

Saint Brigid Catholic School

K-8

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Midland, MI 48640

Phone: (989) 835-9481

school.stbrigid-midland.org

Principal: Mr. Lon Medd



MISSION STATEMENT

The mission of Saint Brigid Catholic School, in partnership with family, parish, and community is to educate and encourage students to reach their potential – mind, body, and spirit – in an inclusive environment of support, understanding, and Catholic Values.

Registration and attendance at Saint Brigid Catholic School implies acceptance of the rules and procedures as outlined in this handbook.

The school committee and/or principal (designee) retain(s) the right to amend this handbook.

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Special Note: The information in this document is accurate at the time of publication. This handbook is reviewed and updated annually. Changes that are necessary in the interim will be published in the school newsletter.

I. Diocese of Saginaw

MISSION STATEMENT FOR CATHOLIC SCHOOLS – DIOCESE OF SAGINAW

The mission of Catholic schools is to form disciples of Jesus Christ in partnership with the family and the whole Church. Catholic schools immerse each student in a unique Christ-centered environment for the purpose of developing the whole person to live the Gospel.

VISION STATEMENTS FOR CATHOLIC SCHOOLS – DIOCESE OF SAGINAW

- Catholic schools *belong* to the entire Church.
- Catholic schools *facilitate* a knowledge of and commitment to the scriptural, sacramental, doctrinal, moral, and social teachings of the Church.
- Catholic schools *promote* excellence in academic achievement and positive, productive behavior.
- Catholic schools *create* a partnership between families and personnel.
- Catholic schools *offer* a curriculum in which the Catholic faith is woven into every class.
- Catholic schools *collaborate* with other Catholic schools.
- Catholic schools *strive to serve* families of academic, economic, and ethnic diversity.
- Catholic schools *help* families make Sunday Eucharist a priority.
- Catholic schools *form* students to be people of prayer and service.
- Catholic schools *teach* stewardship as a way of life.
- Catholic schools *recruit and form* principals and teachers willing to commit to Catholic school ministry.

DIOCESAN GUIDELINES

✠ The School

Each Catholic school in the Diocese of Saginaw is an extension of the education mission of a parish, or of several parishes working together. Therefore, the school is ultimately the responsibility of the pastor appointed by the bishop to act in the name of all the pastors of participating parishes. In diocesan policies the term “pastor” applies equally to both the single parish school pastor and to the pastor appointed by the bishop for an inter-parochial situation.

✠ The Pastor

The pastor is directly responsible to the bishop of the diocese for the school, its program, staff and students. It is his responsibility to administer to the persons who serve in the ministry of the schools, to support them in their ministry, and to provide for their continued growth and development, especially in their spiritual and faith lives. He, therefore, has the authority to make decisions which are conducive to the well-being of this school, its program, staff and students. Specifically, by this authority, he has the right to:

- receive consultation and advice from the school committee/council in making decisions;
- select and hire an administrator who will assist him in the execution of his responsibilities;
- approve the selection and termination of staff hired or terminated by the administrator in accordance with diocesan personnel policies;
- expect accountability from the administrator regarding the supervision of the school's resources, programs, staff and students;
- evaluate the administrator with reference to his/her job description and expectations; and
- terminate the administrator in accordance with diocesan personnel policy.

✠ Addressing Individual Parent Concerns

The bishop, in his pastoral appointment, delegates complete authority for a school to the pastor. The pastor in turn shares this authority by hiring a principal who shares the authority by hiring teaching personnel. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with this school community in a cooperative relationship.

In cases of individual parent concerns regarding this relationship, the principle of subsidiarity is involved, i.e. the parent attempts resolution of the concern with the appropriate teacher first. If this fails to bring about satisfactory resolution, the parent attempts resolution with the principal.

Still failing to obtain satisfactory resolution, the parent approaches the pastor for resolution. If satisfactory resolution is still not obtained, the parent may enter into the diocesan grievance procedures. Neither the Education Commission nor leadership of the Home School Association (Parent Teachers Organization) is involved with these individual concerns.

In the event that the relationship between the home and school has deteriorated to the point of being detrimental to the individual child or to the school community, the pastor or principal may place restrictions on the continuance of this relationship and may in fact, terminate the relationship.

✚ Discipline

Teachers and administrators have the responsibility to demonstrate care and concern for their students. This is shown in the manner in which certain procedures are enforced in disciplinary action. All disciplinary actions are based on the premise that the purpose of discipline is training, which develops self-control, and character, encourages self-discipline, and sets attitudes and values, which will affect life decisions. Forms of punishment used to enforce discipline are those which teach the child that the behavior is not acceptable, but that the child himself/herself is acceptable. Therefore, the following regulations are enforced in all schools throughout the diocese:

1. Corporal punishment is never allowed for any purpose.
2. Punishment is never indiscriminately applied to an entire group of students because of the behavior of one student or a small group of students.
3. The punishment is a natural outgrowth or a logical consequence of the behavior.
4. The severity of the punishment is in relation to the gravity of the offense.
5. The punishment of “suspension” is used only for cases in which the child’s presence is detrimental to the other children in class, and is never used without informing parents. In general, all such suspensions are “in house” suspensions. On those rare occasions when the suspension is “at home,” permission from the Diocesan Office of Education/Formation must be obtained prior to the suspension.
6. Denial of a child’s participation in activities, or isolation from the group only follows a thorough and careful analysis of the personality of the child and how this might affect him/her. It is a natural follow-through of the misbehavior.
7. Other students are never used to assist the teacher in administering punishment to a student.
8. Academic punishment is never administered for social misconduct. Nor is social punishment administered for academic difficulties.

