

*Catholic Values...  
21st Century Learning*

*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

## 2021-2022

***Our Core Values:***

***Respect, Responsibility, Prayer, Stewardship, Community, Excellence***

## **Mission Statement**

***St. Bridget Parish School is a welcoming, innovative Catholic community which focuses on faith, family, and individual academic excellence - fostering living examples of God's presence in our world.***

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 Religious and Independent Schools Accreditation.

## ***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**

8:00 a.m. — 4:00 p.m. (Monday- Friday)

### **School Hours**

8:40 a.m. — 3:40 p.m.

### **Lunch and Recess Times**

Lunch 1: 11:20 – 11:40

Lunch 2: 11:40 – 12:00

Lunch 3: 12:00 – 12:20

Lunch 4: 12:20 – 12:40

## Contents

General Information .....	7
Nondiscrimination Statement.....	7
Admission.....	7
Priorities for Enrollment .....	7
Arrival/Dismissal .....	8
Before and After Care Program .....	8
Lunch Program .....	8
School Calendar .....	8
Bus Transportation.....	8
Absenteeism and Tardiness .....	9
Attendance Requirements .....	9
Visitors and Volunteers.....	9
Change of Address/Home Information.....	9
Grievance Procedure.....	9
<b>Health &amp; Safety.....</b>	<b>11</b>
General Health .....	11
Immunizations.....	11
Medication Policy.....	11
First Aid .....	11
Insurance.....	11
Code of Pastoral Conduct .....	12
Mandatory Reporting Provisions .....	12
Right to Privacy .....	12
School-Community Relations.....	12
Crisis Management Plan .....	12
Evacuation Drills.....	12
School Closures/Unscheduled Release .....	13
Option C .....	<b>Error! Bookmark not defined.</b>
Asbestos .....	13

<b>Tuition &amp; Fees.....</b>	<b>14</b>
Registration and Tuition.....	14
Payment Options .....	14
SCRIP Program .....	14
Gala Donation .....	15
<b>Uniform Policy/Dress Code.....</b>	<b>16</b>
Uniform Policy (Kindergarten-4th Grade and All grades on Mass Days).....	16
Mass Days .....	16
Non-Uniform Attire .....	16
Casual/Spirit Fridays: .....	17
Seasonal Attire .....	17
Uniform Sources .....	17
Spirit Wear .....	<b>Error! Bookmark not defined.</b>
Implementation of Policies .....	18
<b>Behavior Expectations and Discipline.....</b>	<b>19</b>
Student Expectations .....	19
Discipline Policy.....	19
Harassment Policy.....	20
Behavior Check Form (5 <sup>th</sup> -8 <sup>th</sup> grade)Change to disciplinary action report .....	20
Detention .....	20
Suspension/Expulsion .....	21
School Study Check Form.....	21
Playground Rules: .....	21
Cell Phones.....	22
<b>Curriculum/Academics .....</b>	<b>23</b>
Curriculum.....	23
Safe Environment.....	23
Report Cards .....	23
Retention .....	23
Parent Teacher Conferences.....	23
Grading Scales.....	23

Diocesan Schools Testing .....	24
Homework and Make-Up Work .....	24
Student Records .....	24
Internet Use .....	24
Acceptable Use Policy .....	25
<b>Co-Curricular Activities.....</b>	<b>26</b>
Mass .....	26
Library .....	26
Band .....	26
Field Trips .....	26
Special Services .....	26
Volunteer Drivers .....	26
Student Athletics — Middle School .....	27
Student Participation in St. Bridget’s Sports Program or MMS Athletics .....	27
Guidelines for Students, Coaches, Parents/Guardians .....	27
<b>Organizations/Committees/Programs .....</b>	<b>29</b>
St. Bridget Parish School Organizational Layout .....	29
Parish School Executive Board .....	29
Home and School Committee .....	30
Marketing Subcommittee .....	30
Fundraising Subcommittee .....	30
<b>Appendixes.....</b>	<b>31</b>
Extended Day Program .....	31
School Calendar .....	<b>Error! Bookmark not defined.</b>
Medication Permission Form .....	<b>Error! Bookmark not defined.</b>
SCRIP Form .....	<b>Error! Bookmark not defined.</b>
Behavior Check.....	<b>Error! Bookmark not defined.</b>
Study Check.....	<b>Error! Bookmark not defined.</b>
Supply List .....	<b>Error! Bookmark not defined.</b>

# St. Bridget Parish School

135 E Division St.    📍 River Falls, WI 54022  
 Phone: 715-425-1872    📠    Fax: 715-425-1873  
 School Website: [www.saintbridgets.org](http://www.saintbridgets.org)

**Pastor:** Father Gerald Harris      715-425-1879 Ext. 103      pastor@stbparish.com

*If you have a concern with your child's education, the first step is to contact the teacher. If the teacher is unable to satisfy your concerns, the principal should be contacted next. If your concerns still have not been satisfied, the pastor should be contacted.*

