

**Saint Bridget School
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NEASC ACCREDITED**

**PARENTS'/STUDENTS'
HANDBOOK
2025-2026**

School Mission

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



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MISSION STATEMENT

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

PHILOSOPHY OF SAINT BRIDGET SCHOOL

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

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

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

EDUCATIONAL OBJECTIVES

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

EXPECTATIONS FOR PARENTS AND GUARDIANS

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

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

- Support school rules, policies, and disciplinary measures.
- Refrain from behavior, in person or online, that undermines the reputation of the school or parish community.

5. Engage in the School Community

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

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

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

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

ADMISSIONS POLICY

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

Registration & Enrollment

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

Age Requirements

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

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

Admission Requirements for Grades 1–8

Applications must include:

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

Additionally, the school requests copies of:

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

- Chapter 1 materials (if applicable)
- **Note:** Saint Bridget School has limited resources for providing specialized services. The principal reserves the right not to admit or readmit a student if the necessary educational support cannot be provided.

Partnership for Success: Supporting Diverse Learners

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

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

Additional Admission Steps

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

90-Day Probationary Enrollment Policy

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

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

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

ACCEPTANCE PRIORITY

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

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

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

FINANCIAL POLICIES

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

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

TUITION ASSISTING PROGRAM

Each year, a limited number of **Assisting Positions** are available in different areas of the school. Families who participate in this program will receive a **tuition credit**, the amount of which varies by position.

Designation of Positions

- The **Advisory School Board, Sub-Finance Committee** designates the areas in which families may earn assisting credit.
- Assisting positions are assigned on a **first-come, first-served** basis. Once all positions are filled, no additional positions can be guaranteed.

Earning Credit

- Families will receive a tuition credit for their Assisting Position at the start of the billing cycle, or when position has been confirmed.
- Families who are **unfaithful, irresponsible, or fail to perform** the assigned duties will be automatically removed from the program. In such cases, an assessment equal to the tuition credit previously received will be added to the family's tuition bill.

Selection Process

- If a family held an assisting position in the previous school year and wishes to continue, the position will remain theirs provided they choose to participate again.
- Prior to year's end, the principal will assess the need for Assisting Positions and notify parents of openings for the next school year.

Tiered System

- A **tiered system of assisting positions and tuition credits** is now in place. The level of tuition credit depends on the assigned position. For example;

Tier 1 - \$500.00 Credit
Jobs: A.M. Duty – 3 Daily Positions Enrichment Coordinator – 1 Position Basketball Coach – Dependent on sign-ups Cheerleading Coach – Dependent on sign-ups Various additional job/duties as assigned by the Pastor/Principal
Tier 2 - \$750.00 Credit

PTO Assistant Chair – 1 Position PTO Secretary – 1 Position PTO Treasurer – 1 Position PTO ECC Liaison – 1 Position Basketball Coordinator – 1 Position, subject to sign-ups Various additional jobs/duties as assigned by the Pastor/Principal
Tier 3 - \$1,000.00 - Credit
PTO Chair – 1 Position Various additional jobs/duties as assigned by the Pastor/Principal

The tiered system was established to create equitability in terms of hours and responsibilities associated with each Assisting Position. The policy is subject to change based on enrollment and sign-ups for certain activities.

Tuition Assistance

Saint Bridget School has two resources for financial aid.

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

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

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

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

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

Key points about the Knights Fund:

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

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

RECORDS POLICY

The Buckley Amendment allows a 24-hour period for the school to address any situations that may arise. The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents/guardians. In the

absence of a court certified order to the contrary, the school will provide the noncustodial parent/guardian with access to the academic records, including an unofficial copy of report cards, and to other school-related information, regarding the child. If there is a court certified order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the certified court order of the divorce or separation decree. Divorced or separated parents must file a court certified copy of a custody arrangement. The school will not be held responsible for failing to honor arrangements that have not been made known.

ABSENCE AND ATTENDANCE POLICY

Regular school attendance is essential to academic success. Saint Bridget School requires all students to attend classes consistently, in accordance with Massachusetts law.