Administrators reserve the right to expel a child from school. However, this is used only as a response to an extremely serious public display of disregard for life, health or property. It may also be used as an ultimate recourse in response to a long series of misconduct, which no amount of consultation between parents, the students, teachers, and administrators has been successful in correcting. Diocesan officials must be informed of the expulsion and the reasons for the expulsion.

On rare occasions, the inappropriate behavior of parents or guardians may be the reason that a student is asked to leave the school. In these situations, the approval of the pastor and the diocesan official is required.

✚ Child Custody Issues

The school/parish shall recognize custodial parents and legal guardians as the primary decision-makers for their children. Legal documentation regarding custody and visitation shall be provided to the school/parish by the custodial parent(s) or legal guardians(s) at the time of registration. The school/parish shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school/parish records, conferences, and information unless otherwise restricted by court order. Non-custodial parents may not use the school/parish for the purpose of circumventing custody orders or visitation rights. It is the obligation of parents to properly inform the school/parish of limit of access to children, records or other information.

✚ Child Abuse/Neglect Reporting

The State of Michigan requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency. School administrators, counselors, teachers, and social workers, having reason to believe that a child under the age of 18 has been abused or neglected must report the matter promptly to the Family Independence Agency of the county where the suspected abuse or neglect has occurred.

Child abuse is defined as harm or threatened harm to a child's health or welfare through non-accidental physical or mental injury, sexual abuse, sexual exploitation, maltreatment. Child neglect is defined as failure to provide adequate food, clothing, shelter or medical care.

The report, to the extent known, should include the following information:

- a. Name, address, age, and sex of child.
- b. Name and address of parent or guardian
- c. Nature and extent of child's injuries or neglect
- d. Name and address of person(s) suspected of abuse or neglect
- e. Family composition
- f. Source of information
- g. Person making the report
- h. Any action taken by the reporting source
- i. Any other helpful information
- j. Name of agency and official to whom the report was made

The procedure for reporting is as follows:

Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect shall immediately make an oral report of this to the appropriate county department or local law enforcement agency.

The person making the report should immediately inform the principal or his/her designee. If the reporting party is the principal, s/he shall then notify immediately the pastor/administrator in a diocesan school. If someone other than the principal makes the report, the employee shall notify

the principal prior to the report, and then notify the pastor/administrator of a diocesan school that the report has been made. All information pertaining to the matter should be treated as confidential. Notification of the principal or pastor/administrator does not relieve the school staff member of the obligation to report to the proper agency.

The individual making the oral report shall report in writing to the agency to which the oral report was made and to the principal typically within 24 hours and no later than 72 hours, of the oral report being made.

The school principal shall keep one copy of the written report and forward a copy marked “CONFIDENTIAL” to the pastor/administrator and one to the superintendent. School personnel shall carefully consider all recommendations of the county department or law enforcement agency in handling the situation at school and with the parents.

The school shall keep this report on file indefinitely. This report is a confidential one and is not to be made part of the student’s permanent cumulative record. Copies of this report may not be transferred to another school.

The parents should be contacted only at the direction of the agency, police or superintendent.

† Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion even with a first offense. Saint Brigid Catholic School, in conjunction with the Diocese of Saginaw, strictly prohibits the use, manufacture, sale or possession of illegal drugs, narcotics, or other controlled substances or to be under the influence of alcohol during school hours, while on school property.

† Harassment, Bullying, and Possession of Weapons Policies

1. This policy prohibits any verbal or physical conduct on the part of students that has the purpose or effect of substantially interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment.
2. This policy prohibits the possession of weapons in the school/parish and on the school/parish grounds (i.e. school/parish premises) or in the immediate vicinity of the school/parish, as well as any event sponsored or supported by the school/parish.
3. The school/parish policy includes the following statements:
 - a. Any student discovered to be or suspected of carrying or possessing a weapon, harassing or bullying in violation of this policy shall be excluded from classes/events pending investigation.
 - b. A search can be conducted to verify the possession of a weapon. The search may occur without prior warning, and would include an inspection of the student, and pockets (the student empties his/her own pockets), book bags, purses, lunch container, locker or vehicle. A law enforcement officer may conduct a body search.

- c. Questioning may also occur regarding possible harassment, bullying, or the possession of weapons.
 - d. If the student refuses to cooperate or interferes with the search, the refusal to cooperate or interfere without legitimate reasons may result in disciplinary action, up to and including expulsion.
 - e. If a weapon is found or if there is suspicion that a student possesses a weapon, the police department is to be notified immediately and, if possible, the student is to be detained.
4. Persons who engage in harassment, bullying, or who possess weapons are subject to disciplinary action, including suspension and expulsion. The policy shall contain procedures for reporting and the obligation to inform the parents.
 5. Any of the actions listed above are to be reported as soon as possible to the staff or the principal. Every complaint brought to the attention of the staff will be forwarded to the principal. If necessary, a meeting with all parties will take place. Counseling, and/or corrective discipline will be used to change the behavior of all parties involved. This includes appropriate interventions, the restoration of a positive environment, and support for the victim.

Saint Brigid Catholic School is committed to a safe, Christian educational environment for all students, employees, and volunteers, free from bullying. Bullying is defined as repeated, deliberate behavior designed to harass/intimidate, hurt or inappropriately exert power over another person. Bullying may take one of the following forms:

- Physical acts may include, but are not limited to, harming a student or damaging a student's property
- Verbal acts may include, but are not limited to, name calling, mocking or making sexist, racist or other hurtful comments
- Social acts may include, but are not limited to, excluding others from a group, spreading rumors, or gossiping
- Electronic acts include any bullying done via electronic means which violate the Computer Use Policy and the student handbook
- Written acts include any bullying done through any written or graphic expression

Any of the actions above are to be reported as soon as possible to a teacher, the staff or the principal. Incident reports will be made and corrective action taken. Copies of the incident report form will be kept by the teacher and principal. Corrective measures will depend upon the severity of the incident and upon previous corrective measures. Parents of both the victim and bully will be informed of each incident. If necessary, a meeting of all parties will take place. Counseling will be recommended for the victim and for the bully. Follow-up reviews of student behavior will continue.

