



St. Brigid  
School

**Parent & Student Handbook**  
**2011-2012**

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## **INTRODUCTION**

St. Brigid School staff is dedicated and committed to providing a quality education and maintaining discipline in an environment where religion and Christian values play a primary role. Only if parents and teachers truly communicate and support each other, will the education at St. Brigid have a positive influence in your child's life. Let us unite our efforts throughout this year. If there is a problem, misunderstanding, or tension about any aspect of the school program, please bring it to the attention of the teacher and/or principal.

This handbook will answer many of your questions about school policies and regulations. Please read it carefully and keep it on hand for reference throughout the 2010-2011 school year.

## **VISION STATEMENT**

St. Brigid School envisions a school that calls forth and supports the discipleship of Jesus in all its dimensions. Everyone involved comes to think like Jesus, to judge like Jesus, and to act like Jesus. The emerging kingdom of God is evident so that people are drawn into this vision.

## **MISSION STATEMENT**

St. Brigid School, a faith-filled community, is a place where, in collaboration with families, Gospel values are shared and modeled so that the Catholic heritage and tradition continue to flourish in the community and all students are challenged to achieve their highest potential throughout the curriculum.

## **PHILOSOPHY**

St. Brigid School endeavors to treat its students as individuals, to educate and work with the whole child. Our school values the family, who provides the fundamental experience of Church on which to grow and develop. It sees the parents as the primary educators of their children. In working closely with parents, it builds on this foundation by helping each child reach his/her maximum ability, intellectually, spiritually, socially, and physically.

As a Catholic school, St. Brigid seeks to prepare its students to live and proclaim the Good News by teaching Catholic doctrine, building community, and providing opportunities for giving service to others. Both at home and school, we need to be a prayerful community, modeling values that we hold deeply. In this way we strengthen ourselves and our children to become active, knowledgeable, and caring adults.

St. Brigid School provides an updated curriculum, current educational programs, and the necessary resources to meet the needs of the individual student.

## History of St. Brigid School

The first St. Brigid Parochial School was opened in 1855 for the elementary grades in a small, rented frame house at the northwest corner of West Second and South Galloway Streets. The second St. Brigid Elementary School was established in August 1856 in a two-room clapboard frame structure near the original church on South West Street. A second story addition was added to the front of the building in 1869 or 1870.

The Sisters of Charity were welcomed to Xenia during Christmas vacation of 1879, and they assumed direction of the school in January 1880. A Parochial School Board was established during February 1898 to raise sufficient money to support the school without relying on ordinary church collections. Enrollment at this time was 145 students, and the teaching staff composed of five Sisters of Charity. Because of the large enrollment, one class was held in the nearby convent.

Early in the 1900's, overcrowding at the school was relieved when the 8<sup>th</sup> grade was relocated to a small frame dwelling at the corner of Second and Mechanic Streets. The expansion of the parish school became known as St. Anthony's Academy, and soon contained not only grade 8 but a three-year high school.

In 1913 construction began on a new school located on West Street; this school building served the parish until the tornado of 1974. The new St. Brigid School was considered a "model" for the entire Archdiocese and was equipped with panic bars on the doors, heated by hot air from a triple gravity-fed furnace, ventilated by an exhaust fan in the basement, and furnished with a central stationary vacuum cleaner, and bubbler-type drinking fountains on each floor. In addition to an auditorium that could accommodate 350 people, there were six classrooms; two on the first floor and four on the second floor. Two offices were located on the second floor. The basement contained rest rooms and a fully-equipped kitchen for social affairs of the parish.

St. Brigid High School: In 1920, the new four-year St. Brigid High School graduated its first class of four seniors. After the State of Ohio initiated its process of high school accreditation in the early 1930s, St. Brigid High School achieved accreditation status in 1934. On June 1, 1958, St. Brigid High School was closed due to its inability to meet the new Ohio State Department of Education's ruling that required a minimum enrollment of 150 students and at least five full-time teachers to qualify for accreditation. During its last school year, St. Brigid High School had an enrollment of 61 students and three full-time teachers. Since its beginning, the high school had 39 graduation classes with a total of 319 graduates.

School Enrollment Statistics: From parish statistics, the grade school had 145 students in 1898. Since 1927 (Catholic Schools Office records), the lowest enrollment was in 1939 with 98 students, and highest was in 1963 with 426 students. The high school had its greatest number of students in 1955 with 74 enrolled; the lowest high school enrollment was in 1944 with 32 students.

## 2011-2012 St. Brigid School Calendar

August 23	First day of school
August 26	NO SCHOOL – Professional Development
September 5	Labor Day – NO SCHOOL
September 6	First day of school for 3-year-olds and 4/5's
September 7	First day of school for 4-year-olds
September 30	Grandparent's Day – Early dismissal, 1:00 P.M.
October 3&4	NO SCHOOL – Professional Development
October 5-28	IOWA Testing – grades 2, 3, 4, 5, 6, 7, & 8
October 21	End of First Quarter (40 days)
October 28	Report cards go home
Oct. 31-Nov. 3	Parent/Teacher conferences
November 4	NO SCHOOL
November 8-11	Glen Helen – grade 6
November 23-27	Thanksgiving break - NO SCHOOL
December 3	Breakfast with Santa
December 10	First Reconciliation, 2 <sup>nd</sup> grade
Dec. 22 – Jan. 2	Christmas break – NO SCHOOL
January 3	Classes resume
January 13	End of Second Quarter (48 days)
January 16	Martin Luther King, Jr. Day – NO SCHOOL
January 20	Report cards go home
January 29-Feb 5	Catholic Schools Week
February 10 & 11	Confirmation Retreat
February 20	Presidents Day – NO SCHOOL
February 24	Science Fair
March 9	NO SCHOOL – Professional Development
March 13	Confirmation – 7:00 P.M.
March 23	End of third quarter (47 days)
March 30	Report cards go home
April 6-15	Easter break – NO SCHOOL
April 16	Classes resume
April 27	Kindergarten Screening – NO kindergarten or preschool classes
April 28 & 29	First Communion
May 28	Memorial Day – NO SCHOOL
May 31	Field Day
May 31	End of 4 <sup>th</sup> quarter (43 days)
June 1	Last Day of School – Mass 9:00 – Awards in PAC, 9:45

Make-up due to excess calamity days: Jan. 16 – no busing  
Feb. 20 – no busing  
Apr. 6  
Add at the end of school year if needed

## SCHOOL DAY

First Bell	7:50 *
Classes Begin	8:00
Dismissal	2:45

Jr. High Lunch	11:00-11:40
Kindergarten Lunch/Recess	11:00-12:00
Grades 4 & 5 Lunch/Recess	11:30-12:15
Grades 1-3 Lunch/Recess	12:00-12:45

\* Students arriving after 7:50 will be considered tardy.

