type="checkbox"/> Teasing | <input type="checkbox"/> Unnecessary rough play |
| <input type="checkbox"/> Being disrespectful | <input type="checkbox"/> Dress code violation |
| <input type="checkbox"/> Disturbing class | <input type="checkbox"/> PE uniform violation |
| <input type="checkbox"/> Talking back | <input type="checkbox"/> Failure to return a signed study check form
and completed assignment |
| <input type="checkbox"/> Misuse of property | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Throwing food/objects | |

Parent Signature: _____ Date: _____

Three (3) behavior checks received in one quarter will result in an automatic detention.

Our ultimate goal is to provide a learning environment at St. Bridget Parish School that promotes the core values of prayer, stewardship, community, respect, and responsibility — all of which contribute to a positive learning experience for our students and staff. Thank you for helping us to enforce these expectations with patience, firmness, and consistency.

Student Names:

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

I have read and discussed the St. Bridget Parish School handbook with my child/children. We are aware and will abide by all of the school policies and regulations that are contained in this handbook.

Parent Signature _____ Date _____