Students, teachers, staff and parents are asked to do their part in reporting any and all incidents of bullying behavior and helping to support all parties involved by helping to squelch all malicious rumors about involved students, behaviors and staff.

The school administration reserves the right to establish fair and reasonable rules and regulations for circumstances that are not covered in this handbook. These rules and policies apply to any

student who is on school property or is attending any school-sponsored activity. The school administration reserves the right to make minor adjustments to the discipline policy as it pertains to a specific incident.

✚ Title IX Coordinator

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic Schools' education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Mary Ann Deschaine, Ed.S., Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, mdeschaine@dioceseofsaginaw.org. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, mobrien@dioceseofsaginaw.org.

II. Saint Brigid Catholic School

DESCRIPTION

Saint Brigid Catholic School in the Diocese of Saginaw is located at 130 W. Larkin, Midland, Michigan, 48640.

In September, 1922, Saint Brigid Catholic School began a deep tradition of Catholic School excellence, which has sent nearly 1,500 graduates into the world as Christian representatives. Students moved into the present building in April, 1983. Approximately 150 boys and girls currently are enrolled in kindergarten through eighth grade.

Saint Brigid Catholic School is part of the educational system established by the Diocese of Saginaw and is recognized by the State of Michigan, Department of Education. Since 1995, Saint Brigid Catholic School has held accreditation by the MNSAA (Michigan Non-Public School Accreditation Association). It received its most recent accreditation in 2015. It is also a member of the NCEA (National Catholic Education Association) and MANS (Michigan Association of Non-Public Schools).

Saint Brigid Catholic School enjoys a long-standing reputation for academic excellence – a reputation carried forth yearly by our graduates, many of whom are listed on the honor rolls of their respective public schools. In addition to the many academic achievements of our talented students, we find them using their gifts in athletic programs, musical groups, theater groups and/or student government programs in their schools and communities.

While we are proud of the many accomplishments of our students, we feel that these are nothing more than the natural by-product of our vibrant Christian academic community – a community which recognizes and nurtures the gifts of each and every one of our students – the spiritual as well as the social and academic.

Saint Brigid Catholic School is comprised of kindergarten through eighth grade. Our student population is diverse, representing a variety of cultures, ethnic groups, economic backgrounds and countries of origin. We embrace this diversity and welcome children of all denominations.

MISSION STATEMENT/PHILOSOPHY

*** Mission Statement**

The mission of Saint Brigid Catholic School, in partnership with family, parish, and community is to educate and encourage students to reach their potential – mind, body, and spirit – in an inclusive environment of support, understanding, and Catholic Values.

* Philosophy

Saint Brigid Catholic School believes in the education of the whole child – mind, body, and spirit – in an environment that will enable students to develop to their fullest potential. Catholic values are integrated in the overall school environment to reinforce those values taught at home by parents.

Essential to our goal is the celebration of liturgy and prayer, a strong academic program and opportunities for each child to sense his/her worth in the eyes of God and him/herself. Saint Brigid Catholic School seeks to be an example of a living faith community. We strive to be of service to each other, parents, parishioners, and the community at large.

* Vision Statements

- Saint Brigid Catholic School makes known to each student that Jesus Christ is our Lord and Savior.
- Saint Brigid Catholic School develops a respect for all people as persons loved and saved by Christ.
- Saint Brigid Catholic School facilitates a basic understanding of Catholic ideals and attitudes.
- Saint Brigid Catholic School enables each student to develop and improve basic skills necessary for a strong academic foundation.
- Saint Brigid Catholic School helps each student develop the power to think constructively and reason independently.
- Saint Brigid Catholic School provides experiences that develop creativity and an appreciation of aesthetic values.
- Saint Brigid Catholic School promotes a positive attitude toward physical development and healthful living.
- Saint Brigid Catholic School develops a sense of individual worth.
- Saint Brigid Catholic School teaches students to accept responsibility for their own behavior.

ACCREDITATION, FACULTY AND ENDOWMENT

* Accreditation

Saint Brigid Catholic School received its accreditation by the Michigan Non-Public Schools Accrediting Association in 1995, 2003, 2009, and 2015. A certificate of accreditation hangs in the school entrance. A yearly school improvement report is required to continue our certification.

* Faculty

The staff at Saint Brigid Catholic School attempts to meet the individual needs of each student, accepting them as they are and carefully aiding them in their development spiritually, intellectually, emotionally and physically. Saint Brigid Catholic School teachers are fully certified teachers and participate in continuing education programs.

* Criminal Background Checks

All Catholic school employees, including coaches, and volunteers who are alone with children, are required to have a criminal background check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

1. The MSP's electronic hand-scan system has been functional since January 1, 2006. Prints received on or after this date are archived and stored electronically.
2. Once the criminal background check has been conducted by the MSP, a report is sent to the Michigan Department of Education identifying any school employee, coach, or volunteer with a criminal conviction. The State Department of Education provides the names of individuals convicted of a crime to the Superintendent of Catholic Schools.
3. If the Superintendent of Catholic Schools has been notified of a felony or a misdemeanor by a (possible) employee or volunteer, a determination is made by the Bishop regarding employment.

* Endowment

The Cardinal Hickey Endowment Fund Board of Trustees voted to merge into the Roman Catholic Diocese of Saginaw Catholic School Foundation in April, 1999. Saint Brigid Catholic School is represented with the appointment of a trustee to the Foundation. The Foundation's mission is locally supported by a board of trustees made up of representatives from a cross section of the parish and school. Saint Brigid Catholic School receives annual distributions from this fund.