### Early Morning Arrivals

The school doors will open for students at 7:30A.M. This is 20 minutes before the first bell. If you arrive before this time, you are to keep the children in the car until the doors open. The children arriving at 7:30 will go to the lunchroom until the buses arrive. Then all students will go to their homerooms. The tardy bell rings at 7:50AM. Anyone arriving after 7:50 is considered tardy.

### Dismissal Procedure

Parents who wish to pick up their children before the 2:45 dismissal time are to report to the office to sign them out.

All others will be dismissed according to the following procedure:

1. At the first bell, Beavercreek bus riders are dismissed through the front doors. All car riders are taken to the sidewalk (or the PAC in inclement weather) for dismissal. After-School-Care students report directly to the lunchroom.
2. At the second bell, grades K-4 Xenia bus riders are dismissed through the front doors.
3. Afterwards, students in grades 5-8 riding Xenia buses are dismissed through the front doors.

### Emergency School Closings

In the event of any emergency school closing, these radio and television stations will have the information. Check the website: [www.whio.com](http://www.whio.com) for school closings.

RADIO: WHIO 1290 AM/99.6 FM

TELEVISION: WDTN-Channel 2

WHIO-Channel 7

WKEF-Channel 22

ONE CALL: As soon as the school is notified of a closing or delay, the administration will use the ONE CALL system which will call each phone number that each family has given to the school.

Because of bus transportation, St. Brigid School will follow the schedule of Xenia Community Schools with regard to closings and delays due to inclement weather. Parents are asked to sign a paper at fall registration stating the method the school should use when there is an emergency early dismissal. Please make sure your child(ren) understand what they are to do. If you change your mind about the method you wish the school to use, please notify the school in writing.

**ST. BRIGID EDUCATION COMMISSION  
2011-2012**

Ex Officio Members:

Fr. John Krumm, Pastor	372-3193
Mrs. Patty Harner, Principal	372-3222
Mrs. Janell Klippel, Parish School of Religion	372-3193
Mrs. Kathy Shirley, Youth Minister	372-3193

Elected/Appointed Members:

Mr. Greg Arnold  
Mrs. Rika Hendrickson  
Mr. Mark Hobson  
Mrs. Karen Petrillo  
Mrs. Kim Staub  
Mrs. Kelly Strickland

Meetings are held on the first Wednesday of each month. For a topic to be placed on the agenda, it must be submitted in writing to the principal and/or any Education Commission member no later than ten days prior to the next scheduled meeting.

**ST. BRIGID PARTNERS-IN-EDUCATION**

The Saint Brigid Partners-in-Education is an organization open to all parents of school-age children. Partners-in-Education fosters activities to benefit all children of the parish and school. The Partners-in-Education treasury receives money for programs from several activities; Christmas Bazaar, Fair Gates, Market Day, Kroger gift cards, and the bingo kitchen. Notification of meetings will be sent home with your child.

## SCHOOL PERSONNEL

Mrs. Patricia Harner	Principal
Mrs. Denise Brown	Secretary
Mrs. Kim Brown	Preschool Teacher
Mrs. Jennifer Noward	Kindergarten
Mrs. Carol Keating	Grade One
Miss Charlene Kinzeler	Grade Two
Mrs. Julie Haynes	Grade Three
Mrs. Pam Greco	Grade Four
Mrs. Nicole Russ	Grade Five
Mrs. Colleen Gromek	Grade Six
Mrs. Anna Donohue	Grade Seven
Mr. Royce Silverwood	Grade Eight
Mrs. Angel Harlow	Grade 8 Algebra/Advanced 7th Math Teacher
Ms. Jan Abel	Physical Education Teacher
Mrs. Peggy Cook	Music Teacher
Mrs. Sandy Hartz	Technology Coordinator
Mrs. Cathy Tate	Clerk/Extended Day Care Coordinator/School Aide
Mrs. Laura Laurin	School Aide
Mrs. Peggy Wiles	School Aide
Mrs. Virginia Settembrini	Business Manager
Mrs. Cathy Tate	Extended Day Care
Mrs. Karen Gordon	Extended Day Care

## AUXILIARY PERSONNEL

Mrs. Jenny Woolf	Reading and Math Specialist
Mrs. Patty Gerrior	Speech and Language
Mr. Zos Garcia	Counselor

## **School Policies**

Each policy and its guidelines shall appear in the Parent-Student Handbook. The guidelines shall be in compliance with the Cincinnati Archdiocesan Education Policies and the Ohio Revised Code where applicable.

### **Admission Policy**

The principal shall develop and maintain guidelines for the admission of new students to St. Brigid School.

### **Guidelines for Admission of Students to St. Brigid School**

All new students must register with the principal or school secretary. All new students must submit their birth and baptismal certificates as proof of age. Those transferring from another school must submit school records. This will expedite the registration process and permit proper placement. Also, a new student entering St. Brigid School must present documented proof that he/she has received all immunization shots prior to September as required by the State of Ohio.

Students must be 6 years old by September 30 to be admitted to Grade One. Kindergarten students must be 5 years old by September 30.

Selection of new students will occur in the following order:

- a. Parishioners with children currently in school.
- b. Parishioners who don't currently have children in school, with priority given to those parishioners with earliest registration in parish.
- c. Non-parishioners with children currently in school with priority given to Catholics from neighboring parishes which do not have schools or whose enrollments are full.
- d. The Principal and/or Pastor may make exceptions to this policy on a case by case basis.

Non-parishioner may be admitted after JUNE 30.

Class size will be limited to 30(thirty) students. However, the number thirty may be exceeded in the case of retention. This does not include kindergarten.

Students who give promise of being capable of successfully completing the educational program shall be admitted to St. Brigid School.

### **Amendment to Admissions Policy**

Underage students for kindergarten classes will be placed only after:

- a. Placement of all at-age applicants.
- b. Passing of all screening assessments and testing by psychologist.
- c. Recommendation of kindergarten teacher and principal.

This policy also applies to underage first-grade students who have not attended kindergarten.

## **Integration Policy**

St. Brigid School has a policy of racial and cultural integration. The school is non-discriminatory.

St. Brigid School upholds the following:

1. To refrain from granting entrance to those seeking to avoid integration or proficiency testing in grades 4&6
2. To encourage people of color to attend.
3. To develop Christian attitudes toward racial and cultural integration.

## **Tuition Policy**

The principal, in collaboration with the Parish Business Manager, shall develop and maintain guidelines for St. Brigid School tuition. The guidelines shall address, but not be limited to: tuition rate, collection, late payment, tuition reimbursement.

