

*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

2023-2024

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. — 3:45 p.m.

Lunch and Recess Times

11:30-12:30

Introduction

St. Bridget Parish School is a Catholic School in the Diocese of Superior. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all teachers, staff, parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

The Diocese of Superior is committed to the ongoing Catholic formation of its people. This formation looks forward toward the person's final end, and at the same time, toward the common good of society. Catholic education is fostered so that individuals can develop their physical, moral, and intellectual talents; acquire a more perfect sense of responsibility and a correct use of freedom; and be educated for active participation in social life.

The Diocesan Department of Catholic Formation has the charge of creating and maintaining programs of Catholic formation and education on the diocesan level. (Diocese of Superior 1100DP)

In all this, as an extension of the Diocese of Superior, St. Bridget Parish and School also maintain this commitment.

The Catholic schools of the Diocese of Superior admit 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. They 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 4.2 a.) They furthermore do not discriminate on the basis of sex in their educational and employment policies and practices, except where they are exempt from 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.

Defining Characteristics of a Catholic School

The Defining Characteristics flow directly from the Holy See's teaching on Catholic schools as compiled by Archbishop J. Michael Miller, CSB (*The Holy See's Teaching on Catholic Schools*, 2006), and from statements by Pope Benedict XVI and the American bishops. These characteristics define the deep Catholic identity of Catholic schools and serve as a platform on which the accreditation of the school rests.

Centered in the Person of Jesus Christ Catholic education is rooted in the conviction that Jesus Christ provides the most comprehensive and compelling example of the realization of full human potential. (*The Catholic School*, 34, 35) In every aspect of programs, life, and activities, Catholic schools should foster a personal relationship with Jesus Christ and communal witness to the Gospel message of love of God and neighbor and service to the world, especially the poor and marginalized. (Miller, 2006, pp. 25–26)

Contributing to the Evangelizing Mission of the Church By reason of its educational activity, Catholic schools participate directly and in a privileged way in the evangelizing mission of the church (*The Catholic School*, 9; *The Catholic School on the Threshold of the Third Millennium*, 5, 11; *The Religious Dimensions of Education in a Catholic School*, 33). As an ecclesial entity where faith, culture, and life are brought into

harmony, the Catholic school should be a place of real and specified pastoral ministry in communion with the local Bishop. (The Catholic School, 44; The Catholic School on the Threshold of the Third Millennium, 14; The Religious Dimension of Education in a Catholic School, 34;) The environment in Catholic schools should express the signs of Catholic culture, physically, and visibly (The Religious Dimension of Education in a Catholic School; Miller, 2006, p. 40).

Distinguished by Excellence Church documents, history, and practices, supported by Canon Law, establish that first and foremost a Catholic school is characterized by excellence. Consistent with the defining characteristics, Catholic schools should implement on-going processes and structures and gather evidence to ensure excellence in every aspect of its programs, life, and activities (Gravissimum Educationis 8 and 9; Code of Canon Law, Canon 806 #2).

Committed to Educate the Whole Child Catholic school education is rooted in the conviction that human beings have a transcendent destiny, and that education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child. Catholic schools should develop and implement academic, co-curricular, faith-formation, and service/ministry programs to educate the whole child in all these dimensions (The Catholic School, 29).

Steeped in a Catholic Worldview Catholic education aims at the integral formation of the human person, which includes “preparation for professional life, formation of ethical and social awareness, developing awareness of the transcendental, and religious education” (The Catholic School, 31). All curriculum and instruction in a Catholic school should foster: the desire to seek wisdom and truth, the preference for social justice, the discipline to become self-learners, the capacity to recognize ethical and moral grounding for behavior, and the responsibility to transform and enrich the world with Gospel values. The Catholic school should avoid the error that its distinctiveness rests solely on its religious education program (Miller, 2006, pp. 43–45, 52).

Sustained by Gospel Witness Catholic schools pay attention to the vocation of teachers and their participation in the Church’s evangelizing mission. (The Catholic School on the Threshold of the Third Millennium, 19; Lay Catholics in Schools, 37) A Catholic educator is a role model for students and gives testimony by his or her life and commitment to mission (Benedict XVI, June, 2005; Miller, 2006, p. 53). As much as possible, Catholic schools should recruit teachers who are practicing Catholics, who can understand and accept the teachings of the Catholic Church and the moral demands of the Gospel, and who can contribute to the achievement of the school’s Catholic identity and apostolic goals, including participation in the school’s commitment to social justice and evangelization. (United States Conference of Catholic Bishops, National Directory for Catechesis, 231)

Shaped by Communion and Community Catholic school education places an emphasis on the school as community—an educational community of persons and a genuine community of faith. (Lay Catholics in Schools, 22, 41) Catholic schools should do everything they can to promote genuine trust and collaboration among teachers, with parents as the primary educators of their children, and with governing body members to foster appreciation of different gifts that build up a learning and faith community and strengthen academic excellence (Lay Catholics in Schools, 78). The Catholic school should pay especially close attention to the quality of interpersonal relations between teachers and students, ensuring that the student is seen as a person whose intellectual growth is harmonized with spiritual, religious, emotional, and social growth (The Catholic School on the Threshold of the Third Millennium, 18).

Accessible to All Students By reason of their evangelizing mission, Catholic schools should be available to all people who desire a Catholic school education for their children (Gravissimum Educationis, 6; Code of Canon Law, Canons 793 #2; Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, Introduction). Catholic schools in concert with the Catholic community should do everything in their power to manage available resources and seek innovative options to ensure that Catholic school education is geographically, programmatically, physically, and financially accessible.

Established by the Expressed Authority of the Bishop Canon Law states, “Pastors of souls have the duty of making all possible arrangements so that all the faithful may avail themselves of a Catholic education” (Code of Canon Law, Canon 794). Bishops need to put forward the mission of Catholic schools, support and enhance the work of Catholic schools, and see that the education in the schools is based on principles of Catholic doctrine (John Paul II, Pastores Gregis, 52). Catholic schools have a formal and defined relationship with the Bishop guided by a spirituality of ecclesial communion, and should work to establish a relationship marked by mutual trust, close cooperation, continuing dialogue, and respect for the Bishop’s legitimate authority (Code of Canon Law, Canon 803 #1 and #3; Miller, 2006, p. 33).

Catholic Statement of Faith

Profession of Faith

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

We believe that:

- Every human being is created in the image and likeness of God.
- Every human being is in need of salvation, on account of original sin, and our own personal sin.
- God deeply desires that we enter back into relationship with Him and accomplish the work of our redemption in Jesus Christ.
- Baptism is the necessary means of salvation.
- God’s Ten Commandments provide a moral compass – an ethical standard to live by.
- The Holy Trinity is made up of three persons – God the Father, God the Son, and God the Holy Spirit.
- The body and soul are united for each human being.
- The seven sacraments are outward signs that Christ instituted to give us grace.
- We should use tangible symbols that the five senses can recognize to be reminded of an invisible reality – the delivery of divine grace which is God’s gift of unconditional love.
- The Holy Eucharist is:

- A sacrifice because Jesus, the Son of God, is being offered by the priest to God the Father during Consecration at Mass.
- A sacred banquet because it is food and nourishment for the soul.
- The Blessed Sacrament because it is Christ himself – His real, true body and blood, soul and divinity, and substantial presence.
- The Bible is the inspired, error-free and revealed Word of God.
- God also speaks definitively to His faithful through the teaching authority of the Church.