The endowment continues to look for new contributions from parishioners and others interested in improving the financial security of the school. Contributions to this fund are tax deductible. Anyone interested in making a contribution, may contact the principal.

ADMISSION AND FEES

* Admissions

The Catholic schools of the Diocese of Saginaw admit students of any race, color, national or ethnic origin to the programs and activities generally made available to students at the schools. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered program

All Catholic preschools, elementary, middle and diocesan high schools are open to students who sincerely seek a Catholic education and meet admission requirements. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference for admission is given to Catholic students. No person shall be admitted as a student in any Catholic school unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese. Whether Catholic

or non-Catholic, the student must agree to attend religion classes and religious activities conducted in the school.

A child who is five years of age by September 1st may be admitted to the kindergarten class. Exceptions to the age limit may be permitted after consultation with the principal and kindergarten teacher. The Kindergarten Open House/Registration is held annually in the spring to orient new students and parents to the school and to register for the coming year.

The order of acceptance for enrollment is:

1. Children from families with children already enrolled in our school
2. Members of Saint Brigid Parish with children of school age
3. Members of Midland Area Catholic Community (MACC) parishes with children of school age
4. Members of other Catholic parishes with children of school age
5. Non-Catholics with children of school age.

The administration is authorized to make discretionary exceptions to the above priorities in favor of fostering values in social justice and personal spiritual development.

* Registration

When registering, pupils will present the following:

- Official birth certificate
- Up-to-date immunization information signed by a physician or authorized health official
- Results from pre-school vision and hearing testing
- Registration/book fee
- Home language survey
- Registration Form
- Family Parish Commitment Form
- Family Financial Commitment Form
- Parent Commitment Form

Registration of new students shall be done in person whenever possible. A personal interview will be conducted with parents or guardians, usually by the principal. The parents' reasons for enrollment will be discussed and the school program will be assessed to determine if the child's needs can be met within the school educational program. School records will be requested.

Registration for the next academic year occurs each spring. A book fee is due at the time of registration and is not refundable unless the family has been transferred from the city of Midland. Administration reserves the right to review each re-registration and with due consideration welcome back a student or refuse re-admission.

* Fair Share Stewardship Program

'Fair Share' is a program in place to ensure that a Catholic education is available to ALL students who would like one; no student is denied a Catholic education because of inability to pay. In the event that a family cannot afford to pay the full tuition rate, or the variable tuition rate (see tuition chart), the Fair Share program allows for each family's financial circumstances and provides each family with the opportunity (and the dignity) of paying what they can afford.

* Tuition

St. Brigid Catholic School strives to maintain high quality programming while keeping Catholic School education affordable for everyone. Tuition Assistance is available to active members of the parish and is based on a sliding scale calculated on household income. Those who do not qualify for tuition assistance may still take advantage of the opportunities provided for parents to earn tuition credit.

TUITION RATES

Standard Tuition Rates:

- *Non Catholic/non Midland Cohort students* \$5,300
- *Catholic students in the Midland Cohort* \$3,900

TUITION ASSISTANCE

1) PARISH SUBSIDIES:

Thanks to the generosity of the Midland cohort parishes, no family is required to pay the full cost of tuition for their children:

- Tuition information for Saint Brigid Catholic School:
- Annual cost to educate one student \$5,300
- Parish subsidy (per student from cohort parish) provided by home parish (1,000)
- Standard Tuition: Catholic Students from cohort parishes \$4,300
- Additional subsidy (per student from cohort parish) provided by Saint Brigid (400)
- Standard Tuition: Catholic Students from cohort parishes \$3,900
- Non Catholic/non cohort students are asked to contact the Parish Business Office

2) TUITION ASSISTANCE CHART:

Active parishioners may be eligible for additional tuition assistance. Since Midland Area Catholic Community (MACC) parishes fund the tuition subsidies, only active Midland Cohort parishioners may make use of the Tuition Assistance Chart. Non- MACC parishioners may contact their parish where alternate tuition funding may be available. An active MACC parishioner is defined as someone who is:

1. Registered in their own name in a MACC parish.
2. Included in the current parish census information.
3. An envelope holder who is regularly supporting the parish through time, talent and treasure.

4. Participating regularly in the Eucharist and the life of the parish community.

If a family is unable to pay the standard tuition, they are expected to pay according to a Tuition Assistance Chart, which is based on your family's Adjusted Gross Income (AGI). Tuition Assistance Chart forms are found in the back of the handbook. The chart is intended to provide guidance as to your family's "fair share" in the instance that you are unable to pay the standard tuition.

- Variable Tuition Rates - based on Adjusted Gross Income*
 - **Tuition rate** for one child enrolled 5.50% of AGI
 - **Tuition rate** for two children enrolled 7.25% of AGI
 - **Tuition rate** for three children enrolled 7.75% of AGI

**applies to active, registered Midland Cohort parishioners who are unable to pay the standard tuition amounts above; these calculations are based on the Tuition Assistance Chart.*

3) ADDITIONAL FINANCIAL ASSISTANCE:

If after prayerful consideration and in light of your family circumstances you are not able to pay either full tuition or according to the Tuition Assistance Chart, we ask that you contact the Business Office and we will work with you in determining an affordable amount based on your situation.