## **Tuition Guidelines**

The tuition rates shall be set by the Finance Committee. Collection shall be automatic withdrawal from a bank account in 10 payments or paid in full by July 1 before the start of the school year. Late payments and tuition reimbursement will be handled on an individual basis by the Parish Business Manager.

## **Student Record Policy**

The principal shall develop and maintain guidelines for keeping an accurate and current record of each student's attendance, scholastic grade, and standardized test scores as well as personal information about each student which shall be kept on the approved Permanent Record Card distributed by the Superintendent of Schools. The guidelines shall include, but not be limited to: privacy of records, transfer of records, records from other schools, admission of students without records, retention of records, storage of records, records for discontinued elementary schools, attendance records, October A.D.M. record, psychological records, and health records.

## **Student Record Guidelines**

Students' records are available to the parents within forty-eight hours of request. Current student records will be stored in the school office. All student records shall be stored in the school office for 5 years from the date the student leaves St. Brigid School. Student records will be stored at the church business office if the school is discontinued.

Parents who complete a Transfer of Records form from the receiving school will have the records mailed to the receiving school or appropriate agency. Records will only be transferred to the receiving school or appropriate agency. Records will not be released to anyone other than the receiving school or appropriate agency. Records will not be released if a family still owes money to the school.

## **Custody Papers**

At the time of registration, or when there is evidence of a dissolution of marriage, St. Brigid School requires the residential parent to produce any court document that puts limitations on the rights of the non-residential parent. A copy of this document shall be kept in the student's file. Those school personnel, e.g., principal, secretary, student's teacher(s), student's counselor who might have contact with the non-residential parent, should be made aware of any limitations on the rights of the non-residential parent that exist. In the absence of such court documentation, both the residential and the non-residential parent shall be accorded the same rights and privileges with regard to access to their child's/children's records, teacher, conferences, etc.

School fax: 937-374-3622

## **Withdrawal Policy**

The principal shall develop and maintain guidelines for voluntary withdrawal of a student from St. Brigid School.

## **Withdrawal Guidelines**

When a parent chooses to voluntarily remove a student, the parent should notify the school. All records will be released to the receiving school after the receipt of a "Transfer of Records" form.

The parent will be asked to complete and return an exit survey.

Parents are asked to fulfill all tuition and parishioner obligations when removing their children.

## **Absences/Excessive Absenteeism Policy**

The principal shall develop and maintain guidelines for student absences and excessive student absences from school.

## **Absence Guidelines**

When a child is absent, parents are to call the school office before 9:00 A.M. stating the reason for absence and sending a signed note on the day the child returns to school.

Excused absences include illness or a death in the family. WHEN THE CHILD RETURNS TO SCHOOL, PARENTS SEND A SIGNED AND DATED NOTE EXPLAINING THE REASON FOR THE ABSENCE.

Absences due to vacation trips are **unexcused** and are greatly discouraged. Teachers are not required or expected to know what objectives will be covered "before" a student leaves for vacation. It is the student's responsibility, upon his/her **return**, to ask the teacher(s) about missing assignments. All work must be completed in a time frame determined by the teacher(s).

The scheduling of doctor and dentist appointments during the school hours is discouraged.

If a child must be excused from school during any part of the regular school day, a written note stating the reason is required BEFORE the requested absence. The student will be called from the classroom upon the parent's arrival. No child is permitted to leave the school premises without the consent of the principal.

## **Excessive Absenteeism Guidelines**

Written assignments can be made up during absences, but valuable teacher input and class discussions are missed. Frequent absences have a serious detrimental effect on the student's educational development.

Any absence from school for eighteen (18) days during the school year may result in retention of the student. At the accumulation of thirteen (13) days' absence, a warning letter will be sent to parents/guardians. Parents may request a conference with the principal if extenuating circumstances exist.

## **Tardiness/Excessive Tardiness Policy**

The principal shall develop and maintain guidelines for student tardiness and excessive student tardiness to school.

### **Tardiness Guidelines**

Any student who arrives at school late (after the first bell in the morning) must report to the office. The student will then be given a written permission to enter the classroom. Tardiness interferes with learning. Repeated tardiness (other than necessary medical reasons) interferes with learning and will be brought to the attention of the parents in order to resolve the situation.

## **Extra Curricular Activities Policy**

The principal shall develop and maintain guidelines for student participation in extra-curricular activities.

### **Participation in Extra-Curricular Activities Guidelines**

St. Brigid School places a high priority on academics and proper conduct. A student's participation in extra-curricular activities will be contingent upon the following terms:

No accumulative average grade of D or F in any subject (consideration is given to students who are working to their abilities as determined by teachers and principal).

Excessive missing/incomplete assignments

No expulsions or in-school or out-of-school suspension

Parents play an essential part in helping their children place the proper emphasis on the importance of sports, band, choir, etc. Participation in extra-curricular activities can be an excellent way for children to learn many important social skills such as teamwork and cooperation. However, when games or practices are considered more important than attendance at church or school functions, we are sending the children very confusing messages. We count on you to help them make mature decisions.

## **Band**

Students in grades 5-8 may take band through Carroll High School. The band teacher comes to St. Brigid School and the fee is paid directly to Carroll High School.

## **After-School Honors Art Enrichment**

Students in grades 4 – 8 may take Honors Art Enrichment. The class fee is paid to St. Brigid School.

## **Field Trips**

Field trips are sponsored by the school if they are educational, if they are the outgrowth of materials and subjects taught, or if they are for cultural growth.

Teachers will plan the trip. The written plan will be presented to the principal for approval. The sponsoring teacher has ultimate responsibility for the supervision of the activity, but may employ the assistance of other adult (parents) to accompany the class. Buses will be used for transportation unless deemed unfeasible. No one class shall go on more than **two** field trips a school year unless approved by the principal. No child may attend unless a permission slip has been signed by the parent/guardian and returned to the teacher. Field trips are privileges and a student can be denied participation if he/she fails to meet academic or behavioral requirements.

## **Volunteers**

St. Brigid School encourages parents, grandparents, and other interested parishioners who are able to assist the school in a variety of ways to volunteer. At the beginning of each school year those who wish to volunteer should sign up to help as homeroom mothers, classroom and office aides, librarians, or as computer room assistants to name just a few possibilities. All volunteers must sign in at the office upon arriving, and check out when leaving. All new volunteers must participate in the **Decree on Child Protection Program**, view a video, and be fingerprinted, which is required by the Archdiocese of Cincinnati.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled in the fall. Notification of these days will be sent home. The purpose of these individual meetings is to better communicate the academic achievement of each student, note areas of strengths and weaknesses, and endeavor to establish between school and home some plans for the child's growth and improvement.