## School Staff

Position	Name	Extension	Email
<b>Principal</b>	Mrs. Brenda Steward	201	principal@stbparish.com
<b>Office Assistant</b>	Mrs. Sarah Matzek	202	office2@stbparish.com
<b>Pre Kindergarten</b>	Ms. Latischa Ferg	205	prek@stbparish.com
	Ms. Caroline Husband	204	chusband@stbparish.com
	Mrs. Dannell Nordstrom	204	dnordstrom@stbparish.com
<b>Kindergarten</b>	Ms. Marissa Hines	206	mhines@stbparish.com
<b>First Grade</b>	Ms. Emily Cramlet	106	Grade1@stbparish.com
<b>Second Grade</b>	Mrs. Molly Hering	207	Grade2@stbparish.com
<b>Third Grade</b>	Ms. Michele Jarosch	208	mjarosch@stbparish.com
<b>Fourth Grade</b>	Mr. Vincent Pedavoli	213	Grade4@stbparish.com
<b>Fifth Grade</b>	Mrs. Emily Mueller	217	emueller@stbparish.com
<b>Middle School Math/Science</b>	Ms. Melissa Musselman	210	mmusselman@stbparish.com
<b>Middle School Language Arts/ Reading</b>	Mrs. Brenna O'Connor	212	mslangarts@stbparish.com
<b>Middle School Religion/ Social Studies</b>	Mr. Mike Leary	211	mleary@stbparish.com
<b>Reading Specialist</b>	Mrs. Mary Gribble	222	mgribble@stbparish.com
<b>Physical Education</b>			
<b>Music</b>	Mrs. Cheryl Richardson	214	music@stbparish.com
<b>Art</b>		219	
<b>School Kitchen</b>	Mrs. Esmirna Hojas	223	ehojas@stbparish.com
<b>Before/After Care</b>	Ms. Katie Musselman	216	musselka16@gmail.com
<b>Maintenance</b>	Mr. Mike Kongshaug	NA	maintenance@stbparish.com

## General Information

### Nondiscrimination Statement

St. Bridget Parish School 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 this school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our 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 our educational and employment policies and practices, except where they are in 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.

### 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.)
- Immunization record

Students should be four by September 1 to enter prekindergarten.

### Priorities for Enrollment

I. The maximum class size is 22 for grades 1-8, 24 for Kindergarten, 12 for PreKindergarten.

Maximums for the current school may vary due to social distancing preferences. The following priority levels will be used to determine acceptance into St. Bridget Parish School:

- A. Children who are currently attending St. Bridget Parish School and whose 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 St. Bridget Parish School.
  - d. Children without siblings currently or previously attending.

C. Children who are not members of the parish who wish to attend St. Bridget.

II. Any remaining vacancies in each of the grades/programs will be filled according to the date of the registration application.

III. Waiting List: a waiting list for a particular grade will be created whenever the number of applicants exceeds the maximum class size for that grade.

IV: Because of the size of our PreK program and the cap of 24 students in Kindergarten, it is extremely important to inform us of your plans for Kindergarten. Unfortunately we are restricted by our building's size and we cannot guarantee everyone in PreK a place in our

Kindergarten program.

### **Arrival/Dismissal**

School begins at 8:40 a.m. Students who walk or are dropped off should not arrive at school before 8:25 a.m. Parents may park in the lot when bringing students to the Before Care Program prior to 8:25 a.m. Between 8:25 and 8:40 parents may not park in the school lot. During this time, a drop-off loop is used, and parking causes congestion.

Dismissal time is 3:40 p.m. Parents may park in the school lot for dismissal time but must get out of their vehicle and escort their child/ren 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 written instructions to the office for the release of their child to someone other than the parent, including carpools and any other occasional temporary arrangements.

### **Before and After Care Program**

The Before/After Care Program offers safe and supervised care for before and after the regular school day (7:00 – 8:25 a.m. and 3:40 – 6:00 p.m.) each day that school is in session. Students must be registered to order to attend. The cost of the program is \$5.00/hour with a minimum half-hour charge per session. If breakfast is purchased, the minimum charge is one hour. Please see current guidelines on the registration form for more information (Appendix A). Before Care is not available on mornings when a delayed start is announced.

### **Lunch Program**

St. Bridget Parish School provides a nutritious hot lunch program for students and adults. The cost of lunch is reviewed annually and posted with the lunch menu. Free and reduced price lunches are available to households that qualify. If you feel your family is eligible for free/reduced lunch please complete the forms provided on Orientation Day and return to the school as soon as possible. Applications for free/reduced lunch will be taken at any time during the school year. Students who bring a cold lunch or who desire an extra milk may also purchase milk separately. Parents are welcome to eat with their children but need to contact the teacher or office first. **If you wish to eat hot lunch, please notify the office by 10:00 a.m.**

### **School Calendar**

St. Bridget Parish School follows the River Falls School District calendar in most cases with the exception of mandatory dates from the Diocese of Superior, such as the annual Fall Conference, and/or dates determined by the administration. Please see the school calendar for the exact dates.

### **Bus Transportation**

The River Falls Public School District provides 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 715-425-1808 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.



## Absenteeism and Tardiness

A parent/guardian should notify the office by 9:00 a.m. 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 unverified absences will be considered unexcused. Any student arriving **after 8:45 will be marked tardy. Students arriving after 8:50 must be signed into the office.** Arrivals after 11:30 a.m. 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 explanation 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. Parents should meet their child in the office to sign them out at the end of the day, or escort him/her into the office to sign in if arriving late.
- **Excused/ Unexcused Tardiness and Absences**—All absences and tardiness will be considered unexcused unless some form of communication, indicating the reason for the absence, reaches the school office. This may affect classroom grading and/or reward situations if unexcused absences/tardiness occur frequently.
- **Vacations**—Please make every effort to plan family vacations when school is not in session. The school calendar indicates vacation times. When that is impossible, please contact the classroom teacher to discuss missed work and assignments. Teachers are not required to give work ahead of time.

## 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.

## Visitors and Volunteers

Parental involvement is welcome at St. Bridget Parish School. If you would like to volunteer at the school, please contact your individual teacher or the school principal prior to your visit. The Diocese of Superior requires all volunteers in contact with children to complete a background check and BASE training. This training must be completed before the volunteer activity is to occur. All visitors need to sign in at the office prior to going to the classroom.

## 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.

## Grievance Procedure

Every attempt should be made to meet with the individual or school personnel 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.

