



*St. Brigid School*

**Excellence Faith Community**

## PARENT STUDENT HANDBOOK

Revised February 2023

*"Founded in the Mercy Traditions  
and guided by the Jesuit Educational  
vision."*



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Dear Parents and Students,

Welcome! As a member of St. Brigid School, you are invited to become an active part of a wonderful Catholic Community, based on the virtues and teachings of Jesus Christ. Your time here will be life changing, as you grow in the light of Christ, with the guidance and support of our dedicated teachers and administrative staff. It is here, at St. Brigid, that you will be inspired to promote a love for one another and a love of learning. After all, this is the hope of our patron, St. Brigid. The Administration and teaching staff look forward to partnering with you!

Together we pray:

St. Brigid Fire of Truth, keep us true to God's will in our daily lives.

St. Brigid Fire of Compassion and Love, burn strong for all those who need our prayers.

St. Brigid Fire of Wisdom and Knowledge, be with us as we share in learning.

Bless us while we form friendships while we learn from one another.

St. Brigid of Kildare, patron saint and guardian of our Catholic School, watch over us today and everyday helping us to be as faith-filled as you were; so willing to share the St. Brigid Fire of faith with everyone you met.

Amen

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St. Brigid School was formed in 2008. It serves students in grades Pre-k through 8, in the Portland and Greater Portland area, and continues to build upon the legacy of the Mercy Traditions and is guided by the Jesuit Educational Vision.

The name celebrates the legacies of St. Patrick's and St. Joseph's Schools, which were established in Portland, Maine in the early 1900's by the Sisters of Mercy. The Sisters of Mercy, just like Brigid of Kildare, aided in comforting those who came to them in Ireland (and in the city of Portland). The Sisters of Mercy were a driving force in the conversion of souls in the early nineteenth century here and abroad, and their legacy remains a powerful force in the work of today's church in Maine.



## The Legend of the St. Brigid's Cross

**St. Brigid was a contemporary of St. Patrick who founded a monastery in Kildare in the 6th century.** It is said that she converted her father to Christianity while making a cross from rushes. In those early Christian times the farmers adopted the custom of making these same crosses at the beginning of spring to protect their holding, placing the St. Brigid's Crosses in prominent positions in their houses and buildings.

St. Brigid's parents were baptized by St. Patrick, with whom she developed a close friendship. Even as a young girl, St. Brigid evinced an interest in a religious life. She took the veil in her youth from St. Macaille. St. Brigid eventually founded a double monastery at Kildare, which developed into a center of learning and spirituality.

St. Brigid was one of the most remarkable women of her times and despite the numerous legendary, extravagant, and even fantastic miracles attributed to her, there is no doubt that her extraordinary spirituality, boundless charity, and compassion for those in distress were real.

The tradition of making St. Brigid's Crosses on the 1st of February, St. Brigid's Feast Day, continues to the present day. The center of the St. Brigid Cross, they say, depicts the eye of God, a fitting logo and symbol of the resourcefulness of St. Brigid and our school, as we embrace a future full of hope and

promise. It is a special rite of passage at our school for the graduating 8<sup>th</sup> graders make a cross and pass it on the incoming 8<sup>th</sup> grade as a symbol of what St. Brigid represents.

### ***MISSION STATEMENT OF MAINE CATHOLIC SCHOOLS***

The mission of the Catholic Schools in Maine is to strengthen the Catholic Church and to create an environment in which the faith is preserved, nourished, shaped and communicated to foster values that give meaningful direction to the Christian family and society. This is accomplished through dedication to the growth, development and formation of the student by proclaiming the message, creating community, providing service and celebrating worship so that our students will become faith-filled Christians, creative and critical thinkers, life-long learners and confident contributors.

### ***MISSION STATEMENT OF ST. BRIGID SCHOOL***

The mission of St. Brigid School is to educate the whole child, in a welcoming Catholic community, providing students with a strong foundation for life.

### ***VALUE STATEMENT OF ST. BRIGID SCHOOL***

Preparing today's child for tomorrow's world with a quality, faith based education in a joyful and loving community.

### ***VISION: A CATHOLIC COMMUNITY OF EXCELLENCE***

St. Brigid is a Diocesan school founded in the Mercy Traditions and guided by the Jesuit Educational Vision. As a school community, we value, support and pursue a variety of excellences to encourage personal, spiritual growth and a commitment to learning. St. Brigid School is called to be a Catholic school family. In our school, community is a special part of our love for God. When we care for one another, we actively celebrate the mission of our school and church. Our faith community leads us to understand who we are, where we come from and our resultant responsibility, as members of a community bound together by common beliefs. We live, learn, model and share the gifts of ourselves. We pray together, work together, share joys and sorrows too.