The faculty is always available for conferences. If you wish to arrange for a conference or to speak to a teacher over the phone, please call the school office before 1:45 P.M. or send a note directly to the teacher. This enables ample opportunity for the teacher to respond. Contacting teachers at their homes should be done only at their request. The school personnel appreciate your consideration in this regard. At no time will conferences be held during school hours when the teacher has a responsibility to the students in the classroom.

***When a concern arises with a teacher, meet with the teacher. If you are not satisfied after speaking with the teacher, meet with the principal. If you are not satisfied after speaking with the principal, meet with the pastor.***

## **School Newsletters**

Principal newsletters are sent using e-mail. If a family wishes a hard copy, the office needs to be notified of that request. Reading these carefully will keep **you** informed of events taking place at school. Some materials sent home from school may request your signature. If so, please follow the direction concerning response and return. If a question should arise about any materials, contact the person from whom the information was sent.

Teacher newsletters will be sent home on a regular basis. Your child's teacher will inform you of the manner in which newsletters will be sent.

## **Telephone**

The school telephone is used for school business only. It is not to be used by students who forget their homework, lunches, etc. Becoming responsible for these items is an excellent way to begin to learn personal responsibility.

Students will not be called to the phone. After-school arrangements are to be clarified with your child(ren) before school. Please call the school early if you need a message delivered as it is difficult to have office personnel deliver messages at the end of the day.

## **Visitors**

All visitors/parents must sign the register in the school office upon entering the building. Classes may not be interrupted during the school day except in an emergency. **Parents who need to speak to a child or a teacher must have permission from the principal.**

Parents wishing to observe their child's classroom must make arrangements at least one day in advance of observation.

# INSTRUCTIONAL PROGRAM/ACADEMICS

## **Progress Reports and Report Cards**

Report cards for grades 1-8 are issued four times a year. These are distributed one week after the close of the quarter. Parents, as well as students, should study the code used for reporting and evaluating students' performance. If unsatisfactory performance is indicated, the parent and child, along with the school, will take action in an effort to bring about improvement in specific identified areas. Space is provided on the card to facilitate a consultation.

Midterm progress reports will be sent home with the students after the fourth week of the grading period. The school, parent, and child will take action to bring about improvement in a specific area if needed.

Kindergarten reports are sent home three times a year. Parent conferences are scheduled in the first quarter and as needed to assist the kindergarten parents in interpreting the progress of their child.

### **Primary, Intermediate, and Junior High Report Card**

The Primary Card (Grades 1 & 2) informs parents of the student's progress in relation to each individual student's rate of development. It reports specific skill areas and the degree to which the child has acquired the skill. The child is measured against standards appropriate for the grade level of the class.

- O Outstanding Progress - the child moves through the continuum of skills at a rapid rate.
  - S Satisfactory Progress - the child moves through the continuum of skills at a steady rate.
  - N Needs Improvement.
- Effort: 1 = Satisfactory Effort                      2 = Needs Improvement

The Intermediate and Junior High Report Card uses traditional letter grades.

### **Grading Scale for Grades 3-8**

The following scale is used for the academic subjects:

A	93 -100	Excellent
B	85 - 92	Above Average
C	77 - 84	Average
D	70 - 76	Below Average
F	Below 70	Failure

### **Honor Roll (4-8)**

There is an academic honor roll which consists of first honors (3.5 - 4.0 point average) and second honors (3.0 - 3.4 point average). No grades of C or below for first honors; exception is made for 8th & 7th advanced math.

Points are awarded for subjects which are taught five (5) days a week. Points are as follows:  
A-4, B-3, C-2, D-1

## **Promotion/Retention/Placement Policy**

The principal shall develop and maintain guidelines for the promotion, retention, and placement of students.

### **Promotion/Retention/Placement Guidelines**

If a student receives an F average in two major subjects, he/she cannot be promoted to the next grade. Major subjects include the following: religion, language arts, math, social studies, and science. Summer school may be required for promotion to or placement in the next grade. It is required that students complete one year of American History and one-half year of Ohio studies for promotion from the eighth grade.

### **Home Study**

Homework is assigned at the discretion of the teachers. The time suggestions for home study listed below are based on the achievement of the average child. Some children are slower or faster than the average, and this must be considered if the actual study time differs from the proposed schedule.

Grades 1 -3 Twenty to thirty minutes      Grades 4- 5 Forty to sixty minutes  
Grade 6 - Sixty to seventy-five              Grades 7 -8 Sixty to ninety minutes

The teachers will have an established method of helping students keep track of daily assignments. They will communicate this at the fall parent meetings. Questions concerning homework should be directed to the teacher.

When written work is not assigned, the time should be spent in reading or reviewing class work.

### **Missing and Incomplete Assignments**

The school day does not allow sufficient time for the practice necessary to implant the various skills the child must learn. Daily assignments reinforce these skills and prepare the children for new material. It is essential that they are completed each day. Longer assignments may be given over a period of several weeks. These are intended to help children learn to budget their time and to work on more complex activities. Parental supervision and encouragement are very helpful to accomplish these goals and also help to emphasize the importance of learning. Since missing and incomplete assignments can seriously affect a child's grade, the following plan has been implemented on a quarterly basis for students in grades 5-8 (and for 4<sup>th</sup> grade per teacher's discretion):

Parents will receive notification of missing/incomplete assignments. Parents must sign the notice and return it to school. Your signature indicates that you have seen the notice. If a student repeatedly has missing or incomplete assignments (three or more in a quarter), disciplinary actions will be taken. These measures include, but not limited to, staying for a thirty-minute after-school detention, losing of recess for a certain amount of days, or being ineligible to participate in sports for a week.

Incomplete homework results in a zero grade.

### **Book Care**

Pupils are responsible for the proper care of all school materials. Books are to be covered at all times and should be carried to and from school in book bags of some durable material. At the end of the year, students may be charged for misuse of textbooks (torn pages, pencil/ink marks, broken binding, etc.).

# CONDUCT

## Code of Conduct Policy

It shall be the responsibility of the principal to develop guidelines and procedures for student conduct and the related discipline/sanctions required to maintain a safe, healthy learning environment consistent with the school's mission, vision, and philosophy. The guidelines and procedures shall be listed in the Parent-Student Handbook.

## Code of Conduct Guidelines

The word *discipline* is derived from the word *disciple*. Since the parents, students, and teachers at St. Brigid Catholic School profess to be disciples of Jesus Christ, it follows that the actions of all demonstrate that this school is a community striving to act out the Gospel values.