**Diocesan Schools Relations with the Church**

The Catholic schools of the Diocese of Superior and those individuals and groups responsible for the directing and administering of these schools shall follow ecclesial (Canon) law pertinent to Catholic education and Catholic schools.

## Health & Safety

### General Health

Children who are ill should not be sent to school. Students must remain out of school for 24 hours after the last episode of vomiting or diarrhea, and for 24 hours from the time temperature returns to normal without fever-reducing medication, such as Tylenol. Children who need to be on an antibiotic for illness must have taken it for 24 hours prior to returning to school.

When students are sick or injured, the office will contact parents as necessary. This includes a temperature of 100 degrees or more, vomiting, or diarrhea. Suspected contagious conditions (pink eye, strep throat, rash, etc.) may warrant medical attention and therefore student removal from school. Parent of these students will be required to pick up their child within a reasonable amount of time to minimize exposure of other children and discomfort for their child. Please keep the school office informed of current emergency contact information.

### Immunizations

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). Wisconsin Student Immunization Law requires two doses of MMR and varicella (chickenpox) vaccine for students entering Kindergarten, and requires one dose of tetanus, diphtheria and a cellular pertussis vaccine (Tdap) for students entering 6<sup>th</sup> grade. For additional information, please contact your local clinic or go to [www.dhs.wisconsin.gov/immunization/index.htm](http://www.dhs.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 or Appendix C. Students are allowed to carry inhalers but medical consent is still required.

### First Aid

The health, safety, and well-being of students and staff will always be the primary concern of the school. St. Bridget Parish School will provide necessary equipment, in-service and procedure for first aid to students and staff.

### 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.

### **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 the document of conduct, pass a background check, and attend a one-hour BASE training. 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.

### **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 conducting a "search and seizure" 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 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 teachers (or administrator's) prior experience with this particular student.

### **School-Community Relations**

Relationships between St. Bridget Parish School and the River Falls community are valued. Efforts should be made to convey the goals and needs of the school to the area community as well as the benefits of the community to those involved with the school.

### **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.

### **Police Liason**

St. Bridget Parish School, the School District of River Falls, and the River Falls Police Department provides the services of a Police Liaison for the schools in the district. The goal of the Police Liaison is to have students see the officer as a positive, helping individual. The officer will also engage in crime prevention and investigation activities as needed.

### **Evacuation Drills**

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

possible. If necessary, teachers will take their class to the nearest safe location and notify police of that location.

### **School Closures/Unscheduled Release**

St. Bridget Parish School follows the River Falls Public School District for weather related delays and closings. Parents should consult news sources on TV and/or online -- KSTP, WCCO, Fox 9, or KARE 11. When early dismissal is called due to weather conditions, the school will follow the planned safety procedures indicated by the child's parent on the form supplied at Orientation Day.

### **Option C**

St. Bridget Parish School utilizes an online communication database called Option C to notify parents of school closings or delays. In the event of a school closing or late start, parents will be notified via phone call and/or text message to the phone number of their choice indicated on Orientation Day. Due to the automated nature of this service, parents should not rely solely on notification through Option C, but should also consult news sources if inclement weather occurs. Weather related delays or closures for St. Bridget Parish School will be indicated on news sources as River Falls Public Schools.

### **Asbestos**

A copy of our current *Asbestos Management Plan* is available in the school office and current reports are filed in the maintenance office.

## Tuition & Fees

### Registration and Tuition

Annual school registration is held in January for all returning and prospective students.

Application for Registration forms must be turned in to the school office by the deadline indicated form in order to retain a spot for the student. Priorities for enrollment can be found on page 1 of this document.

1. A pre-enrollment fee of \$100 per new family is due at the time of registration.
2. Tuition is \$3200.00 per child Kindergarten through 8<sup>th</sup> grade.
3. PreK tuition is \$4000.00 per year for full day five day and \$2750.00 for full day three days per week.
4. PreK students will receive a \$500 discount upon registering for Kindergarten the following year.
5. Tuition reimbursement is handled on a case by case basis and is not guaranteed.

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. Parents who anticipate difficulty meeting their tuition obligations have the responsibility for contacting the principal to discuss arrangements for tuition payments. Application for Tuition Assistance funds can be requested from the principal 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 PreK program.** Under no circumstances, will any student be registered for the next school year when there are outstanding bills for the family accounts.

### 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 10-month ACH withdrawals must be completed by August 1. 12-month ACH is available if paperwork is completed before June 15.

#### Multi-student Discount

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

### SCRIP Program

The SCRIP program is a valuable and effective fundraising tool that allows the parish/school to receive a percentage of profit from purchased gift certificates. All K-8 families are encouraged to earn SCRIP **profit** as a way to earn tuition rebates for the following year. See Appendix D.

**Gala Donation**

Each school family is required to donate an item or monetary donation to our annual Gala event in February. This is our largest school fundraiser of the year and thus we rely on each and every family to make this a success. This donation does not need to be purchased by the family but may be acquired from a local business and brought in to fulfill the requirement. More information regarding this is sent home each fall.

## 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. St. Bridget Parish School students in **kindergarten through fourth 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-4th Grade and All grades on Mass Days)

#### **Shirts**

*Polos, Oxford or Peter Pan Dress Shirts, Sweaters, Vests, Turtleneck and Sweatshirts*

Solid Colors: white, hunter green, or navy.

All shirts should be solid, collared, and without decoration. All apparel with the St. Bridget's logo is acceptable (though no hooded sweatshirts on Mass days).

#### **Jumpers, Skirts, Shorts & Skorts**

Colors: Campbell plaid, navy or khaki/tan.

Items may not be shorter than "finger-tip length". Undergarments should not be visible.