A Brief History of St. Bridget Parish

St. Bridget Church of River Falls traces its roots back to the year 1854, when the first permanent Catholics settled here. That was just six years after Joel Foster, founder of the town arrived. The first Catholic settlers acquired government land just south of the present city of River Falls.

There was no Catholic church for the early settlers. Instead they attended Masses at Prescott or Hudson and later at Big River, where a Bohemian settlement had built a church in 1862. The River Falls Catholics gathered in homes when they weren't able to make the long trip by buggy, wagon or bobsled to neighboring towns.

The first Catholic Church was built about seven miles east of River Falls in 1870. Masses were held on an irregular basis, whenever a missionary priest or one from Hudson could come.

Soon the Catholics saw a need for a larger church. A two-year fund drive brought in \$2,000 and construction of the 36 by 70-foot white frame church began on the site of the present church building. The first church was dedicated to St. Brigid, the patron saint of Ireland. The new church was paid for by the day it was dedicated.

The first resident pastor arrived in 1887. He lived in a rented house on Fourth Street until a new rectory was built just east of the church. The small parish was hard pressed to pay off the \$2,700 debt on the new rectory. That rectory served the pastors here until the current church was built and the rectory was moved in 1983 to Union Street. Later the rectory was sold and a smaller house on Union Street was purchased for the pastor's residence.

By 1889, the growing parish saw the need for a larger church building. The 40 families of the parish approved plans for a 42 by 90 foot structure that would serve the parish until it was demolished in June, 1984 to make way for the present church building. The old white frame church was sold to the Lutheran congregation here for \$385 and was moved to a site on Second Street where it served as a Lutheran church.

In 1892, St. Bridget's Cemetery plot was purchased on the south side of River Falls. The spelling of the church name was changed during the 1890's to BRIDGET, still honoring the patron saint of Ireland.

The non-Catholics of River Falls donated the money to buy a 1,000-pound bell for the new St. Bridget Church in 1897. Today that bell hangs in the bell tower of the new St. Bridget's Church, carrying over the fine ecumenical spirit of the community of River Falls dating back over 100 years.

Plans began in the 1940's to add a Catholic elementary school. The building was completed in 1951 at a cost of \$150,000 and opened that fall with four Sisters of St. Joseph Order of Superior teaching grades 3, 4, 5 and 6. There were 79 students enrolled. The following year there were 130 students. Enrollment in the eight grades peaked in the 1960's with over 300 students in each of the next six years, with the top enrollment being 323 in 1961-62. In 1957, the first lay teacher was hired. More lay teachers were added in the following years as the number of nuns available declined. Kindergarten in 1975, with Pre-School added in 1992. The current school enrollment is approximately 155 students.

A \$135,000 gym and classroom addition was added onto St. Bridget's School and a \$90,000 convent (now used as a Parish Education Center) was added in the 1950's. The church was remodeled in 1959 and again in 1969.



*Holy Saint Bridget, because you love 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.
Saint Bridget, Pray for us!*

The school employs a full time principal, 16 teachers, a secretary, kitchen staff, several Before and After Care workers, and a maintenance person.



In July, 1971, Fr. Dennis Meulemans was appointed pastor of St. Bridget's. He was told by the bishop of Superior to get the parish thinking about building a new church because of structural weakness in the church, which was built in 1893. That meant paying off a good-sized parish debt from the gym and convent and starting a building fund. With the same spirit the pioneers had exhibited here, the parishioners dug into their purses. The old debt was paid in December, 1978. The new church fund drive went so well that by June 26, 1983, ground was broken for the new church, which was completed and used for the first services on August 11, 1984.

The current church seats about 700 people in the centrum, with overflow space the church can accommodate about 1,000. The new \$1.8 million church was dedicated by Bishop Raphael Fliss of Superior on September 23, 1984. With the enlarged capacity of the church the parish went from five weekend Masses down to three. The last full-time associate was transferred in the summer of 1984, leaving the parish with only one priest.

During the summer of 1984, the first St. Bridget's Parish Council was named. Through the direction of the Diocese of Superior, the parish now has a Parish Council with the following committees: Liturgy, Faith Formation (Education),

Evangelization and a Finance Council established to manage the finances, budget, property and



buildings.

Today the parish operates a budget of over one million dollars for the church and school.

Current membership consists of approximately 4500 people. The parish has established a Stewardship program that involves our commitment of **Time, Talent and Treasure** to God and to others. There are more than one hundred ministries of service in our parish from altar servers to ushers. Without the involvement of all these volunteers, the work of the parish would not happen.

The parish staff includes a full-time Parish Administrator, and two part-time coordinators of youth and family ministry, a parish worker to minister to the sick and shut-ins, a part-time liturgical coordinator of music, a parish office manager and a part-time secretary/receptionist.



Adapted from the St. Bridget History by George M. Kremer

July, 1992

National Catholic Standards

Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church. Catholic schools collaborate with parents and guardians in raising and forming their children as families struggle with the changing and challenging cultural and moral contexts in which they find themselves. Catholic schools provide young people with sound Church teaching through a broad-based curriculum,

where faith and culture are intertwined in all areas of a school's life. By equipping our young people with a sound education, rooted in the Gospel message, the Person of Jesus Christ, and rich in the cherished traditions and liturgical practices of our faith, we ensure that they have the foundation to live morally and uprightly in our complex modern world. This unique Catholic identity makes our Catholic elementary and secondary schools "Schools for the human person" and allows them to fill a critical role in the future life of our Church, our country, and our world. (The Catholic School on the Threshold of the Third Millennium, 1997, no.9)

- An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service.
- An excellent Catholic school adhering to mission provides a rigorous academic program for religious studies and catechesis in the Catholic faith, set within a total academic curriculum that integrates faith, culture, and life.
- An excellent Catholic school adhering to mission provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.
- An excellent Catholic school adhering to mission provides opportunities for adult faith formation and action in service of social justice.
- An excellent Catholic school has a clearly articulated, rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.

Parental Role in Education

Educating the child is the shared responsibility of parents and school personnel. However, parents remain the primary educators. Theirs is a natural inalienable right that is inseparably joined to a responsibility to educate their children. The parent's role is decisively important and should include:

1. A genuinely positive attitude towards education.
2. A positive attitude towards St. Bridget Parish School combined with a real interest in, and vigorous support of school activities.
3. Assisting your child in daily life, through that which he has learned about his faith and in academics.
4. Live by example the Christian values given to us by the Lord Jesus. Words alone do not convince a child.