St. Brigid staff strives to create a positive learning environment in which the teacher is able to teach and the student is able to learn in a manner that is respectful to the rights of all. All discipline has as its objective the creation of a positive and safe environment in which teaching and learning can take place.

Discipline is fundamental in Catholic education. Parents are asked to assist the teachers in guiding their children to grow in the acceptance of responsibility. Children should be taught to accept the consequences of their own actions. Our discipline is based on the philosophy that all students CAN and WILL behave appropriately at school.

Teachers' expectations are clearly communicated to the students at the beginning of the year by means of classroom discipline plans. These plans may include specific classroom rules and may include positive reinforcements to support good behavior, as well as negative consequences for those students who choose not to behave appropriately. Any discipline procedure is intended to achieve our goal, namely behavior modification that exemplifies Gospel values..

Any school employee at the time of misbehavior will intervene immediately. The staff member will act prudently according to the situation.

## **Guidelines for Student Behavior**

1. Students are expected to respect and obey all school personnel. School personnel include teachers, aides, maintenance staff, lunchroom and playground staff, and volunteers.
2. Students may leave the classroom only with the permission of the teacher.
3. Students are expected to do their own assignments. Students involved in plagiarism or cheating will receive a zero for the assignment. This guideline includes homework and long-term assignments. Other disciplinary measures may be taken.
4. Students are expected to be respectful and obedient and to exhibit a positive attitude towards themselves, others, and their environment. Insubordination, disrespect, and insolence will not be accepted at St. Brigid School.
5. Students are expected to refrain from the use of obscenities. The use of obscene language, verbal or written, obscene drawings, and the use of obscene gestures will not be tolerated.
6. Students are expected to respect school property and the property of others. Destruction of school or personal property will result in restoration of property in kind.
7. Students are expected to act appropriately and to work cooperatively with others during class or other school/church activities.
8. Students are expected to behave appropriately in the restrooms.
9. Students are expected to obey the playground and lunchroom regulations, which are designed to provide structure and ensure their safety.
10. Students are expected to demonstrate appropriate behavior during drills. Proper behavior for drills is discussed in the classroom on the first day of class.
11. Students are expected to walk in the hallways for their safety and the safety of others.
12. When a parent signature is requested on school papers, students are expected to comply with this request and obtain their parent's signature.
13. Students are not permitted to chew gum on school grounds.
14. Students are expected to adhere to the uniform code. In emergencies, a note signed by the parent/guardian must accompany the student and be approved by the principal. If a student comes to school out of uniform and does not have a note of explanation signed by the parent, the student will be sent to the office where the parent will be called to bring the uniform to school. If no change of clothes is available, one will be provided in the office (if available).
15. Students who wear their uniform, but consistently do not adhere to the dress regulations, will be sent to the principal who will decide on further action.
16. Students may not mark personal items such as book bags, lunch bags/boxes, book covers or any other items brought to school with graffiti of any kind.
17. Students are not permitted to have pen/ink/marker words, pictures, drawings on their skin.
18. Students are not permitted to use video game players or cartridges, cd players, or i-pods, e-readers, or other electronic devices during school. Such items will be confiscated and held in the school office or parish office to be retrieved by a parent or guardian.
19. Students may not use personal communication equipment such as pagers, cell phones, 2-way radios, etc. at school. If turned on and/or used, such items will be confiscated and held in the school office or the parish office to be retrieved by the parent or guardian.

St. Brigid School and/or Parish will not be responsible for any lost or stolen items.

**Failure to follow the school rules will result in the student receiving disciplinary action, which may include, but not limited to, a Disciplinary Notice.**

**More Serious Offenses**

**These offenses may result in suspension or expulsion from school.**

1. Repeated violations of School Rules that indicate a pattern of misbehavior.
2. Harassment of any kind. Each student is expected to be considerate and respectful of the rights of the students, staff, and visitors at St. Brigid School. No person should be subject to harassment on the basis of race, color, medical condition, national origin, ancestry, citizenship, religion, disability/ability level, age, or gender. Therefore, harassment of any kind will be taken seriously and appropriately disciplined. St. Brigid School follows the Child Protection Decree as mandated by the Archdiocese of Cincinnati.
3. Sexual harassment will not be tolerated. Sexual harassment includes slurs, sexual advances and requests for favors, verbal or physical conduct of a sexual nature, references to sexual themes in a manner offensive to the listener or observer.
4. Theft
5. Acts of vandalism including serious damage to school or personal property.
6. Language or action that is threatening or abusive.
7. Fighting and/or hitting and/or slapping and/or shoving and/or pushing and/or threatening to fight and/or hit and/or slap and/or shove and/or push.
8. Cheating and/or lying
9. Truancy including leaving school premises without permission of the principal during school or school-sponsored activities.

**Most Serious Offenses**

**These offenses may result in suspension or expulsion from school.**

1. Repeated violations from the School rules and/or “More Serious Offenses” categories that indicate a pattern of misbehavior.
2. Possession and/or use of drugs and/or alcohol or selling and/or distribution of drugs and/or alcohol at school or school-sponsored functions. Student must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
3. Pretending to possess and/or use drugs and/or alcohol or pretending to sell and/or distribute drugs and/or alcohol at school or school-sponsored functions. Students must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
4. Attendance at school or school-sponsored functions under the influence of drugs and/or alcohol. Students must be assessed for substance abuse by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment. This includes any authentic-looking counterfeit substances.
5. Possession of and/or use and/or sale and/or distribution of cigarettes or other tobacco items in school or on school grounds during school or at school-sponsored functions. This includes matches, lighters, and any authentic-looking non-tobacco items.

6. Possession of and/or use and/or sale and/or distribution of a weapon (be it real or an authentic looking toy) or any item that by design, form, or function (in its original or altered state) can be a weapon. Students must be assessed by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment.

7. Physical abuse or verbal or physical threats of physical abuse. Students must be assessed by a specialized agency with the results submitted in writing to the school and the prescribed treatment plan must be followed if the student is to be considered for continued enrollment. Parents/guardians are responsible for any fees incurred for the assessment.

8. Bullying another student or faculty member. Bullying is persistent unwelcome and/or unkind behavior, using criticism, nit-picking, fault-finding, name-calling, and/or other negative comments or actions. Exclusion, isolation, being singled out and treated differently, being shouted at, humiliated, excessively monitored, teased, embarrassed, demeaned, or extorted. The duration, frequency, and intensity of the bullying will be considered.

9. Any act of delinquency or immorality that could result in commitment to a juvenile correctional institute or constitutes a definite menace to the safety of others or the morale of the school community.

10. A student who has earned two previous suspensions may be expelled if and when another offense is committed that would have resulted in a suspension.