Reporting an Absence

- Parents/guardians **must contact the school office by 8:30 a.m.** on the day of absence.
- **Students may not call in their own absence.**
- If no call is received, the school will attempt to contact the parent/guardian. **However, it remains the responsibility of the parent/guardian to notify the school of the student's absence.**
- If a call is made to the school on the day of absence, no additional note is required upon return.
- **If no call is made**, a parent/guardian must provide a note explaining the absence. This may be submitted to the **school office** in one of the following forms:
 - A **written paper note** delivered by the student to office, **or**
 - An **email sent to the school office** by the parent/guardian. SBSoffice@stbridgetschool.us.

 **Important:** A parent/guardian call or note explains the absence but does **not automatically excuse it**. A **medical note** is required for an absence to be considered excused for illness. The **principal reserves the authority** to determine whether any absence is excused, based on individual circumstances.

Documentation Requirements for Excused Absences Related to Medical

- Absences of **five (5) or more consecutive days** require a **doctor's note or hospital record**.
- Students absent due to a **contagious disease** may not return to school without a **doctor's certificate** or clearance from the local Board of Health or school nurse, in accordance with **M.G.L. Chapter 71, Section 55**.

Make-Up Work

- All missed schoolwork and homework must be completed.
- Missed work will be collected by the student's homeroom teacher and made available the next school day.
- **Parents may not request assignments on the day of absence.** All assignments will be provided either on the next school day or upon the student's return to school.
- **Work may not be requested in advance for absences due to non-school-based vacations or family travel.** Assignments will be provided after the student returns to school.
- Generally, make-up work is expected to be completed within the same time frame as originally assigned to students. Teachers may use their discretion to provide additional time when appropriate.
- It is the responsibility of the student, with support from the parent/guardian, to meet these requirements.

Attendance Standards

- Students are expected to maintain at least **85% attendance** to be eligible for promotion or graduation.
- Documented and excused medical absences will be considered in this calculation.
- Persistent absenteeism makes it difficult for students to master sequential curriculum and may affect academic standing.

Excessive Absenteeism

- Massachusetts law (**M.G.L. Chapter 76**) requires regular school attendance.
- Excessive or unexcused absenteeism will be investigated by the school and may be referred to the **Supervisor of Attendance**.
- In severe cases, a **Child Requiring Assistance (CRA) petition** may be filed with Juvenile Court, and further legal action may follow.

Family Responsibility

- Families are legally responsible for ensuring their child's consistent attendance.
- Frequent absences, and or failure to provide required documentation may result in administrative or legal consequences.

TRUANCY

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

ARRIVAL - Drop Off

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

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

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

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

TARDINESS

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

Definition of Tardiness

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

Sign-In Requirement

- Any student arriving late must be **walked into the building by a parent/guardian** and **signed into school for the day at the school office** before proceeding to class.

Initial Step – Office Contact

- After **five (5) unexcused tardies per semester**, the classroom teacher will contact the student's home.
- Parents/guardians will be notified that any **additional tardies** will result in a consequence, such as **loss of recess** or **detention** on that day.

Referral to Principal

- If tardiness continues, the office will refer the matter to the principal.
- The principal will contact the parents/guardians to schedule a **conference** to determine further action.

Parent-Principal Meeting

- If the issue remains unresolved, the parents/guardians will be required to meet directly with the principal to discuss the situation.

Chronic Tardiness

- Continued and chronic tardiness is **unacceptable**.
- Failure to resolve the matter may **jeopardize the student's enrollment** as a member of the student body in accordance with **state laws** and **Archdiocesan policies and regulations**.

EARLY DISMISSAL

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

Parent/Guardian Notification

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

Student Pick-Up

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

Timing of Early Dismissals

- Parents/guardians are asked not to request early end-of-day dismissals unless absolutely necessary.
- Early dismissals should be scheduled for **2:00 p.m.** to avoid disrupting classroom end-of-day procedures.