ACADEMIC STANDARDS AND TESTING

The school uses the academic standards and curriculum of the Diocese of Superior. Specific grade level exit expectations that outline what students must know and be able to do in each subject area are available on the Diocese of Superior website at the following link: <http://catholicdos.org/schools>

Common Core:

"Catholic schools in the Diocese of Superior will continue to develop our own curriculum and standards while viewing various state and national resources. In no way will the schools sacrifice our goals and expectations to conform to any one specific resource other than what we develop. Therefore, the Diocese of Superior will not adopt the Common Core State Standards as a whole. We will continue to monitor them against national testing and public high school entrance requirements while we build our own standards." (Bishop Peter Christensen, statement on Common Core State Standards, December 2013)

St. Bridget Parish School will administer the NWEA-Measure of Academic Programs 2 times a year. MAPs 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. It is expected that educators will use the growth and achievement data to develop targeted instructional strategies to plan school improvement.

Accreditation

St Bridget Parish School is accredited by the Wisconsin Religious and Independent Schools Accreditation. The Accreditation Process requires yearly updating by the principal. A seven year cycle occurs. When the sixth year is reached, there is a self-study by the school community. When the seventh year occurs, there is a visiting team which produces goals for the school to work on for the next seven years.

WRISA is a state chapter of the National Federation of Nonpublic School State Accrediting Associations (NFSSAA) which is approved by the Office of Non-Public Education – Office of Innovation and Improvement, a department within the United States Department of Education and CASE (Council of the Advancement and Support of Education). WRISA is also a partner within the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools which accredits early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, supplementary education centers, learning services providers, and distance education institutions. The Commissions on Elementary and Secondary Schools are founding members of the International Alliance of Accrediting Associations which includes the major regional, national and international accrediting agencies.

WRISA is recognized by the State of Wisconsin in Public Law s. 118.60(1) and s. 119.23(2)(a)7, the National Honor Society and the College Board. WRISA accreditation meets the criteria for educational institutions applying to the Wisconsin Health and Educational Facilities Authority (WHEFA). (Diocese of Superior 7100E)

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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

Pastor: Father Joseph Stefancin 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
Principal	Mrs. Sonja Doughty, Mrs. Dannell Nordstrom & Mr. Mike Leary	201	
Office Assistant	Mrs. Sarah Matzek	202	
Pre Kindergarten	Ms. Latischa Ferg	205	
	Mrs. Michelle Langlois	204	
	Mrs. Dannell Nordstrom	221	
Kindergarten	Mrs. Therese Stacy	206	
First Grade	Mrs. Alexis Engel	106	
Second Grade	Mrs. Molly Hering	207	
Third Grade	Mrs. Rachael Jensen	208	
Fourth Grade	Mrs. Mary Smith	213	
Middle School Math	Mrs. Aleksandra Hoffman	217	
Middle School Science	Mrs. Melissa Berres	210	
Middle School Language Arts/ Reading	Mrs. Rebecca Gettleman	212	
Middle School Religion/ Social Studies	Mr. Mike Leary	211	
G. O. A. L.	Mrs. Drew Rohl	222	
Physical Education	Mr. Levi DeLong 2 nd – 8 th Ms. Joy Schultz	gym	
Music	Mrs. Cheryl Richardson	214	
Art	Mrs. Rachel Albee	219	
School Kitchen	Mrs. Esmirna Hojas	223	
Before/After Care	Ms. Julia Salvester	216	
Maintenance	Mr. Mike Kongshaug	NA	

General Information

Admission

The health and educational success of each child are primary concerns of the Catholic school. Standards established by local health and educational agencies give specific directions to assist the school in establishing minimum entrance requirements. These standards are changed periodically. Catholic schools, in establishing their own standards, should be aware of the standards for the local public school and other private schools.

- A. A child must be four (4) years old by September 1 of the school year to be eligible for 4-year-old kindergarten (WI Stat 118.14(1)(a)).
- B. A child must be five (5) years old by September 1 of the school year to be eligible for 5-year old kindergarten (WI Stat 118.14(1)(b)).
- C. *A child must be six (6) years old by September 1 of the school year to be eligible for first grade (WI Stat 118.14(1)(c)). Age six is the beginning of the compulsory school attendance law (WI Stat 118.15(1)(a)).*
- D. Any student admitted to Saint Bridget school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade (WI Stat 252.04(2)).
- E. Parents need to provide verification of the child's age. This can be done through an official copy of the child's birth certificate, a passport, or a baptismal record. *An Annotation of Birth Facts Abstraction (5509R) form must be completed if official copies of records cannot be maintained at the school. It is illegal to make a photo copy of a birth certificate (WI Stat 69.24)*
- F. For admission of older children, parents should present the proper transfer or some other appropriate notification from the school last attended.

Priorities for Enrollment

- I. The maximum class size is 18 for grades K-8, 12 for Pre-Kindergarten. 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 20 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 8:20 a.m. Parents may park in the lot when bringing students to the Before Care Program prior to 8:20 a.m. Between 8:20 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 3:45 p.m. Parents may park in the school lot for dismissal time but must get out of their vehicle and escort their 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 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 – 8:20 a.m. and 3:45 – 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 \$6.50/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. Cost of meals: 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 before 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

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance (WI Stat. 118.15(1)(a)).

The only excused absences are those due to illness of the pupil, death in the family, a doctor or dentist appointment, or whenever the principal, in consultation with the parent or guardian, considers that exemption from attendance is in the best interest of the pupil.

Principals are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day.

“Truancy” means any absence of part or all of one (1) or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory school attendance (WI Stat 118.16(1)(c)).

“Habitual Truancy” means a pupil who is absent from school without an acceptable excuse for part of or all of five (5) or more days on which school is held during a school semester (WI Stat 118.16(1)(a)).

In cases of apparent truancy, contact is first made with parents or guardian via first-class mail, electronic communication or telephone (WI Stat 118.16(2)(c)). Notice of habitual truancy should be given via first-class mail or registered or certified mail (WI Stat 118.16(2)(cg)). Statutes do allow a school to simultaneously notify parents of a habitual truancy by electronic communication as long as this communication does not replace a written notice by first-class mail, registered or certified mail (WI Stat 118.16(2)(cg)).

If further measures seem necessary, the “school attendance officer, employed by the public-school district to enforce the compulsory attendance law, is contacted. S/he is given access by state law to information about any child, age 6 to 18, who is a resident of the school district or claims to attend a private school in the district (WI Stat 118.16(1)(b), 118.16(2)(e), 118.16(3)).

It is a duty of the school to insist upon regular attendance. The loss of even one day may be detrimental to a pupil’s progress, particularly in the primary grades. Please notify the school office anytime between 8:00 a.m. and 8:30 a.m. if your child will be late for any reason or absent due to illness or an appointment.