*We cannot list or anticipate all behaviors or actions by the students. Please support the staff and talk with your child's teacher if you have concerns.*

*The Administration reserves the right to carry out disciplinary measures for any inappropriate conduct related to school nature even if not mentioned specifically in the list above.*

*If warranted, law enforcement agencies will be contacted.*

*The Administration reserves the right to discipline students for off-campus conduct.*

## **Consequences**

### **Disciplinary Consequences may include but are not limited to:**

Warning from teacher in form of written or oral words, look, or gesture

Inside recess

Special assignment related to the offense

Change place in room

Withdrawal from classroom privileges

Note or call to parent

Referral to principal

Detention outside of school hours

Conference with parent/teacher

Conference with parent/teacher/student/principal

Probation

Referral to pastor

Exclusion from extra-curricular activities

In-school suspension / Out-of-school suspension

Emergency removal / Expulsion

If it is a serious offense or a repeated offense, the parents shall be notified. If it a serious offense that could result in suspension, then the following suspension procedure will be used.

## **Suspension Policy**

The principal shall develop and maintain guidelines for the suspension of students. The suspension guidelines shall address, but not be limited to: the procedure(s) for imposition of a suspension, the requirements to be met during the suspension, and the procedure(s) upon completion/termination of the suspension.

## **Suspension Guidelines**

When an in-school or out-of-school suspension is considered, the student is informed of what behavior is expected and informed of what he/she is doing wrong. The student is provided time to respond. The principal will share the intent of possible action with the student. Communication with parents will be by phone or by a formal meeting with the student's parent(s).

When an out-of-school suspension is given, the student must complete and return assignments. It is the student/parent's responsibility to get the assignments. Students must return all completed assignments on their return. Tests will be taken the day the student returns. While suspended, the student is released from all school-related activities for no longer than 10(ten) days. A parent must return the student to school after a suspension and confer with the principal.

## **Expulsion Policy**

The principal shall develop and maintain guidelines for the expulsion of students. The expulsion guidelines shall address, but not be limited to: the procedure(s) for expelling a student, and the process available, if any, to challenge the expulsion. *Approved 11/07*

## **Expulsion Guidelines**

When expulsion is considered, the parent/guardian will be contacted immediately and a conference scheduled within one day. The parent/guardian may be required to remove their child immediately until a conference can be held. After this conference, every effort will be made to reach a decision within three days concerning the child's future status.

## **Corporal Punishment Policy**

Corporal punishment shall not be a method of discipline employed at St. Brigid School.

## **Bus Transportation**

Bus transportation is provided by Xenia and Beavercreek City Schools for students residing within their district and attending our school. All bus schedules, regulations, and routes are determined by the transportation office. Lists are kept in the Transportation Office of students eligible for bus service. Withdrawals, new enrollees, or changes of address should be reported to our school office so that this information may be forwarded to the proper authorities.

Students who do not reside in the above school districts or whose district does not provide certain transportation can receive transportation reimbursement. Parents need to ask the St. Brigid School Office for a letter stating attendance for the school year and then apply to the district in which they reside for transportation reimbursement.

During bus trips, children are expected to obey the regulations of the bus driver. Irresponsible and inconsiderate riders will be asked to find some other means of transportation to and from school.

Usually, two notices of misconduct sent to the school by the transportation department will be basis for suspension from the bus. Details are described on the bus notice.

Parents are responsible for the conduct of their children walking to and from the bus stop and while riding the school bus. The school bus drivers will report misconduct at bus stops to the school's principal.

Pupils will ride their assigned bus coming to school and returning home, unless parents request a variance from Xenia Transportation Department. Students may not ride buses that are not of their school district.

The privilege of riding a school bus will exist as long as proper conduct warrants this service. Whenever it becomes necessary to refuse transportation to a pupil, school authorities shall notify the parents in writing.

To maintain a safe and efficient bus service, it is necessary that all passengers obey the following bus regulations and that everyone fully understands the procedures.

1. Pupils are not to arrive at school bus stops more than five (**5**) minutes prior to their scheduled pick-up time. While waiting for the arrival of the bus, students shall not be in the street, on yards, or around homes.
2. Pupils will be permitted to carry aboard school bus all lap material required for their academic studies as well as carry-on parcels that will not require seating space used by another student.
3. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permitted.
4. Absolute silence must be maintained at railroad crossings and other danger areas.
5. If it is necessary to cross the road, the pupil, after receiving a clear signal from the driver that it is safe to cross, will walk in front of the bus,.
6. Without a signed permission slip from the school, pupils are not permitted to board or leave the bus at any stop other than their regularly assigned stop.

7. Pupil misconduct will not be tolerated.  
Examples of Misconduct:
  - a. Failure to obey the school bus driver.
  - b. Disorderly conduct on the school bus or at the bus stop.
  - c. Throwing objects in or from the school bus.
  - d. Hanging any object or part of the body outside the window.
  - e. Using profane or vulgar language.
  - f. Lighting a flame, eating, drinking, or smoking.
  - g. Marking or destroying property on the school bus or at the bus stop.
  - h. Opening the emergency door without driver permission.
  - i. Boarding the bus with animals, insects, fire arms, ammunition, explosives, and other dangerous materials.
  - j. Pushing and shoving while loading or unloading the bus.
  - k. Failure to sit in an assigned seat.
    1. Riding an unassigned bus without a signed permission slip
  - m. Standing while bus is in motion.
8. The school bus driver is required to report all infractions of the above misconduct.
9. Refusal to submit to the authority of the school bus driver shall be sufficient reason for refusing school bus transportation service to any disrespectful pupil.
10. Children who have been suspended from riding the bus must be picked up at the school no later than 3:00 P.M. The school cannot be responsible for students' supervision after that time.

Questions concerning bus routes should be referred to the Transportation Office: Xenia (372-5461) or Beavercreek City (426-1522).

## **Dismissal Procedure**

Parents who wish to pick up their children before the 2:45 dismissal time are to report to the office to sign them out.

All others will be dismissed according to the following procedure:

1. At the first bell, Beavercreek bus riders are dismissed through the front doors. All car riders are taken to the sidewalk (or the PAC in inclement weather) for dismissal. After-School-Care students report directly to the lunchroom.
2. At the second bell, grades K-4 Xenia bus riders are dismissed through the front doors.
3. Afterwards, students in grades 5-8 riding Xenia buses are dismissed through the front doors.

## **Lunchroom Rules**

1. Throwing of anything is never permitted.
2. Leaving the lunchroom during the lunch period is not permitted without the permission of the person in charge.
3. Children bring their lunch. Students may order pizza from Domino's on Wednesday. Lunch brought from home should be clearly marked with the child's name. Milk is sold each day under the Special School Government Milk Program
4. If lunches should be forgotten and parents wish to bring them to school, they should be clearly marked with name of student and brought to the office.
5. Proper table manners are expected from all students.
6. Respect is to be shown for each other and for lunchroom supervisors.