For Medical Appointments

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

For Personal Reasons

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

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

DISMISSAL - Pick-Up

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

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

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

PLAYGROUND DISMISSAL POLICY

Use of Facilities

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

Supervision

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

Conditions

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

ALCOHOL AND OTHER DRUGS

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

Possession or Use

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

Sale or Distribution

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

COMMUNICATION

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

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

CRISIS SITUATIONS

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

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

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

FIRE DRILL

All students are required to walk in **absolute silence** to their designated areas during fire drills and other emergency evacuations. Silence must be maintained while waiting outside and when returning to the building to ensure that instructions can be heard and followed promptly. **Evacuation directions are posted in each classroom**, and students are expected to know and follow them at all times. Any individual who tampers with the fire alarm system or pulls a false alarm will face serious disciplinary action and may be subject to **prosecution by the proper authorities**, as such actions endanger the safety of the entire school community.

STUDENT CODE OF CONDUCT

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

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

Personal Electronic Devices

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

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

Zero Tolerance Policy

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

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

DISCIPLINE PROCEDURES

Principal's Authority

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

Grades K–2

Inappropriate behavior requires a parental conference.

Grades 3–8

Detention may result from:

1. Disrespect toward teachers, parents, or peers
2. Disregard for school policies
3. Neglect of assignments
4. Refusal to participate in classroom activities
5. Truancy, excessive tardiness, or unexcused absences
6. Behavior that damages the school's reputation

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

Suspension

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

- Fighting
- Obscene, vulgar, or profane language that disrupts school operations or infringes on others' rights
- Disrespect toward peers, parents, or school staff
- Possession or use of illegal substances (backpacks may be searched)
- Leaving school grounds or classrooms without permission
- Theft
- Property damage
- Truancy
- Bullying or harassment, including sexual harassment

- Conduct unbecoming a Christian student
 - Three suspensions in one year may result in expulsion.
 - Extended suspensions (1–10 days) require a parental conference.
 - Students on suspension may not make up missed work and will receive zeros for class and homework.
 - Suspended/expelled students may not attend school functions or be on school grounds.

Expulsion

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

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

Searches and Enrollment Decisions

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

GUIDANCE

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

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

DRESS CODE

Saint Bridget School has a dress code for both boys and girls. A neat appearance demonstrates respect for others and bolsters each student's sense of self-respect. Parents/guardians shall be expected to ensure that all students shall be in proper uniform before coming to school. SBS has two uniform company options,

Donnelly's Clothing Company

Toll-Free: 800-498-0045

Website: www.DonnellysClothing.com

Metro Uniform Company

745 Dudley St.

Dorchester, MA 02125

Phone: 774-500-4085

Website: www.metroshoolschooluniforms.com

GIRLS IN GRADES K-2 SHALL BE REQUIRED TO WEAR THE FOLLOWING:

- Uniform jumper - navy pants optional November -- April 30th
- Blue round collar blouse, long or short sleeve
- Navy Blue crew, V-Neck, cardigan sweater, or navy fleece with school logo
- Navy leggings, Navy/white hosiery (opaque knee socks, cable knee socks, navy tights, or cable tights)
- Blue knit, or blue bike shorts are acceptable under jumper

- Light blue knit shirt only when wearing seasonal pants or shorts
- Navy Blue Dress Shorts, knee length, may be worn from the beginning of school to Columbus Day and after April vacation
- School Fleece may be worn in class from Columbus Day until April vacation
- Encouraged - Solid Black, brown or navy dress shoes—No work boots of any kind/color
- Optional Footwear – Sneakers – white, black, navy – leather or canvas style with limited branding, no neon colors
- Light-up sneakers and shoes are not appropriate for school

GIRLS IN GRADES 3-8 SHALL BE REQUIRED TO WEAR THE FOLLOWING:

- School Plaid Skirt or Skort, four inches from the knee at most
- Blue knit, or blue bike shorts are acceptable under skirts
- Light Blue Knit Shirt – long or short sleeved – with the school logo
- Navy Blue Crew, V-Neck, Cardigan Sweater or Fleece with school logo
- Navy/White Hosiery (Opaque knee socks, cable knee socks, navy tights, or cable tights)
- Navy Blue Pants optional November 1st through April 30th
- Navy Blue Dress Shorts, knee length, may be worn from the beginning of school to Columbus Day and after April vacation
- School Fleece may be worn in class from Columbus Day until April vacation
- Encouraged - Solid-black, brown, or blue dress shoes with no more than a 1" heel
- Optional Footwear – Sneakers – white, black, navy – leather or canvas style with limited branding, no neon colors
- No high heels or work boots of any kind/color
- Light-up sneakers and shoes are not appropriate for school
- Basketball attire may be worn to and from school, not within the classroom during school day