Being to school on time is important for establishing a good work ethic for life. Please see that your child arrives on time for the beginning of the day. Students should be at their desks and ready to start the day by 8:45am.

A student is considered tardy if they are not in the classroom or under the supervision of the teacher at the time of the 8:45 am bell. Tardy students must stop at the office before going to class. Excessive amounts of tardiness can also inhibit learning. Please have your child at school on time.

Absence determination:

Full Day – student does not attend any portion of the day.

Half Day – student is at school for less than 4 hours in a day.

Excused Absences – parent notifies school by phone, e-mail, or note with an acceptable excuse. (Examples: illness, death in the family, medical appointment, etc....)

Unexcused Absence – no notice is given for absences.

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 and may be considered truant.

- **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.
- Per WI law more than 5 absences per semester may be considered truant. Special circumstances due to Covid, and other contagious viruses will be taken into consideration.

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 Safe Environment 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.

MEDICAL POLICY

The health, safety, and well-being of students and staff are always the primary concern of the school. St. Bridget Parish School does not have a nurse on staff. Medical care is delivered by the school secretary and principal in consultation with the parents and if or as needed medical professionals.

Sick Children: Children who become ill at school are sent to the school office. Their temperature will be taken by the school office when sent by the classroom teacher. The school office may monitor children sent from the classroom because of illness. In the event that a child is too sick to remain at school...i.e. such as A fever of 100 degrees or higher or if the child is vomiting, has diarrhea...etc. the parents will be contacted to pick up child. If a parent can't be reached, the alternate number provided on the family card will be called. It is very important that the contact telephone numbers and alternate numbers are kept up to date.

Accidents: In the event of an injury of some kind, an accident report will be filled out and sent home. This will explain how the child got hurt, where it happened, the apparent extent of the injury, and what measures were taken at school to treat the injury. If it seems that a doctor should see the child, we will contact parents. If necessary, in an emergency, children may be taken to the clinic or emergency room by ambulance.

Health Records: Health are confidential and will only be seen by the principal, school administrative assistant, and any other school personnel deemed in need of this information. St. Bridget Parish School shall cooperate with local health officials in complying with state and local regulations regarding immunizations.

Immunizations: Any student admitted to any elementary school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade. The student must stay on the prescribed schedule for booster shots and the school must be informed of their completion (WI Stat 252.04(2)).

The School follows the Wis. Statute (118.29(2-4) for administering medications. Parents are required to fill out the Medication Permission slip (available in the school office) prior to any medication being administered. All medications must be in the original prescription or over the counter bottle.

- Any medication not given in an original prescription or over-the-counter container will not be used.

- Families are asked to provide the school with an inhalers and nebulizers that can be left at school. Students may have these items on them.
- Cough drops must be given to the teacher in a bag that is clearly marked with the child's name on it. (Cough drops can be put in a zip-lock bag)
- Parent permission must be given for all over the counter medications.
- The school does retain the right in an emergency case, to administer Benadryl, ibuprofen, or any other care it deems necessary for the health of a child or adult.

Lice: Students who are found to have lice (dead or alive) while at school will be sent home. Students will be allowed back into school after being checked in the office and found to be nit free (dead or alive).

Pink Eye: Students with pink eye will be sent home from school. Student must be out for 24 hours with treatment in order to return to school. Proof of medication or a doctor's note must accompany student's return.

COMMUNICABLE DISEASES

If your child is home sick because of some communicable illness (chicken pox, mumps, mono, pink eye, etc.) please call the school office so the teachers, students, and other parents can be informed to watch for symptoms. The school will try to let parents know when the flu or other communicable illness is going around.

If a teacher or principal knows or suspects that a communicable disease is present in the school, he or she must immediately notify the local health officer. The pupil suspected of having the disease may be sent home, and the parents must be immediately notified of the reasons for this action (WI Stat 252.21).

Private schools must share information about meningococcal disease with parents or guardians of pupils enrolled in grade 6 (WI Stat 118.07(3)).

If a substantial outbreak of one of the diseases for which a student has not been immunized arises in the school or the community, the health department may require the school to exclude the student from attendance until the outbreak subsides (WI Stat 252.04(7)).

Mandatory Reporting Provisions

CHILD ABUSE AND NEGLECT

Wisconsin law requires all school employees and clergy to immediately report to social or human services, county sheriff, or local police all cases of suspected or threatened abuse or neglect involving children under the age of 18 seen in the course of their professional duties (WI Stat 48.981(2)).

All school employees and clergy are to immediately report all cases of:

- Suspected or threatened abuse or neglect involving children under the age of 18 seen in the course of their professional duties (WI Stat 48.981(2)).
- A threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, if there is a good faith belief that there is a serious or imminent threat to the health or safety of a student or school employee or the public (WI Stat 175.32).

If the accused is an employee or volunteer for the parish or school, the proper authorities shall be contact immediately.

If the accused is a cleric of the diocese, the following special steps will be taken by way of recognition of the privilege and trusted role of the clergy and in order to protect the good of the Church and its mission.

- A. The bishop or his representative will report the matter immediately to civil authorities as stipulated by (WI Stat 48.981).
- B. If circumstances seem sufficient to raise serious concern about factual validity of the allegations, the bishop or his representative, in meeting with the accused, will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.

CHILD CUSTODY

Parents must provide the school with a copy of court documentation regarding child custody issues.

CHILD SAFETY TRAINING FOR VOLUNTEERS, STAFF AND STUDENTS

Each individual, age 18 and older, who is employed or volunteers in the Diocese of Superior must complete adult training and a background check. Renewals are required every five (5) years.

Any offer of employment, acceptance as a volunteer, or acceptance as a youth participant in a youth event must be made contingent upon the completion of required training through CMG Connect and approval of a background check by the Diocese of Superior.

Parishes/schools are responsible for assuring that each employee and volunteer fully completes these requirements. Progress is monitored through CMG Connect.

Any employee or volunteer who fails to complete adult training, refuses a background check, or refuses to provide information necessary to complete a background check, is considered non-compliant with the Bishop's *Charter for the Protection of Children and Young People* and is therefore barred from ministry/activity with minors on behalf of the Diocese or one of its parishes.

The Bishops' Charter requires that children and youth be provided the opportunity to participate in abuse recognition and resistance training each year. The Diocese of Superior has a curriculum approved by the Bishop. The curriculum as listed below must be used:

- Circle of Grace, from the Archdiocese of Omaha, for all grades except grade 7;
- Chosen, from Shared Hope International, for grade 7.

Children and youth will participate in the training session unless a signed, written refusal is received from the parents/guardians. Parents of children not participating in the Safe Environment lesson for any reason will be mailed a copy of the Parent Guide.

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.

CARRY CONCEALED WEAPONS

It is a felony for a person to knowingly possess a firearm (concealed or otherwise) on the grounds of a school (WI Stat 948.605(2)(a)).