TUITION PAYMENT PROCESS

1) Tuition Payment Due Dates:

- SEPTEMBER 1. You may pay the entire year's tuition in advance. A 3% tuition discount will be given if the account is paid in full (or envelope postmarked) by September 1.
- 15th of EACH MONTH. After making your \$100 deposit, you may have the remaining tuition amount divided into equal monthly installments, due by the 15th of each month (July through May).
- Monthly invoices will be mailed.
- Yearly tuition must be paid in full by June 15 of the current school year.
- For accounts paid in full, SCRIP credits will be applied to the next school year.
- Accounts must remain current in order for children to continue to attend classes. Accounts which are more than one month overdue must be discussed with the Saint Brigid Parish Business Office.
- **A \$15.00 fee is charged to accounts with unpaid balances at the end of each month and \$30.00 for non-sufficient fund checks or ACH.**
- *Nonpayment of tuition situations should be discussed with the Saint Brigid Business Office (rather than with the School administration and staff).*

2) Forms of Payment:

- Check.
- Credit Card (see online giving).

- In person at the St. Brigid School Office, in a sealed envelope marked “St. Brigid Tuition.”
- Electronically through any financial institution (see online giving).

* Book Fee

The registration/book fee is a charge applied to the cost of consumable items a student will use during the school year, and may include items such as writing, math, and reading workbooks.

Each student is responsible for the care of his/her textbooks. Students are expected to treat their books as learning tools. A student will be asked to pay for any book(s) that is/are lost, damaged or destroyed. All books must be carried to and from school in a plastic bag or book bag.

ORGANIZATIONS, COMMITTEES AND FUNDRAISERS

✚ Education Formation Commission

The mission of the Education Formation Commission is to intensify the faith commitment of the family of Saint Brigid Parish by overseeing various catechetical, educational and spiritual formation programs. The commission is made up of school parents, faith formation parents and members of the parish at large. Its purpose is to discern the vision for Catholic Christian education and formation. Meetings are regularly scheduled at 7:00 p.m. on the second Wednesday of each month.

* Parent Teacher Organization (PTO)

The mission of the Saint Brigid Catholic School PTO is to assist in providing moral, spiritual, and financial support to directly benefit the students who attend Saint Brigid Catholic School. In addition, the PTO provides support to the staff of the school, enabling them to continually provide quality educational experiences for our students.

The Saint Brigid Catholic School PTO is organized to facilitate and encourage communication between the home and school. It meets monthly and parents are encouraged to attend. The PTO sponsors a variety of fundraising programs. All parents are expected to participate or volunteer their time or talent in some manner since proceeds directly impact the school in the form of instructional aids for teachers (i.e. technology, gym equipment), playground needs, library needs, scholarships, etc.

* Fundraisers

The PTO approves a fundraising plan each June that is reviewed by the PTO Executive Committee and the School Committee. These committees determine the appropriate allocations for each fundraiser and approve the distribution of the proceeds for the following year.

The major fundraisers, described below, are presently in existence. Parents are expected to participate in each of these fundraisers to the best of their ability.

Scrip Program – Participants use pre-purchased gift certificates to buy products such as gas, groceries, clothing, etc. A percentage of the purchase price of each certificate is returned to P.T.O. This program requires no additional out-of-pocket expense for the school families. This is a year round program. The proceeds of the Scrip Program fund additional educational supplies for the classroom teachers.

Fall Auction Gala – This fundraiser is held in November. The proceeds go toward curriculum enhancements and P.T.O. general funds. All school families are required to participate.

Guardian Angel Walkathon Fund – Funds raised from this event support scholarship assistance for school tuition, program fees, uniform costs and After School Care program fees.

DISCIPLINE GUIDELINES

† Behavior Expectations

These are the behavior expectations for *all* Saint Brigid Students.

Be prompt and prepared

1. Arrive on time
2. Bring necessary materials
3. Complete assignments on time

Respect the rights of others

1. Use appropriate voice and language
2. Listen to the speaker
3. Respect opinions of others
4. Refrain from harassment

Display a concern for learning

1. Remain on task
2. Allow others to remain on task

Display appropriate social skills

1. Cope appropriately with disagreements, teasing, or failures
2. Interact with others appropriately
3. Behave in a courteous manner

† Progressive Consequences

If a student's actions do not meet these behavior expectations, the following steps will be taken to assist in developing student ownership and responsibility for their actions.

Step 1 The student will receive a verbal warning with an explanation of why his/her behavior is unacceptable.

Step 2 The staff member may choose to implement time out when appropriate.

Step 3 The staff member will meet with the student and fill out a behavior slip. This slip is signed by the adult staff member and is sent home for parent signature. A signed copy must be returned to school.

Step 4 The student must meet with the principal. At the discretion of the principal, the student will be required to phone his/her parents.

Step 5 If the issue is not resolved, a meeting between all parties involved will take place.

Step 6 In school suspension will take place at the discretion of the principal. The parents are required to supervise their child. If parents are not available, they must pay to have the child supervised for the day.

Step 7 In unresolved cases, out of school suspension may be required. The duration of the suspension may be 1-5 days.

Step 8 After consultation with the Superintendent of Catholic Schools for Saginaw Diocese, a student may be expelled.

In severe cases, the principal may fairly choose to begin the process at step 4 or above.

The school administration reserves the right to establish fair and reasonable rules and regulations for circumstances that are not covered in this handbook. These rules and policies apply to any student who is on school property or is attending any school-sponsored activity. The school administration reserves the right to make minor adjustments to the discipline policy as it pertains to a specific incident.

ACADEMIC INFORMATION

✚ Curriculum

The curriculum at Saint Brigid School is comprised of the following subjects: religion, mathematics, social studies, and language arts (reading, phonics, spelling, handwriting, creative writing), science, health, art, music, Spanish, physical education, library skills and technology education. Students in grades 7 & 8 have an opportunity to take elective courses, which include Art, Spanish, drama, public speaking, creative writing, physical education and life skills.

Sixth grade electives are band or technology.

Our staff follows the standards established in the Diocese of Saginaw Curriculum guidelines for each subject area.