ALL GIRLS FROM GRADES K-8 MUST ABIDE BY THE FOLLOWING:

- Only one small, unobtrusive, stud earring per ear/ear lobe shall be worn
- Jewelry must be in moderation and school appropriate, non-distracting, determined by classroom teacher and/or principal
- Watches may be worn
- Make-up of any kind shall not be allowed under any circumstances
- Appropriate non-faddish hairstyles shall be maintained, and hair should be natural color
- Nail polish is allowed under these circumstances; all ten nails must be the same color, no embellishments, natural nails only – **no acrylics**
- No clogs, flip flops, strapless sandals, thick/high platform heels (>1")/soles, boot cut, or sneakers are allowed.
- Ugg style boots and slip-ons are not appropriate footwear options
- Headbands must be unadorned, and be school plaid with/without bow, brown, black or navy with a width no more than 2"
- No hats, hair ties should be nondescript and brown, black, or navy – a school plaid scrunch is available

ALL BOYS, GRADES K-8, SHALL BE REQUIRED TO WEAR THE FOLLOWING:

- Light Blue Knit Shirt – long or short sleeved – with the school logo
- Navy Dress Pants, no logos, stripes, leather or non-leather labels, and no cargo-pants
- Navy Blue Dress Shorts, knee length, may be worn from the beginning of school to Columbus Day and after April vacation
- School Fleece may be worn in class from Columbus Day until April vacation
- Navy Blue Crew, V-Neck, Cardigan Sweater or Fleece with school logo
- Encouraged - Solid-black, brown, or blue dress shoes, non-sneaker styled, with rubber soles
- Optional Footwear – Sneakers – white, black, navy – leather or canvas style with limited branding, no neon colors
- No work boots of any kind/color
- Light-up sneakers and shoes are not appropriate for school
- Ugg style boots and slip-ons are not appropriate footwear options
- Earrings shall not be allowed

- Jewelry must be in moderation and school appropriate, non-distracting, determined by classroom teacher and/or principal
- Watches may be worn
- Appropriate non-faddish hairstyles shall be maintained, and hair should be natural color
- Basketball attire may be worn to and from school, not within the classroom during school day
- No hats

MIDDLE SCHOOL BOYS AND GIRLS (GRADES 6 – 8)

- Lightweight navy-blue 1/4 zip pull-over, with school logo, may be worn all school year

FOR THE ENTIRE GYM DAY, ALL STUDENTS SHALL BE REQUIRED TO WEAR THE FOLLOWING:

- Light Blue long sleeve or short sleeve T-Shirt with school logo, OR School Pride T-Shirt
- Navy Blue Shorts with school logo may be worn from the beginning of school to Columbus Day, and after April vacation
- Navy Blue Sweatshirt with school logo
- Navy Blue Sweatpants with school logo
- Navy/White ankle high socks with sneakers
- Leggings are not appropriate for gym

DRESS DOWN DAYS SHALL BE AS FOLLOWS:

- Make-up is not allowed
- No bare midriffs
- Neat, clean play clothes
- No short shorts – no more than six inches from knee when standing
- No halters or tank tops
- Appropriate footwear – flip flops, strapless sandals and slippers are not appropriate school footwear
- Appropriately designed t-shirt – no offensive pictures or language
- No pajama pants
- No sunglasses or hats

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

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

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

WEATHER RELATED DELAYS AND CLOSURE

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

Delayed Openings:

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

Closings

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

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

FIELD TRIPS

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

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

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

TEXTBOOKS

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

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

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

INDEPENDENT WORK

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

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

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

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

LIBRARY

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

LUNCH

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

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

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

RECESS POLICIES

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

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

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

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

REPORT CARDS

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

Grades K – 2 (Trimesters)

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

Grades 3 – 8 (Trimesters)

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

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

GRADING SYSTEM K - 2 Scale

Standard Scale:

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

Social Development/Conduct and Effort All Subjects

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

Specials

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

LEVELS 2 and 3 Grading Scale – Grades 3 - 8

Tests/Projects	50%
Classwork/Quizzes	35%
Independent Work	15%

Also;

No extra credit will be assigned

No homework passes will be distributed

No grades above 100 may be achieved

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

Homework Correcting, grades will be either...