It is a forfeiture for a person to knowingly possess a firearm (concealed or otherwise) at a place that the person knows or has reasonable cause to believe is within 1,000 feet of the grounds of a school (WI Stat 948.605(2)(a)).

A person who is a Carry Concealed Weapon licensee or out-of-state Carry Concealed Weapon licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds (WI Stat 948.605(2)(b)1r.)).

It is unlawful for anyone (except for law enforcement), including persons with a Carry Concealed Weapon license, to knowingly carry an unconcealed weapon (firearm, electric weapon, or a billy club) on school grounds and premises.

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 Liaison

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. It is the policy of the school to comply with applicable federal, state and local laws and regulations regarding asbestos in the school buildings. This policy establishes general guidelines for faculty, staff, students and contractors in compliance with regulations issued by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and local governments. Periodic surveillance inspections are done to note if any changes have occurred in the designated asbestos containing areas of the buildings. St. Bridget Parish School has an asbestos management plan which is up-dated on a 3-year cycle through a licensed agency.

Tuition & Fees

Registration and Tuition

Each year there is a minimum tuition set for Catholic students and non-Catholic students. There is a difference in the tuition for Catholic and non-Catholic students due in fact that St. Bridget Parish covers the remaining cost to educate each child. The tuition for Catholic children is therefore lower based on the presumption that Catholic families contribute to the parish in other ways as well as through tuition.

St. Bridget Parish School expects that each family will pay their tuition in a timely manner. Great effort and faith are entrusted to every family in order to help them pay their tuition and fees: emailed invoices, phone calls, and other reminders.

Families who are not able to make payments are asked to meet with the principal immediately. Accounts where no payment is received and/or no meeting with the principal was held – will not be allowed to attend for the next year. Upon graduation, accounts with tuition debt will be required to continue making monthly payments until the debt is gone.

Families who move away from the area during the year will have their tuition pro-rated to the day they leave. Those transferring out to a local school or moving after March 1st, and have paid tuition in full, will not receive a refund. The final tuition payment should be done by May 15. Those enrolling in the school during the school year will also have their tuition prorated.

Tuition Assistance

Tuition assistance is awarded each year to families that apply. It will only be paid out once the family's share of tuition has been paid and cannot go towards hot lunch.

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. An enrollment fee of \$100 per new family is due at the time of registration.
2. Tuition is \$3650.00 per child Kindergarten through 8th grade.
3. PreK tuition is \$4650.00 per year for full day five day and \$3200.00 for full day three days per week.
4. 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.

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

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 **Pre-kindergarten through eighth 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. Dressing well encourages positive student behavior, shows pride in the school, and increases school morale. It is expected that students will dress appropriately and respectfully for school. It is the belief that in Catholic Education we not only prepare students for eternal life, but also for the adult work world.

The dress code is designed to:

- remind the students to take their studies seriously
- Prepare students for the adult world of professional dress for work
- help students avoid distractions
- be a guideline for parents as they discuss what is appropriate for public occasions
- show respect for human dignity, decency, and equality.

Clothing is expected to be neat, clean, free of holes, tears, or permanent stains.

Uniform Policy

Shirts

Polos, Oxford or Peter Pan Dress Shirts, Sweaters, Vests, 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

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. MS Students (grades 5-8) may wear Jeans.

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.

Spirit Days will be announced and decided by the principal.

- Saint Bridget Tee shirts, and Saint Bridget sports wear in any style and color are allowed on these special days.
- 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 1st and after May 1st**. 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 1st to May 1st.

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 Spirit Days, 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:

1st Offense* –

- Parents will be notified in writing of the violation

Middle School:

1st Offense* — verbal warning

2nd Offense* — behavior check

2nd Offense* –

- Parents will be called.
- Appropriate clothing may be provided by school personnel if unable to reach a parent/guardian.

3rd 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. Positive concepts of discipline are built on a belief in the dignity of each person. Self-direction rather than external control is the aim of true discipline. St. Bridget Parish School promotes a climate of mutual understanding, respect and trust that is cultivated in order to promote self-discipline.

All students are asked to observe the rules of St. Bridget Parish School. Any disregard of rules or disrespect of staff will be dealt with through appropriate disciplinary methods. Parents will be contacted if the inappropriate behaviors are persistent or are initially severe. Parents are expected to cooperate with the school authorities in correcting the behavior problem.

A student enrolled is a St. Bridget Parish School student at all times. A student who engages in misconduct, whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials.

Respect toward Faculty Members

Every faculty member is an individual dedicated to the cause of Christian education and truth. The teacher's aides, lunchroom and playground personnel are members of the school's administrative staff and as such, are to be accorded with same respect and obedience given to teachers. Students should be alert to render small services, such as opening doors, carrying things, etc., in a casual way. Such attentions display the thoughtfulness of a courteous person.

School Rules

To create a peaceful and safe school environment St. Bridget Parish School Students will have the same school rules to follow in every classroom. Students will know what is expected of them and all members of the staff will be consistent with seeing that the rules are maintained for a positive and happy learning environment where students can achieve to the best of their abilities.

1. Walk and always speak quietly.
2. Listen first time when directions are given.
3. No interruptions, one person speaks at a time. Raise your hand and wait for permission to speak.
4. No teasing, bad language or obscene gestures allowed. Use God's name correctly.
5. Keep hands, feet, your body and all objects to yourself.

General Behavior

The school building, Church, Parish House and the furnishings of these buildings are the property of the entire parish. These buildings and furnishings are to be well kept and preserved for the use of others. Any defacing of buildings, desks, chairs, school equipment, etc. is considered a very serious offense. Anyone who is responsible for any damage will be expected to pay for the cost of repair or replacement.

In the Church

Students are to demonstrate a loving and respectful attitude towards God in their words and actions.

--come in and leave quietly

--sit, stand and kneel in a respectful way

--participate in prayers and singing

--Approach and return from the altar in a respectful way with hands folded

Behavior in the Classroom

- Students are expected to be in their classroom in their seats and ready to begin class.
- Eating in any form during instruction periods is unacceptable.
- Permission must be obtained from the teacher before a student may leave the classroom.
- Contributions to class discussion should be made clearly and audible.
- The ability to see another's viewpoint and appreciate it is an asset to be cultivated.
- Class participation is an integral part of school activities.
- Books should be handled with care and be covered.

In the Lunchroom

The lunchroom is perhaps the most challenging of all settings. All students are expected to eat either hot or cold lunch in the lunchroom at lunch time. Due to student food allergies, trading or sharing of food will not be allowed. Students are expected to use proper manners throughout the entire lunch time.

The following rules always apply to the lunchroom along with the School Rules:

1. Students should remove jackets, coats, hats, etc.
2. Students should stay seated until dismissed.
3. Speak quietly only to those nearby at your table.
4. No throwing food, paper, or anything else.
5. Do not take food out of the lunchroom
6. Use good table manners
7. Pick up after yourself when you are dismissed and push in your chair.
8. Scrape off food trays.
9. No sharing of hot lunch food between any students.