✠ Faith Experiences/Prayer

There are many occasions during the year when staff and students share time praying and worshipping together. A student can participate in the weekly liturgy by serving as a lector, a greeter, an altar server, or a gift bearer. The liturgy schedule is published in the school newsletter as well as on the monthly parish calendar. Family members are encouraged to attend with the students. Individual classes, in connection with their religion class, share prayer experiences appropriate to their grade level. These may include prayer services, Bible reflection, and journal writing. The 4th – 8th grade students participate in the Family Life Program which communicates five core themes that strengthen family values: family living, personal growth and understanding, respect for life, Catholic Christian sexuality and social living.

Sacramental preparation sessions for Confirmation, First Eucharist, and Reconciliation are scheduled during the year. These programs are under the direction of our parish Faith Formation program, and are reinforced through the school's religion classes. Students are also encouraged to attend parish-sponsored Reconciliation Services with their families.

✠ Library

Students in grades K-5 participate in a weekly library class. During this time, the librarian presents a short informational lesson on library skills. Following that, students are encouraged to check out books/magazines for their personal reading. Besides the assigned supervised period, students may use the library facilities for research work during the school day with the consent of their teacher. While students in grades 6-8 do not have a regularly scheduled library class, they use the library as a resource when needed.

Students must return books before they are permitted to withdraw others. Lost books must be paid for or replaced. Parents who wish to donate new books to the library should first consult with the librarian.

There are two book fairs held each school year with all the proceeds supporting the purchase of new books for the school library. The "Library Birthday Book Club" is a fun way for students to purchase a new book for the library on the occasion of their birthday. They may also purchase a book for the library on the occasion of someone else's birthday (i.e., family members). Information on the program is available from the librarian.

✠ Technology Education

The technology lab at Saint Brigid Catholic School offers our students a state-of-the-art facility that accommodates entire classes, kindergarten through fifth grade, at regularly scheduled class

periods throughout the school week. Each student is assigned a workstation that is on a Local Area Network (LAN) and is connected to the Internet. The network also includes a server, printers, a scanner, a content filter for the Internet, and a projector for use in presentations.

Parents/Guardians need to sign and return a “Technology Use Guidelines” form that outlines the rules of the technology lab and gives permission for all technology use including the Internet.

The technology curriculum focuses upon the utilization of the technology as a tool. The technology coordinator, in conjunction with the classroom teacher, chooses appropriate software and projects to enhance and enrich the focus of study in the regular classroom. Students become proficient in technology operation and applications, particularly keyboarding, desktop publishing and multi-media presentation skills that will help prepare them for the future.

† Shared Time Programs

The shared time program with Midland Public Schools provides certified teachers for Saint Brigid Catholic School students in the areas of art (grades K-6), music (grades K-5), band (grade 5), physical education (grades K-6), and Spanish (grades K-5).

Art

Art classes are scheduled once a week for students in grades K-6 for 45 minutes. Art skills and techniques are sequentially developed. Students use a wide variety of materials working in two and three-dimensional formats. Included are drawing, painting, sculpture, design, fiber, printmaking and art history. Many lessons are designed to enhance academic learning. Individual creativity is encouraged and there are many opportunities for display of student art. The kindergarten art class is taught by the kindergarten teacher.

Music and Band Programs

Music classes are scheduled once a week for students in grades 1-5 for 35 minutes. Lessons include singing, movement, music reading skills, music appreciation and rhythmic activities. Students usually produce a Christmas program under the direction of the music teacher. Kindergarten music class is taught by the kindergarten teacher. Kindergarteners participate in the all school programs. Students in grade 5 participate in band class twice a week, which are 45-minute long classes.

Physical Education

Physical Education classes are scheduled twice a week for students in grades K-6. All students should expect to participate and have tennis shoes and clothing appropriate for vigorous activity. If your child is unable to participate, the parent is asked to please send a written note to the teacher.

Spanish

Students in kindergarten through grade 5 receive Spanish instruction appropriate to their grade level. The class is conducted mainly in Spanish to maximize listening and speaking skills. The students learn vocabulary, sentence formation, number concepts, social studies, geography, and songs. They also acquire a cultural awareness of Spanish speaking countries.

* Auxiliary Services

“Whenever the board of education of a school district provides any auxiliary services specified...to any of its residents’ children in attendance in the elementary and high school grades, it shall provide the same auxiliary services on an equal basis to school children in attendance in the elementary and high school grades at the non-public school.” Michigan School Code 340.66.

Under this law, the following services are available through Midland Public Schools: speech therapy, school social worker, and school psychologist. More information on qualifying students is available from the teacher and/or principal.

GENERAL INFORMATION

* Absences

Parents are requested to call the school office by 8:30 a.m. each day that their child will be absent from school. Whenever a child is ill, parents are asked to keep them home for their own welfare and for that of the other students and school personnel. All students should be well enough to go outdoors for a short morning and noon recess. Exceptions must be made in writing to the classroom teacher. Arrangement for missed assignments should be made with the individual classroom teachers. Please allow teachers sufficient time to prepare materials. All schoolwork is to be made up for days when the student is not in school.

Parents are asked to please call the school as soon as possible when a child has any communicable disease. Anonymous written notification is taken home by students in the child’s class as a precautionary measure.

Attendance is crucial in affecting learning. Participation and classroom activities cannot be shared by those who are not present. Therefore, the school encourages parents to arrange family trips/vacations at the scheduled break times. However, if a trip is made during regularly scheduled school days, parents may request the missed schoolwork upon *return* from the trip.

* Leaving before the end of the school day

A written request from the parent should be submitted to the teacher and the school office when a student is to leave school before the time of dismissal. Dental and doctor appointments should be

scheduled after school whenever possible. Parents are expected to come to the school office to pick up their child and sign them out.