### **Hallway Rules**

1. Be respectful of classes in session. Quietly enter and leave the school building.
2. There is no running in the halls.
3. Hall passes are to be used unless accompanied by a teacher.
4. Teachers will escort students to library, lunchroom, music and P.E. classes.

### **Playground Rules:**

- I. Students will:
  - a. Stay in assigned playground area.
  - b. Obey adults on duty.
  - c. Stop on first bell. Second bell walk in silence to line.
  - d. Enter the building quietly and in order.
2. **No** expensive or electronic toys, remote control cars, CD's, video games, PSP's, Ipods game boy, etc., are permitted on the playground.
3. Unless requested by the staff, no items from home are allowed.
4. Playground equipment is to be used correctly and only when an adult is present. Grades 7 & 8 are not permitted on the playground equipment.

St. Brigid School and its employees and agents are not responsible for lost, damaged, or stolen items.

## **Dress Code**

**All garments, accessories, shoes, and other apparel must fit properly as determined by the form, design and intended function of the garment or accessory.**

**All garments, accessories, shoes, and other apparel must be in good repair, no holes or tears, no ragged edges, stains, and not faded.**

### **Girls K-5**

#### Uniform Jumper

1. The knee-length\* uniform jumper is worn with a tucked-in, white, buttoned-down pointed collared, oxford cloth shirt, or polo shirt.
2. All girls must have a uniform jumper for special days.
3. Provided by:  
*Schoolbelles* 1-888-637-3037  
Uniforms Galore 61 W. Main Street., Xenia 374-0710

### **Girls: 6-8**

#### Uniform Skirt

1. The knee-length\* uniform skirt is worn with a tucked-in white, buttoned-down, pointed-collared oxford cloth shirt, or polo shirt.
2. All girls must have a uniform skirt for special days.
3. Provided only by: *Schoolbelles* 1-888-637-3037  
Uniforms Galore

### **Girls: K-8**

#### Slacks:

1. Navy dress slacks, designed and fitting properly at the waist.  
*Schoolbelles* 1-888-637-3037  
Uniforms Galore, 61 W. Main St., Xenia 374-0710  
JC Penney, JC Penney Catalog, or jcpenny.com
2. Slacks are to be worn with plain, solid navy, black, or brown belt worn at the waist at all times.
3. Slacks are to be worn with a plain white polo shirt or a white, buttoned-down, pointed-collared oxford cloth shirt which is tucked into the slacks.

#### Sweaters/Cardigans

White or navy cardigans purchased only from *Schoolbelles* (Style #'s **1970, 5912**) or St. Brigid gray sweat shirts purchased through the school can be worn, either of which must fit properly, not oversized, and not be stained or faded or with holes, rips, or tears.

#### Socks/Leggings/Tights

Socks must be worn at all times. Only plain white or plain navy blue is permitted. Knee socks, leggings, or tights are permitted.

#### Shoes

1. Leather shoes or tennis shoes must be worn.
2. No high heels, sandals, flip-flops, cowboy boots, and/or fad shoes are permitted.

3. P.E. – athletic shoes only

#### Jewelry

The ONE rule: one ring; one wristwatch; one bracelet; one necklace.

Matching earrings for girls with pierced ears are to be only button-style earrings no larger than a dime and only one earring per ear.

#### Make-Up, Etc

1. Make up, colored nail polish, tattoos, and body piercings are NOT permitted.
2. Fads and extremes in hairstyles are not permitted. Bangs should not go beyond the eye brows; nor should hair hang over the eyes.

#### **Boys: K-8**

#### Slacks

1. Navy dress slacks, designed and fitting properly at the waist, and as provided by the following companies.

*Schoolbelles 1-888-637-3037*  
*Uniforms Galore on Main St.*  
*JC Penney or jcpenny.com*

2. Slacks are to be worn with a plain solid navy, black, or brown belt and at the waist at all times.
3. Slacks are to be worn with a plain white polo shirt or a white, buttoned-down, pointed-collared oxford cloth shirt which is tucked in to the slack.
4. Each boy must wear a white, buttoned-down, pointed-collared oxford cloth shirt for special school days.
5. Slacks cannot be faded.

#### Sweaters/Cardigans

White or navy cardigans purchased only from *Schoolbelles* (Style #'s **1970, 5912**) or St. Brigid gray sweat shirts purchased through the school can be worn, either of which must fit properly, not oversized, and not be stained or faded.

#### Socks

White or navy socks must be worn at all times.

#### Shoes

1. Leather or tennis shoes must be worn.
2. Sandals, boots, and/or fad shoes are not permitted.
3. P.E. – athletic shoes only.

#### Jewelry

1. The ONE rule: one ring; one wristwatch; one bracelet; one necklace.
2. Earrings are not permitted for boys
3. No tattoos

### Facial Hair/Hairstyle, Etc.

1. Facial hair is not allowed. Sideburns should not be below the ears.
2. Fads and extremes in hairstyles are not permitted. Hair should not hang below the eyebrows or beyond the top of the shirt collar.

### **Boys and Girls: K-8**

#### Shorts

1. Navy knee-length\* walking shorts, designed and fitting properly at the waist, as provided by the following companies, may be worn in Aug./Oct. and April/June **except on Mass days**.

*Schoolbelles 1-888-637-3037*

*Uniforms Galore on Main St.*

*JC Penney or [jcpenney.com](http://jcpenney.com)*

2. Shorts must be worn with a white polo shirt or a white, buttoned-down, pointed- collared oxford cloth shirt.
3. Shorts cannot be faded.
4. Shorts are to be worn with a plain solid navy, black, or brown belt and at the waist at all times.

\* Measure the length by kneeling down on the floor. The distance from the floor to the bottom of the jumper, skirt, short is < 2 inches.

### **Uniform Exchange**

There are uniforms available for either direct exchange or a nominal charge. Check with the office for details.

### **Grooming**

Personal cleanliness is a must in a group situation. Daily bathing, clean clothing, and use of deodorants by older students are necessary. The school will not hesitate to inform parents if children need special guidance in these matters.

### **Physical Education Days**

All children should wear gym shoes on P.E. days. Shoes must have laces that are tied tightly or Velcro that is not worn out so that they can be kept securely on the feet. Shoes with laces that are left wide open and are tucked behind the tongue of the shoe will not be permitted. These are often referred to as skate board shoes. Any student who arrives to P.E. with a shoe with laces tucked behind the tongue, or tucked in the sides of the shoe, or with laces so wide that the shoe is loose on the foot will not participate and will receive a zero for that day. Continued violations will result in further disciplinary action. Loose fitting shoes can result in injuries to the student wearing them and to other students when they fly off the foot when kicking.