On the Playground

The recess environment should allow for peaceful play and safe play. All the school rules apply on the playground as well as the general rules of peaceful play and safe play.

- Students must remain on the playground during recess.
- There will be NO snowball/ ice throwing or throwing of wood chips on the playground at any time. Wrestling type behaviors are not allowed. No pushing, tackling or kicking type play.
- Use all the playground equipment in a safe manner and the way it is intended to be used. This includes slides, monkey bars, swings and the Gaga Ball pit.
- Required behavior on the playground includes safe play and peaceful play. Time outs will be given for inappropriate or dangerous behavior.

On the Bus

Students who are bussed to school are expected to behave while on the bus. Reports of misconduct will be filed with the Principal. Suspensions from bus service may result due to misconduct. Suspension is up to the discretion of the bus driver and the bus company. High standards of discipline on buses must be maintained at all times in order to satisfy safety standards. Each bus driver has complete authority over the pupils riding the bus. Students are expected to follow all bus rules and procedures required by the driver.

All caution must be used to ensure the safety of all concerned. Failure to comply with the following bus rules may result in suspension from the bus.

1. Students will follow the directions of the driver.
2. Students will safely wait for, board, and exit the bus at assigned bus stops.
3. Students will remain properly seated.
4. Students will keep hands, heads, arms and legs away from windows and confined to their own seat area.
5. Students will talk quietly. Loud voices and profanity are prohibited.
6. Students will not eat, drink, chew gum or bring tobacco products on the bus.
7. Students will not throw ANY objects on the bus or out of bus windows.

Non-Harassment and Bullying Policy

All students of the parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment and bullying. No student shall be subject to harassment, including sexual harassment, or bullying as a Catholic school student.

Catholic schools in the Diocese of Superior are committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment or bullying in any form. Harassment or bullying of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim.

Any student who believes that he or she is being harassed, including but not limited to sexually, shall report immediately such information to the school principal. All claims of harassment or bullying shall be promptly and thoroughly investigated by the school principal after consultation with the Diocesan Superintendent of Schools.

Credible acts of harassment or bullying by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment is the behavior that creates intense environments where there is tension related to the display of power between individuals assigned to a specific category including but not limited to; race, religion, sexuality, etc.

Bullying is “unwanted, aggressive behavior that involves a real or perceived power tension between students.”

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person.
- Unwanted physical touching, contact, or assault.
- Deliberate impeding or blocking of another's movement.

- Intimidating interference with normal work or movement.
- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites

Using someone else's username to spread rumors or lies about another person

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
 - Students are excluded from all extra-curricular activities until the detention is served.

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.
 - Suspension time includes suspension from all extra-curricular activities for the day/s of the suspension.
- Permanent removal from a class.
- Permanent removal from school.
- Referral to Police or Juvenile Authorities.

Causes for Expulsion, but not limited to delinquency and immorality warranting commitment to a correctional institution; student constitutes a definite menace to others; demonstration of the lack of serious concern for the safety of self and others; drugs, alcohol, weapons, or violence on school property, serve disruption, or continued disruption of learning and the wellbeing of others as stated in the list of the misconduct report.

Disciplinary Action Report 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.

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. **A student is excluded from sports practices and games until the detention time has been served.** It is hoped that the consequence of a detention will change the undesired behavior. If not, the following will be used:

- | | |
|---------------------------|--|
| 1 st Detention | Parents notified by written form and phone as needed |
| 2 nd Detention | Parent/student/teacher conference held |
| 3 rd 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 Pre K through 4th grade only, when all students are together outside. 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 turned in to the classroom teacher at the beginning of the school 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.

Leadership

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.

Pastoral Responsibility

The pastor/parish life coordinator/parish director of each parish has pastoral authority and concern in all facets of parish life. Responsibilities for the school include:

- Ecclesial authority of the school.
- Contracts/hires the principal.
- Consults with the school board on a regular basis.
- Has the final authority to accept or reject actions recommended by the school board.
- In a joint effort with the parish community, promotes the support of the school as an integral part of the parish faith community.

Role of the Bishop and his Delegate

The Bishop is the chief pastor and educator of the diocese and is responsible for the entire educational program in the Diocese of Superior. He may delegate aspects of this responsibility to other groups and individuals.

The Superintendent of Schools is the Director of Catholic Formation. The Superintendent of Schools is responsible to the Bishop for administering the programs of the parish schools in the Diocese of Superior.

The Superintendent of Schools is responsible for developing programs and responding to the needs of the parish schools in the Diocese of Superior. The Superintendent of Schools works collaboratively with other diocesan staff in addressing the religious education needs of the schools. The Superintendent of Schools needs to be knowledgeable about Catholic schools, their functions, and their unique needs and differences.

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. The curriculum of the school is infused with the Catholic Faith and Morals. It is the total of all the experiences a student encounters during the school day. To ensure that those experiences adhere to high academic standards, St. Bridget Parish School follows The Diocese of Superior curriculum guidelines—see the website of the Diocese of Superior at <http://catholicdos.org/curriculum-1>. Textbooks are evaluated based upon how well they correlate with the curriculum. In their daily class work, students of St. Bridget Parish School study the usual spectrum of courses – Reading/Spelling/Grammar (Language Arts), Math, Science, Social Studies, Religion and Art, Music, Media, and PE classes are offered throughout the week. All are infused within the context of a Catholic value and morals system.

Religion Curriculum: Religion is taught in word and deed at all grade levels throughout the school day. Catholic doctrine and the practice of Catholic values are interwoven through the entire fabric of the curriculum. By studying their faith, students form the foundation from which moral judgments are made, now and in the future.

Children of other denominations are welcome at St. Bridget Parish School and are expected to participate in religion classes and in the weekly liturgies. Families of other denominations will find that St. Bridget Parish School gives their children a firm foundation of Catholic values in a loving atmosphere that respects their own religious traditions.

The Family's Role: The most important part of our religion curriculum involves the family. It is the example of the family that will establish the life-long attitudes and practices of each child. Each family is encouraged to go to church each weekend. While attendance at our Catholic school is an important step on the road of each child's faith journey, it should not be their only faith experience.

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. 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.

PROMOTION REQUIREMENTS FOR STUDENTS PROMOTED FROM FOURTH GRADE TO FIFTH GRADE AND FROM EIGHTH GRADE TO NINTH GRADE

Student promotion is determined by the student's mastery of the core curriculum with consideration given to the student's developmental maturity reflected in behavior. Student ability is considered when making decisions regarding promotion and retention.

The school will make the decision to retain or accelerate a child only after consultation, evaluation and reflection with administration, parents/guardian and teacher. The final recommendation or decision is established by the school principal and communicated to the parents/guardian of the child.