#### **Pants**

Colors: navy or khaki/tan.

Capris are acceptable in season but must be mid-calf length. Undergarments should not be visible.

#### **Footwear**

Tennis or casual shoes and socks must be worn and coordinate with the uniform.

Footwear should be fastened securely and sandals must have a strap around the back of the foot. 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.
- Unnatural hair color, hair ornaments, long dangling earrings, and pierced body parts other than ears will not be allowed. Hair style must not be a distraction to others.
- Make up is not allowed in grades Pre K -4. Make up may be worn modestly in MS and must not be a distraction to others.
- Belts are optional but must be black, brown, or navy blue leather or imitation leather.

#### **Mass Days**

- PreK: when attending Mass, asked to wear a polo shirt (white, hunter green or navy), dress pants/skirt or be in full school uniform.
- K-8<sup>th</sup> grade: will be in full uniform to promote a cohesive look to our student body. Middle School students are expected be in uniform all day on Wednesdays.
- Hooded sweatshirts and shorts are NOT allowed on Mass days.

#### **Non-Uniform Attire**

- Dress shirts that are a solid color, stripes or patterns and without commercial logos or inappropriate wording and/or images. Clothing with the St. Bridget's logo is allowed. Shoulders and midriff must be covered and undergarments must not be showing.



- Pants/Skirts in navy or khaki/tan. Blue jeans are acceptable with no holes, rips or tears, and must fit properly. Skirts must not be shorter than “finger-tip length”. If leggings are worn as pants, shirt must cover the student’s bottom. Sweatpants and Warm up pants are not allowed.
- Accessories, such as socks, shoes, belts, and headbands should coordinate with attire.
- Footwear should be fastened securely; no flip flops, slippers, crocs or shoes that pose a safety concern. No heels over two inches for Middle School or half-inch for PreK. Sandals must fasten around the back of the foot.

**Casual/Spirit Fridays:** will be announced and decided by the principal.

- Shirts with non-offensive pictures (animals, trucks, vacation sites, etc.), athletic organizations (swim club, basketball team, etc.), college emblems, and sports affiliations may be worn.
- All policies with regards to school inappropriate dress and modesty will still apply.

### Seasonal Attire

Dress shorts, capris, and sandals with a strap around the back of the foot may be worn by all students until October 1<sup>st</sup> and after May 1<sup>st</sup>. Sandals may be worn without socks during this time only. Shorts must be no shorter than “finger-tip length”. Girls are encouraged to wear leggings, tights, or shorts under skirts from October 1<sup>st</sup> to May 1<sup>st</sup>.

### Swimwear

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

### Uniform Sources

We encourage purchasing uniform pieces through the following sources.

- **Lands’ End:** <http://www.landsend.com/> **School Code: 900147778**
  - Lands’ End has a great selection of high-quality uniform pieces with an unmatched guarantee for their products. Returns are always accepted at any time for any reason, regardless of whether the item has been washed, worn, or embroidered. Guaranteed. Period.
  - Though ordering is online only, they offer free returns to any Lands’ End store.
  - Any purchases made with our school code result in a **1-3% cash-back reward to our school.**
  - In addition, Lands’ End offers one of the most generous **SCRIP rebates – 16%** of your gift card price will be credited toward your SCRIP requirement and helps earn you tuition credits for next year! **You may purchase this SCRIP at church.**
  - They offer school-logo embroidering and free hemming.
- **Other local retailers:** Solid-color uniform pieces may be found at many stores. Wal-Mart, Target, Old Navy, the Gap, Kohls, and JC Penney are a few examples of retailers who carry compatible uniform items.
- **River City Stitch** has a line of school spirit wear that can be ordered online and picked up in

their River Falls store. These are **not** uniform items, but are great for Casual/Spirit Fridays, and promoting your school pride at school events and around town. Go to <https://rivercitystitch.com/product-category/stb/> to order.

## 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 violation for all students will result in:

#### PreK-5:

##### 1<sup>st</sup> Offense\* –

- Parents will be notified in writing of the violation

##### 2<sup>nd</sup> 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.

##### 3<sup>rd</sup> Offense\* –

To be determined by principal

#### Middle School:

##### 1<sup>st</sup> Offense\* – verbal warning

##### 2<sup>nd</sup> Offense\* – behavior check

##### 3<sup>rd</sup> Offense\* – detention

\*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. If parents cannot be reached, appropriate clothing may be provided by the office.

## Behavior Expectations and Discipline

### Student Expectations

Students attend St. Bridget Parish School in order to learn respect, responsibility and grow in their spiritual development. It is important to celebrate students' growth towards becoming better Christian citizens as well as important for students to learn when their behavior departs significantly from this path. There will be consequences for student behavior that interferes with the attainment of these goals for the student and for others.

### Discipline Policy

The classroom teacher will establish his/her classroom discipline, routines and general management, emphasizing positive reinforcement, clarified expectations, and predetermined consequences. Teacher corrections may include verbal correction, temporary removal from class, denial of school activity, and/or sending to office.

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. We expect students, staff, and parents to:

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

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

- Verbal 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 notified.

#### Third Infraction

- Parent meeting with teacher.
- Development of behavior plan to bring about a positive change in student behavior.
- Detention (see p.15)

*(continued on next page)*

#### Fourth Infraction (and beyond) Options

- Student 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
  - 1-3 days in school but out of class; student responsible for all work missed.
  - 1-3 days out of school; student responsible for all work missed.
- Permanent removal from a class.
- Permanent removal from school.
- Referral to Police or Juvenile Authorities.

#### **Harassment Policy**

St. Bridget Parish School maintains a learning and working environment free of harassment. Our policy applies to all students, faculty, staff, and 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, and 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.