* Tardy

If a student arrives after the school bell has rung at 7:55 a.m. to begin class, then he/she must go to the office to get a tardy slip. The student will receive either an *excused* or *unexcused* tardy slip depending upon the reason for the tardiness. For every 3 unexcused tardies accumulated by students it will count as one absence from school. For example, if a student had 21 unexcused tardies, it would be counted as 7 absences. If you are absent/tardy more than 40 times in a school year, your student may be retained in their current grade.

* Accidents/Insurance

When an accident occurs, the school follows the procedures that parents have authorized at the time of enrollment. Each family will fill out an emergency form at the beginning of the year, and is expected to update it when/if changes occur. Student accident reports are completed for anything more than minor cuts and bruises.

Saint Brigid Catholic School participates in the Diocesan Student Accident Insurance Program. Coverage is extended to school students and child care/day care students while they are in school or participating in school sponsored events, including sports. Payments are made on an excess basis which means that the parents first file the medical expense claim with their insurer, and then this policy can provide payment for the deductible or co-pay. If the family does not have medical insurance, this policy will reimburse the medical expenses (on a primary basis) subject to the terms and conditions of the coverage. A policy brochure is included in the parent packet on the first day of school. Paperwork is available in the school office.

* Assignment Books

In grades 3-8, each student is given a Catholic School assignment book. The assignment book is used to develop and establish good study habits as well as to function as a communication tool between parents and teachers. Students are expected to record homework assignments each day. Daily use of this book is necessary by all involved – *student, parent and teacher*.

* After School Care Program

All students currently enrolled in Saint Brigid Catholic School and children of registered members of Saint Brigid Parish are eligible to enroll in this program. It is available from 3:00 p.m. until 6:00 p.m. on all full days that school is in session. Registration papers/fee and details are available in the school office and on the website.

* Before School Care Program

Students who need an early drop-off are permitted in the school no earlier than 7:15 a.m. Adult supervision is provided at no charge. They may talk or work on homework until 7:40 a.m. when they are permitted in the classroom.

* Bus Transportation

Bus transportation is provided by the Midland Public Schools for all students who live within MPS bus routes. For information on drop-off and pick-up points, as well as times, please call the Midland Public School's transportation office at 923-5041. It is important for families just registering at Saint Brigid Catholic School to call as soon as possible so their child (ren) may be placed on a current route. Bus transportation is available for all students in the morning only.

* Dismissal

All students must be picked up by a parent or guardian. After the 2:50 bell rings, teachers will bring students to the area in the front of the building under the overhang (K-5). In case of inclement weather, students will be dismissed in the school lobby. Middle school students will meet parents either in the school lobby or on the playground @ 3:05 p.m.

If there is a change in your child's regular dismissal routine, please notify the teacher in writing. Students will follow their regular routine unless a parent/guardian has notified the school office otherwise.

IMPORTANT: There is **NO** teacher supervision on the playground before or after school. If you will be late picking up your child, please call the school office. Your child will be waiting for you in the school office upon your arrival.

* Dress Code

Saint Brigid Catholic School has established a uniform policy to which all students must adhere. The Uniform Policy is included in this handbook.

* Field Trips

Classes take field trips each year in conjunction with classroom activities. Permission slips, signed by parents, are required before a student accompanies the class on a field trip. Medical treatment release forms are filled out by the parent/guardian and kept on file both in the classroom and school office. Copies are taken on each field trip. The decision whether to wear uniforms on a field trip is made by the teacher.

Parent volunteers are needed to drive on field trips. Field trips may be canceled if there are insufficient drivers. All students will be required to wear seat belts in cars. The school uses the recommended Diocesan forms for adult drivers, according to the Gallagher-Bassett Insurance Company.

As of July 1, 2008, Michigan law requires all children 8 years and younger **AND** less than 49” tall to ride in a child booster seat. This affects students in **grades Kindergarten, 1st and 2nd grades**. When your child is scheduled to go on a field trip, **you must have a booster seat at school for them to use**. We cannot put a child in a car without a booster seat that meets the state requirements.

* Health Services

The following health services are available to our students:

- Vision screening-Grades K, 2, & 4
- Hearing screening-Grades 1, 3, & 5
- A public health nurse is available for consultation
- Students in grades 6-8 may have either hearing and/or vision tested upon parental written request.

* Homework Assignments

Students may expect a reasonable amount of homework each day. Approximate time guidelines for each session are as follows:

Grades K-2	15-30 minutes/day
Grades 3-4	30-60 minutes/day
Grades 5-8	45-90 minutes/day

* Hot Lunch Program

Students may choose the daily hot lunch meal or pack their own lunch. Menus are sent home monthly (attached to the school newsletter). Meals are cooked at the Saint Brigid School kitchen. The cost is reasonable and subject to change. Family accounts are kept in the office and parents may pay for meals daily or in advance. Students have the option of bringing a beverage to drink with their lunches, or may order milk for a nominal fee.

Saint Brigid School participates in the federal Free and Reduced Lunch program. Forms are available at the beginning of the school year or from the school office at any time throughout the year. If students qualify, they may participate as soon as the form, completed by the parent/guardian, is returned to the school office.

* Medication Administration Policy

Students are not allowed to possess medication during the school day. Medication may be self-administered with supervision in the office only if the appropriate forms are filled out by the parent/guardian prior to dosage time. Medication to be administered in the office should be brought to school by the parent/ guardian, at which time the required administration form can be filled out. Medications must be in the prescription bottle and labeled with the child’s name and

dosage. Parents should note the expiration date of medication and be responsible for its replacement if the medication expires.

* Messages

Parents are welcome to leave forgotten books, lunches, homework, as well as urgent messages for their children at the school office. Visitors to the school are asked to please report to the school office, sign IN and OUT in the registry in the school office.