Check Rubric

Check Plus = 100-point value

Check = 85-point value
Check Minus = 70-point value
Not Completed = 0 points

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

Or align with scale as noted with in the Student Handbook

Letter Grade Rubric

A (90-99)
B (80-89)
C (70-79)
D (60-69)
F (BELOW)

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

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

Conduct and Effort All Subjects

3 – Above Average
2 – Average
1 – Below Average

Specials

S – Satisfactory
U – Satisfactory

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

CLASSROOM PROCEDURES

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

CHEATING

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

HONOR ROLL STANDARDS – LEVEL 3 - GRADES 6-8

FIRST HONORS ARE AS FOLLOWS:

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

SECOND HONORS ARE AS FOLLOWS:

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

SPANISH

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

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

EXTRA-CURRICULAR ACTIVITIES

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

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

PROMOTIONS AND RETENTION

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

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

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

SCHOOL PROPERTY

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

VALUABLES

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

TELEPHONE AND CELL PHONE POLICY

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

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

AHERA

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

AUDIO VISUAL MATERIALS

To expand and enrich the subject matter contained in the basic textbooks, teachers may incorporate audio-visual materials and other resources into classroom instruction. These materials are used to reinforce learning and to engage students in different ways. When appropriate, students may also use such materials individually to support their own learning needs.

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

ALTAR SERVERS

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

HEALTH

No oral medication may be administered by school personnel except in urgent or emergency situations, when the Principal or Secretary may do so. If a student must receive medication during the school day, a **medication form signed**

by a doctor must be filed in the nurse's office. All medication must be in its original, clearly labeled container. Medications may only be administered by the school nurse, the Secretary, or the Principal.

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

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

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

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

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

PHYSICAL EXAMINATIONS, IMMUNIZATIONS AND VACCINATIONS

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

TESTING

The Archdiocesan testing program constitutes one method of pupil assessment at our school. NWEA MAP testing is mandated by the Archdiocese and takes place bi-annually in grades K through eight. Testing windows are set by the Archdiocesan school office. The results of the tests will be given to parents/guardians after the results are received, and the principal issues them.

TRANSFERS

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

TRANSPORTATION

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

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

GROUNDS MAINTENANCE LITTER POLICY

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

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

LOST AND FOUND

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

OFF-LIMIT AREAS

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

VISITORS

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

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

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

PICTURES

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

DANCES AND SIMILAR ACTIVITIES

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

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

UNAUTHORIZED USE OF SCHOOL NAME

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

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

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

Saint Bridget School Acceptable Use Policy (AUP)

1. Purpose

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

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

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

2. General Principles

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

3. Expectations

3.1 Behavior

Students **MUST**:

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

Students **MAY NOT**:

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

3.2 Online Safety

Students **MUST**:

- Access only age-appropriate, school-filtered sites.

- Report anything inappropriate, confusing, or threatening immediately.
- Keep passwords private and secure.

Students MAY NOT:

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

3.3 Chromebook Use & Ethics

Students MUST:

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

Students MAY NOT:

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

3.4 Netiquette

Students MUST:

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

Students MAY NOT:

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

4. Chromebook Responsibilities

4.1 Care & Safety

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

4.2 Proper Use

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

4.3 Respecting Property

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

4.4 Digital Citizenship

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

5. Use of Artificial Intelligence (AI)

5.1 Permitted Uses

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

5.2 Prohibited Uses

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

5.3 Expectations

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

6. Permissions

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

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

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

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

Summary

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

RIGHT TO AMEND

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