#### **Behavior Check Form (5<sup>th</sup>-8<sup>th</sup> grade)**

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 6-8, three behavior checks received in one quarter will result in a detention. (See Appendix E.)

#### **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:

- 1<sup>st</sup> Detention Parents notified by written form and phone as needed
- 2<sup>nd</sup> Detention Parent/student/teacher conference held
- 3<sup>rd</sup> Detention Suspension from selected activities, assemblies, recesses, field trips, athletics etc.

## **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.

**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.**

## **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. Variations of the form are used at different grade levels. (See Appendix F.)

## **Playground Rules:**

- Play, have fun, be safe.
- Make good choices.
- Follow directions of the playground supervisor(s).
- Playground equipment is for PreK through 5<sup>th</sup> grade only. Older students are asked to watch out for younger students when sharing the playground.
- 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.
- Snow, snowballs and ice balls are dangerous and may not 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 personal toys and/or electronic equipment/games/phones.

- Only kind words. Inappropriate language will not be tolerated.

**Consequences of playground rule violation:**

1. Verbal warning
2. Time alone/Think about time (appropriate time to be determined by supervisor)
3. Principal's office/Parents notified

**Cell Phones**

Cell phones are not allowed for use during the school day. This includes before school, during study hall, bathroom breaks and recess times. Office phones may be used to contact a parent/guardian. If students must have a cell phone, it must be turned off and kept in a locker or the office during the day. Any cell phone violation will result in the phone being confiscated by staff and returned at the end of the day. If confiscated at the end of the day, the cell phone must be stored in the office the following day. Two violations will require the phone to be turned into the office daily and may result in the inability to have a cell phone on school property.

**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 at least one teacher designated by the principal.

## 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, physical education and health, 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 with students approximately every 9 weeks. These cards are based on class work, assignments, tests, participation in class, and effort. Parents are notified in the E-Buzz when report cards are being sent home. Kindergarten students do not receive a report card the first quarter. PreK students use a developmental continuum which documents progress from fall to spring. (See grading scale).

### 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 spring. Conferences are also available as requested by the teacher, parent, or student. Parents are encouraged to contact teachers whenever a need arises.

### Grading Scales

#### PreK

- 1 = Beginning
- 2 = Developing
- 3 = Secure

#### K through 3<sup>rd</sup> grade

- 4 = Exceeds grade level standards
- 3 = Meets grade level standards
- 2 = Progressing toward standards
- 1 = Beginning to understand
- + = Exceeds expectations
- S = Satisfactory
- = Minimally meets expectations

#### 4<sup>th</sup> –Middle School

- A+ 98-100
- A 94-97
- A- 90-93
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 63-66
- D- 60-62
- F 59 and below.

#### Middle School

- A 95-100
- A- 93-94.9
- B+ 91-92.9
- B 87-90.9
- B- 85-86.9
- C+ 82-84.9
- C 78-81.9
- C- 75-77.9
- D+ 73-74.9
- D 69-72.9
- D- 67-68.9
- F 66.9 and below

## Diocesan Schools Testing

Each Catholic school in our Diocese shall administer, at minimum, two times a year the Measures of Academic Progress (MAP) in at least three consecutive grades. MAP is a state-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning, as well as, make student-focused, data-driven decisions.

## Homework and Make-Up Work

Homework is a meaningful experience. Students approximately 10 minutes grade level (10 minutes for sixth grade). Whenever supplement, complement, teaching and learning. The homework to be

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

part of the learning should expect of homework each night per first grade; 60 minutes for homework is given, it will or reinforce classroom teacher expects the 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. All printing of homework is to be done at home.

## 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.





## **Acceptable Use Policy**

A nonrefundable \$100.00 technology fee is required for students in grades 3-8 to use a Chromebook. The fee is used to cover technology upgrades and damages.

### **Using the computer is a privilege.**

St. Bridget Parish School Students are expected to be responsible and follow these rules:

1. I promise to use the internet and computers for educational purposes.
2. I promise to only use the computers and internet after obtaining my teacher's permission.
3. I will only use the bookmarked sites or those given by my teacher unless my teacher or another authorized adult supervises my use.
4. I promise to ask for help if I don't know what to do.
5. I will not use email without permission.
6. I will not print without permission.
7. I will not enter chat rooms or use instant messaging at school.
8. I will respect and follow the copyright laws of software, and I will not download any software onto the school's computers.
9. I will respect all school hardware and never load any unauthorized software. I will not damage any equipment or its contents.
10. I will tell my teacher right away if I come across any information that makes me feel uncomfortable. I will not send, store, or access any material that is inappropriate, harassing, obscene or offensive.
11. I will not trespass into anyone else's files, folders, or work.
12. I understand network files are not private. Network administrators and teachers may view the contents at any time to maintain system integrity
13. I will not use school computers to buy, sell or trade anything.
14. I will never send personal information about myself or anyone else including phone numbers, pictures, names, addresses, email addresses.
15. I will not do anything to damage or interfere with the school's access to any data, communications, systems, files or passwords.
16. I will not change the computer settings including screen saver.
17. I promise to keep my computer station neat and ready for the next user.
18. I understand that all school rules apply while I am using the internet and computers. If I do not follow these rules, I will lose my privileges, be subject to disciplinary action, and may need to attend a meeting with my parents, teacher, principal and other proper authorities.

## Co-Curricular Activities

### Mass

School Mass is normally Wednesday at 9:00 a.m. but varies with Holy days and other school events. We encourage parents and other family members to attend Mass with us whenever possible.

### 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. A permission form is required to attend the library and will be given by the teacher.