* Newsletter

A Saint Brigid Catholic School newsletter is published twice a month. It is devoted to school news and events and is an important method of communication between the school and parents. All articles must be submitted to the principal for authorization. The newsletter is also available on our website.

* Nut Free Environment

Saint Brigid School has established a NUT FREE environment. There are no nut products of any kind, allowed in the building. Many of our students are highly allergic to various nuts. The school lunch program offers a Sun Butter sandwich for those students who would like something similar to peanut butter. We ask that all snacks be consistent with this policy. If a child brings an item with nuts in it to school, that child will be offered an alternative snack/lunch.

* Nutritional Snacks

Students are permitted to bring a morning snack to school. Nutritional foods such as fruit, juices, milk, raw vegetables, cheese, dried fruits, raisins, popcorn, etc. are recommended as snacks. Room parents are asked to keep nutrition in mind when planning special classroom events.

* Parent-Teacher Communication

If at any time a problem arises concerning school requirements or classroom management, parents are encouraged to contact the teacher involved with the situation. Teachers are unable to answer phone calls when school is in session; however, arrangements for return calls or conferences can be made through the office. All teachers have a school assigned email for communication.

* Playground/Lunchroom

Playground Supervision - Two adults supervise the recess of students from 11:25 a.m. - 12:30 p.m. Parents are encouraged to volunteer for these positions as they become available.

Lunchroom Supervision – Two adults supervise the lunchroom from 11:05 a.m. – 12:15 p.m. Parents are encouraged to volunteer for these positions as they become available.

* Report cards/Parent-Teacher Conferences

Report cards are distributed four times per year or approximately every nine weeks: November, January, April, and June. Formal Parent-Teacher Conferences are held at least twice/year: November and April. Between conference times, parents are encouraged to contact the teacher with their concerns.

In all subjects, report card grades are the result of a student's progress and cumulative markings.

The marking system for students in grades K-3 is as follows:

Ex = Extending-learner demonstrates mastery of current skills and is performing above expectations for this marking period.

Ach = Achieving-learner demonstrates solid performance or understanding that meets grade standards.

Dev = Developing-learner is building knowledge and skills.

NY = Not yet- learner is in the initial stages of development.

The marking system for students in grades 4-8 is as follows:

A – Outstanding Achievement

B – Good Achievement

C – Minimal Achievement

D – Poor Achievement

U – Unsatisfactory Achievement

NR – No report at this time

* School Closings

When there are closings due to weather, Saint Brigid Catholic School follows the procedure of the Midland Public Schools. WMPX (1490-AM) radio and/or TV Channel 5 will announce school closings usually between 6 and 8 a.m.

* School Day

Classes begin at 7:55 a.m. for all grades. Dismissal is at 3:00 p.m. for all students. Students arriving early are allowed to enter the building and wait in a designated area until the bell rings at 7:40 a.m. At that time students are allowed to go to the classroom with their teacher. Students who arrive after the 7:55 a.m. bell will be considered tardy.

School Day:

7:55 a.m. School begins for all grades

7:55 a.m. - 11:00 a.m. Morning kindergarten

3:00 p.m. End of day

Lunch Schedule

Grs. K, 1, 2	11:05-11:25
Grs. 3, 4, 5	11:30-11:50
Grs. 6-8	12:00-12:15

Recess Schedule

11:25-11:45
11:50-12:10
12:15-12:30

* School Delays

In the event of a school delay for the Midland Public Schools, Saint Brigid Catholic School is also delayed the same amount of time. For example, if there is a two-hour delay, school is open at 9:30 a.m. (two hours after the usual 7:30 a.m. opening time) and school will start at 9:55 a.m. (two hours after the usual 7:55 a.m. starting time). If the public school has canceled morning Kindergarten, only the all-day Kindergartners report to school.

* School Year/Calendar

Due to our use of MPS buses, Saint Brigid Catholic School follows the Midland Public School District's calendar with a few exceptions. The yearly calendar is available in May.

* Student Records

Each student's cumulative record is kept on file in the school office. The student record includes previous grades, test information, health records, information on special services such as speech therapy, counseling, psychological testing, etc. These records are confidential and transmitted to another school only upon a signed written release by the legal guardian. Parents who wish to see the records must give the principal advance notice.

* Telephone/Cell Phones

Students may use the telephone only with permission from the principal or teacher. We ask that all special dismissal arrangements be planned the previous evening and that students' phoning be limited to emergencies.

Students may have cell phones at school. However, they must be kept in the student's locker and turned off during the school day. If the phones are seen, they may be confiscated by a teacher or the principal. Any inappropriate use of the cell phone, even during the allowed time, is grounds for confiscation.

* Testing Program

All Diocesan schools participate in the K-12 testing program, NWEA (Northwest Evaluation Association). Students in grades K-8 will be assessed in language arts and math. Administered multiple times each year, this test will identify instructional levels and detail skills and concepts which students are ready to learn and upon which teachers will focus. This is an adaptive assessment which responds to the highest performing and the struggling student. It is aligned to

Michigan State Standards and Common Core Standards and to the College Readiness Benchmarks for EXPLORE, PLAN and ACT.

* Visitors

Visitors to the school are always welcome. Alumni and family relatives, who would like to visit with students/teachers, are invited to do so at the lunch/recess time with the supervision of an accompanying adult. All guests must sign IN and OUT in the registry in the school office.

* Volunteer Opportunities

All families joining the community of Saint Brigid Catholic School are strongly encouraged to participate in educational service in some capacity. Adults who volunteer to work in the classroom are required by the Diocese of Saginaw to attend a one-time session of Virtus: Protecting God's Children. A background check will also be done for anyone who works or volunteers in the building.