The following is the school's fourth and eighth grade promotion requirements administrative policy as adopted by the school leadership and Diocese of Superior on April 27, 2016.

1. Beginning in the year 2016 and thereafter, students who are promoted from fourth to fifth and eighth grade to ninth grade will meet at least one of the three criteria:
 - a. Criterion #1 – Academic mastery of the core curriculum. Academic mastery of the core curriculum is defined as obtaining proficiency levels in reading, writing, mathematics, science and social studies that are measured and defined by classroom assessment.
 - b. Criterion #2 – Assessment results at a level of basic or above, which is measured and defined by the Wisconsin Forward Exam and/or the Northwest Evaluation Association Measure of Academic Progress[®], in reading, writing, English/language arts, mathematics, science and social studies.
 - c. Criterion #3 – Recommendations of teachers based on the student's developmental maturity reflected in behavior determined by a school-based team that includes the classroom teachers(s) and principal. The areas of performance reviewed will be expanded to include student readiness to meet the curriculum and social challenges of the next grade level. This will be determined by observations of their organizational skills, social skills and emotional readiness at the current grade level.
2. The criteria must be met in the following manner:
 - a. Criterion #1 will be considered first.
 - b. When a student meets Criterion #1, Criterion #2 and Criterion #3 are not considered.
 - c. When a student does not meet Criterion #1, then either Criterion #2 or Criterion #3 must be met.

4 - 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

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

Pre K

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

K through 3rd 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

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 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. 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 and other Technology Safety

Technology is a growing area of resources for accessing and providing information for curricular, personal, and instructional needs. The types of technology referred to in these guidelines are internet, electronic presentations, and news media. Note: The Internet is a public place and privacy is not possible. Every message sent or received can be read by others and every “stop” made while one is exploring can be tracked by others. 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 entering grade 1 to use a Chromebook. The fee is used to cover technology upgrades and wear damages.



Acceptable Use of Internet/Technology Policy

- Internet use is consistent with Catholic teaching, doctrine, morality, and values.
- I understand that the use of the Internet is a privilege granted for school and classroom-related projects. The students will use it for education use only.
- I understand that any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary actions.
- I will NOT use the Internet will NOT be used for the purpose of transmitting or receiving illegal, illicit or obscene materials in conflict with our Catholic mission.
- The internet will NOT be used for the purpose of violating copyright law. This includes but is not limited to: copyrighted software, text, graphics, and music. Such action will be considered theft and is in violation of Catholic and legal standards.
- The Internet will NOT be used for the purpose of plagiarism. Or employing the network for personal financial or commercial gain.
- The Internet will NOT be attempted to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, personal files, and restricted or secure internet sites. This will be considered theft and in violation of Catholic and legal standards.
- The Internet will NOT be used to transmit information about the school or the school-governed facilities, this includes but is not limited to school and student personal names and addresses. Or circumventing security measure on school or remote computers or networks.
- The school reserves the right to review any materials (emails, files, and other correspondence) sent or received via the internet for their appropriateness in light of legal, ethical and Catholic standards.
- The privilege of Internet use can be suspended or revoked at any time.
- Intentional or carelessness that causes damage to any of the laptops/devices will require restitution by the student.

Please sign off for your agreement on final pages of handbook.

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. Students are responsible for any academic work missed during band/band lessons.

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 CMG Safe Environment 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 Sports 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.
- If a student is issued a detention at school, they are not to attend practice/games from the time the detention is issued until they have served the detention.
- 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.

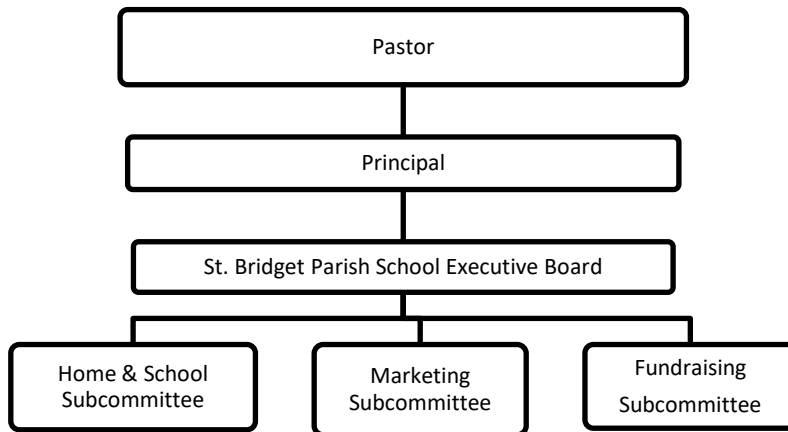
- All coaches, team members and family members are expected to be in control of their conduct/emotions and to conduct themselves in a professional and appropriate manner as they represent the teaching and beliefs of the school.
- One of the main goals of the program is to teach the participants not only 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

2023-2024 Executive Board Members

Pastor: pastor@stbparish.com
Principal: principal@stbparish.com
Parish Administrator: parishadmin@stbparish.com

Home and School Committee

All parents and teachers are members of the Home and School Association. This organization's purpose is to promote better communication between the school staff and the school families. The main functions of our parent-teacher organization is to promote parental support for the school program, and to increase mutual understanding between school staff and parents and to help meet the some of the financial requests and needs of the school as indicated by the staff and school families. Meetings are held during the school year to plan for events. A volunteer sign-up is handed out in the first day packet for helping with the events throughout the school year.

School personnel and parents are involved in a collaborative ministry of educating the young. As part of this ministry, parents and teachers, together with the pastor and principal, need to develop a community of faith in which all enable one another in the carrying out of the specific functions of their educational ministry. Such enablement means the sharing and accepting of one another's giftedness; it means providing living witness to young people of what faith community can mean and do. The Home and School Organization is intended to be a vehicle by which parents, teachers, pastor and principal are able to collaborate with one another and thereby develop a faith community through which to teach the young by living witness.

Therefore, the following aims seem appropriate for a Home and School Organization. These aims derive from *To Teach As Jesus Did*, 1972 statement of National Conference of Bishops.

1. To offer, through well-planned programs, information of special interest to parents which will assist them in fulfilling their role in the Christian formation of their children.
2. To provide occasions for experiencing a sense of community between home and school; occasions such as prayer services, liturgies, celebrations, and hospitality times.
3. To provide opportunities for parents to express a personal service to the school and for faculty to express a personal service to parents.

The aims of the Home and School Organization should be referred to frequently in order to provide direction for the Organization. The Gathering – the formal program portion may involve two aspects: 1. things having to do with educational activities in school, and 2. Christian formation for parents in educating their children – parenting.

A faculty member, the director of religious education, the principal, the pastor, a parent and other local resource people may be invited to make presentations. On occasion, outside speakers may be invited.