### 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. Transportation during the school day is contracted with the River Falls School District, and the cost paid for by St. Bridget Parish School.

### Field Trips

All field trips are of an educational and/or cultural purpose and consistent with the St. Bridget Parish Mission Statement. Classes take field trips as an opportunity for enrichment. Parents will always be notified of these trips in advance. 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. Problematic behavior may necessitate excluding a student from a field trip. This includes any supervised and/or planned school event. Parents may choose to have their student opt out of a field trip; however, it is their responsibility to pick the student up from school while the field trip is occurring, and the student will be counted as absent.

### Special Services

Every effort is made to meet the needs of each student. 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. The teacher, principal, and parents will work together to ensure students needing assistance will be properly evaluated by RFSD.

### Volunteer Drivers

Parents volunteering to drive students for school activities must have a Driver Information Sheet and Diocesan Parent/Legal Guardian Permission Slip and Indemnity Agreement on file in the school office. A background check and BASE training must also be on file, and the volunteer driver should be aware of our school's policy concerning the use of private vehicles for transportation. Please complete this necessary paperwork in advance of the activity date. 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.

### **Student Athletics — Middle School**

In conjunction with the River Falls School District, St. Bridget students may participate in extracurricular programs sponsored by the River Falls School District ONLY if that program is not provided at St. Bridget. WIAA regulations are followed as well as St. Bridget scholastic eligibility requirements. The RFSD athletics handbook and other documents can be found at <http://www.rfsd.k12.wi.us/schools/meyer/ms-athletic-forms.cfm>.

### **Student Participation in St. Bridget's Sports Program or MMS Athletics:**

A student must maintain scholastic eligibility as stated in the basketball handbook as well as student & parent agreement. 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 eligibility is attained. Students, parents and coaches will be notified when eligibility is determined.

- 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 recommended. Parents must provide emergency medical care information 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 or a practice 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 school office.

### **Guidelines for Students, Coaches, Parents/Guardians:**

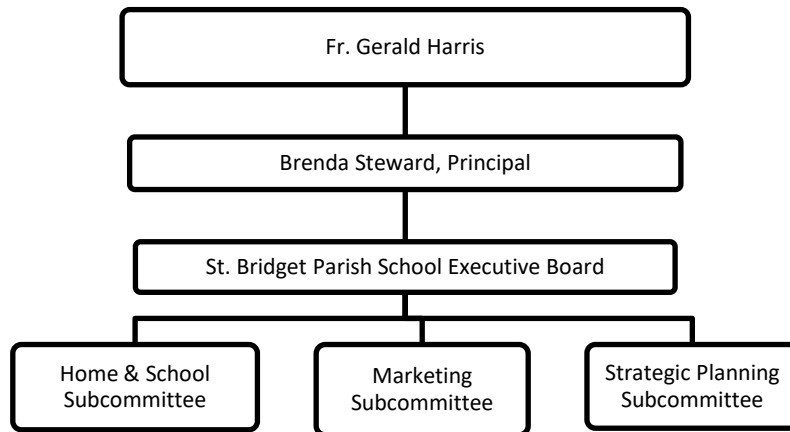
The purpose of the St. Bridget Athletic program is to provide a fun, instructive and positive sporting environment where children can learn sportsmanship and the fundamentals of a sport, as well as other life skills that are consistent with the teachings of the St. Bridget Parish School community.

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 school principal.

## Organizations/Committees/Programs

### St. Bridget Parish School Organizational Layout



#### Parish School Executive Board

Members of the Parish School Executive Board are appointed by the principal, with pastoral approval. This 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

#### **2021-2022 Executive Board Members**

**Pastor:** *Father Gerald Harris*

[pastor@stbparish.com](mailto:pastor@stbparish.com)

**Principal:** *Brenda Steward*

[principal@stbparish.com](mailto:principal@stbparish.com)

**Parish Administrator:** *John Hueg*

[parishadmin@stbparish.com](mailto:parishadmin@stbparish.com)

**Parent Representatives:** *Eileen Baldeshwiler  
Angie Gasior  
Drew Rohl*

**Home and School Committee**

This subcommittee develops the school /parent connection for St. Bridget Parish School. It is responsible for maintaining good communication 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 Executive Board.

**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 Executive Board.

**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 Executive Board.

## Appendixes

### Extended Day Program Appendixes

# Appendixes

## Extended Day

### St. Bridget Parish School Before/After Care Program

### Family Registration Form 2021 – 2022

*(Please complete a new form each year).*

STUDENT LAST NAME	FIRST NAME	MI	GRADE*	GENDER	BIRTHDATE

\*List PreKindergarten as PreK, Kindergarten as K, Grades as 1 – 8 (List grade for Fall 2020)

MOTHER'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

MOTHER'S WORK PLACE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

PHONE DURING EXTENDED HOURS: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FATHER'S WORK PLACE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

PHONE DURING EXTENDED HOURS: \_\_\_\_\_

## Before School Care Schedule

☐ \_\_\_\_\_ Days/Week (Please indicate days and arrival time below.)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ARR	ARR	ARR	ARR	ARR

☐ Occasional Program Use Only

## After School Care Schedule

☐ \_\_\_\_\_ Days/Week (Please indicate days and departure time below.)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DEP	DEP	DEP	DEP	DEP

☐ Occasional Program Use Only

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-- OVER --



I give permission for St. Bridget Parish School Before/After Care Program staff to contact my child's doctor/dentist in the case of an emergency.