If a girl wears a jumper or skirt to P.E., she must wear shorts under the jumper or skirt so that she may fully participate in all activities. The jumper or skirt may be removed in the gym if shorts are no more than 4" above the knee.

## **HEALTH AND SAFETY POLICY**

The principal shall develop and maintain guidelines that will ensure the health and safety of all children while attending St. Brigid School. These guidelines shall address, but may not be limited to: physical plant safety; classroom safety; report of injury; fire, tornado, and emergency drills; school crisis intervention plan with procedural postings; inspection of school property; promotion of health; health screenings; dispensing of medication; student illness; medical authorization forms; immunizations; AIDS/HIV; child abuse; Missing Child Act.

### **Health and Safety Guidelines**

#### **Report of Injury**

Any injury incurred on school property should be reported immediately to the parents or legal guardians who will decide whether or not the pupil should be given professional attention. In case of grave injury which cannot wait for a decision from the parent or legal guardian, the directions on the pupil's Emergency Medical Authorization Form will be followed.

Whenever a student is injured in an accident on school property or at a school-sponsored event/activity, a report of the incident shall be made and a record kept in an appropriate file. A copy shall be sent to the parent/legal guardian.

#### **Fire, Tornado, and Emergency Drills**

A fire drill shall be held at least every month that the school is in session. A tornado drill shall be held at least once each month during the months of April, May, and June.

Fire/tornado/emergency drills shall be held at irregular times and without advanced notice.

The principal shall report all drills including lockdowns to the appropriate local and state officials. A lockdown drill shall occur at least once a year. A lockdown is in response to an intruder or emergency situation in the immediate area. Procedures for fire, tornado, and emergency drills shall be posted by the doors of each room.

#### **Child Abuse**

All suspected instances of child abuse and neglect must be and will be reported to the proper authority according to the provisions of the Archdiocesan Decree on Child Protection.

#### **Missing Child Act**

At the time of his initial entry, a pupil shall submit a birth certificate and whatever school records were given to him by the school of most recent attendance. The school secretary shall request official school records from the school of recent attendance. If the school the pupil claims to have most recently attended indicates that it has no records of the pupil's attendance, or if the records are not received within 14 days of the date of request, or if the pupil does not present a certification of birth, the principal shall notify the local law enforcement agency of this fact and of the possibility that the pupil may be a missing child.

### **Health and First Aid Screenings**

St. Brigid has a school nurse on duty one day per week. She will conduct routine checks (screening) on vision and hearing, and maintain complete health records for each child.

The school enforces rules that protect children from accidents. The emergency information card and the medical authorization form filed in the school office provide information and instructions given by parents which are followed in case of an emergency. This information is requested annually during the first week of school.

Students shall be sent home for illness on an individual basis, but some factors which shall be considered are fever, vomiting, diarrhea, health history, and recent illnesses.

### **AIDS/HIV**

Each instance of AIDS/HIV infection involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs. Information concerning HIV infected persons shall be divulged strictly on a need-to-know basis.

### **Immunizations**

The schools shall abide by Ohio Revised Code which states that no pupil shall be permitted to remain in school for more than 14 days unless the pupil presents written evidence to the person in charge of admission that he/she has been properly and legally immunized against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella, Hepatitis B or is in the process of being immunized. A pupil who has had natural mumps or natural rubeola and presents a signed statement from the parent or physician to that effect is not required to be immunized against mumps or rubeola. The Immunization Law requires that pupils entering seventh grade must have received a second dose of MMR vaccine, unless otherwise exempt. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease. Parents who for religious or good cause do not have their child immunized must complete and comply with the forms required for Legal Immunization Exemptions available from the State of Ohio or the school principal.

### **Emergency Medical Authorization**

The school shall, within 30 days after the entry of any pupil into the school, provide the parent or legal guardian of such pupil, either as part of any registration form, or as a separate form, a copy of the Emergency Medical Form.

If a parent or guardian does not wish to give such written permission, the parent or guardian shall indicate in the proper place on the form the procedure school authorities should follow in the event of a medical emergency involving the child.

Even if a parent or guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of the school in which the pupil is enrolled shall make reasonable attempts to contact the parent or legal guardian before the treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment. (Cf. Revised Code 3313.712)

## **ADMINISTRATION OF MEDICATION**

The administration of any drug (prescription or over-the-counter) by school personnel without the order of a physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. **WHENEVER POSSIBLE, MEDICATION SHOULD BE SCHEDULED SO THE STUDENT DOES NOT HAVE TO TAKE IT DURING SCHOOL HOURS.** However, to ensure the full protection of school personnel and the physical well being of students in need of medication during school hours, the following procedures shall be followed:

1. Written request must be obtained from the physician and the parent/guardian (see the Appendix) before any medication may be administered by school personnel. This request form must be completed in full on both sides.
2. The parent/guardian must submit a revised statement signed by the physician if any of the original information provided by the physician changes.
3. Medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist.
4. A new request form must be submitted each school year and for each new medication.
5. The medication and the completed form shall be brought to the school by the parent/guardian.
6. The principal of the school or his/her designee(s) shall supervise the storage and distribution of students' medications. Medication should be distributed from a central location.
7. A daily record of medication distribution shall be kept by the principal or his/her designee(s).
8. School personnel are authorized to distribute only oral medication, not medications such as ear drops, eye drops, or ointments.
9. If the required form is not on file or if the medication is not in the proper container, the parent/guardian must come and administer the medication himself/herself.

**PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF  
MEDICATION**

**BY SCHOOL PERSONNEL**

\_\_\_\_\_ is under my care and should receive

Name of Student \_\_\_\_\_

\_\_\_\_\_ at the following times \_\_\_\_\_

Name of Drug, Dosage, Route \_\_\_\_\_

Specific instructions for administration  
\_\_\_\_\_

Possible side effects to watch for  
\_\_\_\_\_

Expiration date of this request \_\_\_\_\_

Date \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

**PARENT'S REQUEST FOR THE ADMINISTRATION OF MEDICATION**

**BY SCHOOL PERSONNEL**

I hereby request and give my permission to the principal or his/her delegate (school nurse or other responsible person) to administer the following medication to my child.

Name of Child \_\_\_\_\_

Name of Drug \_\_\_\_\_ Dosage \_\_\_\_\_ Route \_\_\_\_\_

at the following time(s) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Taken from: Montgomery County Health Association Guidelines