An informal portion of the gathering including hospitality is very important. New members are welcomed to the group; parents may visit with each other and faculty members on non-school topics; friendship, cordiality and witness are practice and encouraged. The Home and School Organization should enable the creation of the spirit of friendliness.

The Home and School Organization is not a money-making organization. They may initiate and coordinate third-source funding projects for the school. Adults are responsible for such projects. Children should not be involved in the solicitation in behalf of these projects. These funds are considered funds of the parish and school and should be monitored through the business office of the parish and school.

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 (GALA)

The full cost to educate a child at St. Bridget School is about \$7150. In order to keep our Tuition affordable, St. Bridget School has many fundraisers. One of our parish's main missions is our Catholic School. Our church members directly support our school with their weekly contributions and fundraising efforts to a total of 40% of the cost to educate each child. Most parish fundraisers are for the direct benefit of the school.

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 2023 – 2024

(Please complete a new form each year).

<i>STUDENT LAST NAME</i>	<i>FIRST NAME</i>	<i>MI</i>	<i>GRADE*</i>	<i>GENDER</i>	<i>BIRTHDATE</i>

***List PreKindergarten as PreK, Kindergarten as K, Grades as 1 – 8 (List grade for Fall 2023)**

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

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:	

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

Parent / Guardian Signature: _____ Date:

SCRIP Forms



Support our School!

We are pleased to continue offering SCRIP program incentives for our school families!

For the 2023-2024 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:** \$SCRIP 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.



Catholic Values...
21st Century Learning

St. Bridget Parish School SCRIP Pick-Up Waiver Form

SCRIP orders can be placed by completing an order form, submitting payment and sending both to the school office. Orders placed in the school office will be filled at the church office in a timely manner and can be picked up in the school office or sent home with a student – if this waiver form is signed and returned.

SCRIP Customer/Parent Full Name (print): _____

SCRIP Customer/Parent Phone Number: _____

SCRIP Customer/Parent E-Mail Address: _____

Distribution choices - please indicate one of the following:

- I would like all SCRIP orders (\$500 or less) **placed through the school** sent home with my child*:

Student name and grade

**I understand my child will be responsible for the safe transport of SCRIP from school to home, and I have discussed the responsibilities associated with the transport of SCRIP with my child. In addition to authorizing the delivery method listed above, I understand that I take full responsibility for the security of any order delivered by this method. I agree to hold harmless St. Bridget Parish School and St. Bridget Church for loss, theft or any disappearance of scrip cards once they are delivered in good faith. I hereby waive any right of recovery I may have against St. Bridget for SCRIP lost, stolen or misplaced after it is given to my child. I further understand that this delivery method is completely optional and that I have the option of personally picking up my SCRIP orders from the school office rather than having my child transport it.*

- I will pick up any SCRIP orders placed through the school in the school office during normal school office hours.
- Please do NOT send SCRIP orders home with my child. I will continue to place my orders and purchase SCRIP in the church office during SCRIP hours or after weekend Masses.

This agreement will remain in effect for the **2023-2024** school year and can be changed at any time by completing a new form.

Parent/Guardian Signature: _____ Date: _____



SCRIP Rebate Designation Form – School Families**

Each family is asked to make a designation for the rebate dollars generated by their purchases from May 16, 2023 to May 15, 2024. If you choose tuition as your designation, the total rebate will be applied to the next school year. Your designation choice can only be changed by completing a new form in the church office. Contact the church or school office if you have any questions.

Please complete this form and return to the St. Bridget Church Office.

Student Name(s) (First and Last): _____
Parent Name(s): _____
E-mail Address: _____
Phone: _____ Zip Code: _____

After you have earned your \$50 SCRIP requirement, you may designate 70% of your SCRIP rebates to an account of your choosing. If you do not designate an account, your SCRIP rebate will be used for the goals of St. Bridget Parish.

Donate 70% of my rebates to the following accounts:

- School Tuition for my Family
Student Name(s): _____
- School Tuition for another Family
Student Name(s): _____
- St. Bridget Parish

To the best of my knowledge, the following families are also designating their SCRIP rebate towards my family's school tuition:

1. _____
2. _____
3. _____

Signature of Person Completing Form: _____ Date: _____

Printed Name of Person Completing Form: _____

**This form is in effect until your family graduates or moves from St. Bridget Parish School, unless a new form is submitted to the office. If an updated form is not completed upon graduation/moving from St. Bridget Parish School, all SCRIP rebates will go towards the goals of St. Bridget Parish. Rebate amounts will include purchases made on or before May 15 of the current year.



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.

Disciplinary Action Report

Name of Student: _____ Date: _____ Grade: _____

Date of Incident: _____ Staff Reporter: _____
Name of staff

At St. Bridget Parish School we expect students to respect authority, respect our environment, respect peers and respect themselves.

This document is intended to help school staff communicate with the students, parents/guardians and other staff when a student shows signs of disrespect at school. Consequences will be determined by individual situations and the number of occurrences and/or the severity of the infraction.

The student named above:

Disrespected Authority: <input type="checkbox"/> Talk back and/or arguing with teacher <input type="checkbox"/> Disrupting the Learning Environment <input type="checkbox"/> Lying <input type="checkbox"/> Cheating <input type="checkbox"/> Stealing <input type="checkbox"/> Other: _____	Disrespected School Environment: <input type="checkbox"/> Vandalism of, damage to school property <input type="checkbox"/> Improper care of school property, furniture, devices, materials <input type="checkbox"/> Stealing or "hiding" Materials <input type="checkbox"/> Other: _____	Disrespected Peer: <input type="checkbox"/> Cuss words, swearing or inappropriate language <input type="checkbox"/> Intimidation/Bullying <input type="checkbox"/> Hitting/Kicking <input type="checkbox"/> Name calling <input type="checkbox"/> Pushing/Shoving or causing physical injury <input type="checkbox"/> Lying <input type="checkbox"/> Throwing snow, rocks <input type="checkbox"/> Stealing <input type="checkbox"/> Other: _____	Disrespected Themselves: <input type="checkbox"/> Repeated Uniform or dress code violations <input type="checkbox"/> Writing, drawing on skin <input type="checkbox"/> Missing, incomplete Assignments <input type="checkbox"/> Other: _____
---	---	---	---

Interventions/Consequences: <input type="checkbox"/> Reviewed applicable school expectation(s) <input type="checkbox"/> Student fixed the situation <input type="checkbox"/> Loss of recess/walk laps <input type="checkbox"/> Written student response <input type="checkbox"/> Referred student to office <input type="checkbox"/> Detention <input type="checkbox"/> Suspension <input type="checkbox"/> Other: _____

Date and time of meeting with student: _____

Date and time of parent contact: _____

Conference with parent required

Infraction Number _____

Additional Comments: _____

Student Signature: _____

PARENT SIGNATURE: _____ Date: _____

White: Parent

Yellow: Teacher

Pink: Office



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21st Century Learning*

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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 Saint Bridget

*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!*