Child's doctor \_\_\_\_\_ Phone \_\_\_\_\_

Child's dentist \_\_\_\_\_ Phone \_\_\_\_\_

The following two (2) people are authorized and willing to take responsibility for my child/ren in the case of an emergency, and are authorized to pick my child/ren up from school when I cannot be reached:

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

**Persons NOT AUTHORIZED to take your child from the program (if applicable)**

Name	Reason
_____	_____
_____	_____
_____	_____

X

X

Parent/Guardian Signature

Date

School Calendar (See attachment)

## Medication Permission Form

### St. Bridget Parish School MEDICATION CONSENT FORM

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Grade: \_\_\_\_\_

In event that your child becomes ill or needs medication administered at school (prescription medication and/or over-the-counter medications such as Tylenol, cough medicine, cough drops, etc.), please sign below giving your consent that your child may be given medications as necessary. **Absolutely no medication will be administered to a student without written medication orders from a parent or physician.**

- ☐ **Prescription Medication:** All prescribed medications continue to need to be brought to school in a legible, pharmacy labeled container, with specific instructions for correct dosage.
- ☐ **Over-The-Counter Medication:** Parents must supply the student's over-the counter medication in its original manufacturer's packaging with ingredients and recommended therapeutic dose listed with their student's name written on it. Students may not carry these on their person or in their backpack---they must be turned into the office for dispensing with this accompanying completed parent medication consent form.

All unused medication must be picked up at school by parent in the school office. Any medication not picked up by the last day of school will be disposed of by school personnel.

Any student who is in need of carrying an inhaler or Epi-pen must have a separate form signed by licensed prescriber/physician signature (ask at school office for this form).

Prescription Medications				Make contact with parent for the following reasons:
Medication Name	Dose	Frequency/Time	Duration	
			From: To:	
			From: To:	
			From: To:	

<b>Over The Counter Medications – PRN (as needed)</b>				Make contact with parent for the following reasons:
Medication Name	Dose	Frequency/Time	Duration	

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCRIP Form



We are pleased to (Catholic Values... 21st Century Learning) Support our School! offering SCRIP program incentives for our school families!

For the 2021-2022 school year:

- All school families are strongly encouraged to participate in the SCRIP program to reduce future tuition cost and help fund the parish subsidy supporting our commitment to Catholic education for our children.
- SCRIP orders and payment may be turned in at school and filled orders may be sent home with students.
- There is no longer a minimum rebate requirement or fee to not participate.

### ***Ways to Purchase SCRIP:***

- 1. Fill out a family sign-up sheet.** This sheet tells us that you are participating in the SCRIP program. The form is available in the school office, church office, or on the parish website.
- 2. Complete an order form.** Order forms list all of the gift cards we currently have on hand. These forms are available outside the church office, at the school office or on our website.
- 3. Present your order form and payment to receive your cards/certificates.**
  - **CHURCH OFFICE DROP BOX:** \$CRIP orders (front side of order form only) are due by 4 pm on Thursdays and are filled on Fridays.
  - Completed orders will be available the following week for pickup during these hours:
    - **Wednesday: 1pm – 3pm (at Church Office)**
    - **Weekends: before and after Sat 5 PM and Sun 9:30 and 11 AM Masses.**
    - **By appointment at the church office (call church office for appointment)**
  - **AT SCHOOL:** SCRIP orders (front side of order form only) that are dropped off during the week, and before 4pm Thursday, will be filled on Friday and sent home with your child.
  - Orders received on Friday will be sent home the following Friday. **Families giving permission for SCRIP to be sent home with students must complete the form giving that permission.**
- 4. Use SCRIP every day and support our parish at no extra cost to you.** SCRIP is available for over 600 vendors. SCRIP is used in the same manner as a gift card/certificate. You may also use SCRIP when shopping online.

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 |
| <input type="checkbox"/> Misuse of property    | and completed assignment   |
| <input type="checkbox"/> Throwing food/objects | <input type="checkbox"/> Other _____                                 |

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

---

**St. Bridget Parish School**  
**Middle School Study Check Sheet**

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.

## Supply List

## KINDERGARTEN

- ☐ 1 backpack large enough to hold a two-pocket folder, shoes, artwork, and lunch box - (label)
- ☐ 2 containers of disinfecting wipes (if available to purchase)
- ☐ 1 package of baby wipes
- ☐ 2 boxes of Kleenex
- ☐ 1 box Ziploc bags, sandwich size
- ☐ 1 large pink eraser
- ☐ 6 large Elmer's glue sticks
- ☐ 1 Fiskar kids' scissors
- ☐ 1 bottle of white Elmer's school glue
- ☐ 1 box of washable, classic colors, thick markers
- ☐ 1 box of washable, classic colors, thin markers
- ☐ 1 24-count Crayola crayons
- ☐ 1 12-count box colored pencils
- ☐ 1 8-count watercolor paints
- ☐ 12 new #2 pencils (sharpened)
- ☐ 4 thin dry erase markers (black)
- ☐ 1 wide-rule notebook, any color (not a composition notebook) (label)
- ☐ 1 pair of tennis shoes for Physical Education (Laces or Velcro – no slip-ons or black soles. Will be left at school. Please label)
- ☐ 6-7 qt. clear plastic shoebox w/lid (no pencil boxes) Label with student name or initials.
- ☐ Note: For rest time children should bring their rest mat & tub that was provided in PreK. If attending St. B's for the first time, a new rest mat will be provided for you.

## GRADE 2

- ☐ 1 box of Ziploc bags – sandwich size
- ☐ 1 package baby wipes
- ☐ 1 pkg. disinfecting wipes (**not baby wipes**)
- ☐ 1 box of Kleenex
- ☐ 1 package of glue sticks
- ☐ 1 8-oz. bottle of Elmer's glue
- ☐ 1 box of washable, classic colors, thick markers
- ☐ 1 box of washable, classic colors, thin markers
- ☐ 1 48-count box of crayons
- ☐ 1 24-count box colored pencils
- ☐ 24 #2 pencils (sharpened)
- ☐ 1 package of red pens
- ☐ 4 thin dry erase markers (black)
- ☐ 1 pair of scissors
- ☐ Ruler – cm. and in. (non-flexible)
- ☐ 4 wide-rule spiral notebooks
- ☐ 1 package wide-line loose-leaf paper
- ☐ 2 folders, any color or design
- ☐ 6-7 qt. clear plastic shoebox w/lid (no pencil boxes). Label with student name or initials.
- ☐ 1 pair of tennis shoes for Physical Education (Laces or Velcro – no slip-ons or black soles. Will be left

## ART – K-8

- ☐ Sketchbook (blank paper, notebook-sized or smaller, please label)
- ☐ 1 package disinfecting wipes or baby wipes (per family)

## SPECIALISTS/SHARED AREAS:

### (Art, Music, Computer Labs, GOAL, Office)

- ☐ Box of tissues (1 per family)  
Collected tissues will be shared with these areas.

## PHYSICAL EDUCATION GRADES 5-6-7-8

- ☐ Tennis shoes (Laces that tie tightly – no slip-ons and no black soles.)
- ☐ Shorts
- ☐ Shirt (purchased through school)
- ☐ Deodorant
- ☐ Comb/brush

### GRADE 3

- ☐ 1 pkg. disinfecting wipes (**not baby wipes**)
- ☐ 2 boxes of Kleenex
- ☐ 4 glue sticks
- ☐ 1 4-oz. bottle of Elmer's glue
- ☐ 1 box washable, classic colors, thick markers
- ☐ 1 box washable, classic colors, thin markers
- ☐ 2 fine point dry erase markers (black)
- ☐ 1 48-count box of crayons
- ☐ 1 24-count box of colored pencils
- ☐ 36 pencils (sharpened)
- ☐ 2 red pens
- ☐ 2 large erasers
- ☐ 1 pair of scissors
- ☐ Ruler – cm. and in.
- ☐ 3 wide-rule spiral notebooks (one each: blue, red, green)
- ☐ 1 composition notebook (non-spiral bound)
- ☐ 1 package of wide-line loose-leaf paper
- ☐ 1 1 ½" 3-ring binder
- ☐ 3 folders (one each: blue, red, green)
- ☐ 6-7 qt. clear plastic shoebox w/lid (no pencil boxes). Label with student name or initials.
- ☐ 1 pair tennis shoes for Physical Education (Laces or Velcro – no slip-ons or black soles. Will be left at school. Please label)

### GRADE 4

- ☐ 1 container disinfecting wipes (**not baby wipes**)
- ☐ 2 boxes of Kleenex
- ☐ 3 glue sticks
- ☐ 1 4-oz. bottle of Elmer's glue
- ☐ 1 box of washable, classic colors, thin markers
- ☐ 4 fine point dry erase markers (any color)
- ☐ 2 ultra-fine point Sharpie markers (black)
- ☐ 1 highlighter
- ☐ 1 box of crayons, 24 or 48 count only
- ☐ 1 24-count box colored pencils
- ☐ 36 pencils (sharpened)
- ☐ 2 ball-point red pens
- ☐ 3 large erasers
- ☐ Scissors
- ☐ Ruler – cm. and in. (measuring to 1/8")
- ☐ 5 single-subject spiral notebooks (one each: red, yellow, blue, green, purple)
- ☐ 1 ½" 3-ring binder
- ☐ 3 two-pocket folders
- ☐ Calculator (basic functions)
- ☐ 6-7 qt. clear plastic shoebox w/lid (no pencil boxes). Label with student name or initials.
- 1 pair tennis shoes for Physical Education (Laces only; no black soles. Will be left at school. Please label)

### MIDDLE SCHOOL: GRADES 5-6-7-8

#### Homeroom use

- ☐ 1 package of disinfecting wipes (**not baby wipes**)
- ☐ 2 boxes of Kleenex
- ☐ 5-8 dry erase markers

#### Personal use

- ☐ 3 glue sticks (school & home projects)
- ☐ Markers (to be used for school & home projects – 1 box sufficient)
- ☐ Scissors
- ☐ Ruler – cm. and in
- ☐ 3 different colored highlighters
- ☐ Colored pencils (to be used for school & home projects – 1 box sufficient)
- ☐ Pencils/erasers (NO PENS OR ERASABLE PENS FOR MATH)
- ☐ 5+ Pens of each: blue, black, and red
- ☐ 6 single-subject spiral notebooks (one each: red, yellow, blue, green, purple, black) May need additional later in the year.
- ☐ 1 additional notebook (any color or design)
- ☐ 6 two-pocket PLASTIC folders (one each: red, yellow, blue, green, purple, black)
- ☐ 1 additional folder (any color or design)
- ☐ Calculator (preferably TI-30 or TI-34)
- ☐ Assignment notebook - grades 7 & 8 (6th graders are required to use a school-issued assignment book. 7th & 8th grade students may purchase one from school for \$5)
- ☐ 2 book covers
- ☐ Mouse for Chromebook (wireless preferred)
- ☐ River Falls Public Library card
- ☐ (Optional) Combination lock (no keys)
- ☐ Hand sanitizer to keep in locker
- ☐ Locker shelf (optional but highly recommended)
- ☐ USB headphones/earbuds to use with Chromebook
- ☐ Pouch or container to hold school supplies (such as pencils, scissors, etc.) to transport from locker to classrooms. A 6-quart plastic shoebox is too large to fit in a locker, so zippered pouches or multiple pencil cases are recommended.

### MUSIC – 4-8

- ☐ 1 spiral notebook (wide or college ruled)



***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!