### ***VALUES***

- We value teaching and exemplifying the beliefs, traditions and values of the Catholic Church.
- We value and provide a learning environment, which encourages critical thinking, cooperative problem solving, creative inquiry and lively participation.
- We value providing a solid academic foundation grounded in the basics and structured for individual learning styles.
- We value the development of each person's God given potential
- We value meeting the needs of each child's intellectual, emotional, physical, social and spiritual, growth.
- We value and actively promote parent-school partnerships, which integrate families and our school and reinforce the concept of parents as primary educators.
- We value, support and foster a Catholic, Christian Community, which reflects a faith in God, concern for community and service to humanity.
- We value and stress the importance of respect for self, others and life in all forms.
- We value the opportunity to learn in a creative, Christian, caring atmosphere.
- We value and emphasize positive life skills such as communication, responsibility and organization.
- We value and provide ongoing professional and spiritual growth for our staff and parents

## **ACCREDITATION**

St. Brigid School, certified by the State of Maine and the Diocese of Portland, was granted full accreditation by the New England Association of Schools and Colleges in February 2022. This is the highest form of educational endorsement available to a school that educates students from Preschool through Grade 8.

## **ADMISSIONS INFORMATION**

### **Nondiscriminatory Policy**

St. Brigid School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### **Admissions Process and Requirements**

1. All parents must schedule a phone admissions meeting with the Director of Admissions
2. Following the meeting, an Application may be submitted for consideration
3. A copy of the student's original Birth Certificate must be submitted for students in preschool, pre-k, and kindergarten
4. A copy of current Immunization Records must be submitted for all students
5. A copy of an active IEP, ISP, or 504 plan must be submitted for review (if applicable)
6. Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results.
7. Students will be invited in for a formal academic assessment and/or a visit
8. If it is determined that applicants are a good fit and St. Brigid School will meet the individual's educational needs, an invitation will be sent to secure placement with the return of a signed Contract and a non-refundable registration fee.

### **Acceptance of Students**

As space is available, the following priorities are used to accept students to St. Brigid School:

1. Siblings of current St. Brigid students and children of St. Brigid School staff
  2. Members of Our Lady of Hope Parish
  3. Transfer students from other Catholic Schools and members of other Parishes
  4. General public/non-affiliate students
- Children entering the 3-Year-Old program must be three (3) years old by October 15<sup>th</sup> and they **must have mastered independent toileting.**
  - Children entering Pre-K must be four (4) years of age by October 15<sup>th</sup>.
  - Children entering Kindergarten must be five (5) years of age by October 15<sup>th</sup>. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten Screening Test.
  - Students in Grades 1 – 8 will be tested in English Language Arts and Math to ensure proper grade placement.
  - All new students will be given a trial period in which to prove himself/herself both socially and academically. If there are any problems during this trial period, a student may be asked to withdraw from St. Brigid School.

### Financial Obligations

Tuition is paid in full, bi-annually, or in monthly installments using FACTS Management, a payment processing system utilized all Diocesan Catholic Schools. FACT is a secure online payment system. Families will have the option to pay their tuition in one of the following ways:

1. Payment in full by **June 1st**. (\$50 discount per student for those choosing this option)
2. Bi-annual payments: The first payment is due June 1<sup>st</sup> and the second payment January 1<sup>st</sup>
3. Monthly Payments: Payments begin in June and end in March

If enrolling after June 1, all scheduled payments on the plan of choice are due at the time of enrollment to ensure accounts are paid in full by March. **Re-enrollment will not be accepted until financial obligations for the current year have been met.**

### **PARENT'S ROLE IN EDUCATION**

We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to be the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice to join St. Brigid School involves a commitment and exhibits a desire to help your child recognize God as the greatest good in a person's life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Brigid School, we trust you will be loyal to this commitment. During the formative years, your child needs constant support from parents, faculty, and staff in order to develop moral, intellectual, social, cultural, and physical skills. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partnership in the quest to challenge a student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Similarly, we, the school will also make an investigation of the complete story our first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs to practice personal responsibility, understanding, and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades earned and be accountable for homework, long-term assignments, quizzes and tests, service projects, and all assignments. This responsibility also extends to being on time for school and classes and to limit times of absence.



Together, let us begin this journey with a commitment to partnership as we support one another in guiding your child to become the best person he/she is capable of becoming.

### **PARENTS AS PARTNERS**

As partners in the educational process at St. Brigid School, we ask parents:

1. To set rules, times, and limits so that your child:
  - Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Is dressed according to the school uniform code
  - Completes assignments on time, and
  - Has lunch ordered on time or has a nutritional bagged lunch every day.
2. To actively participate in Parent-Teacher Conferences and classroom/school activities
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
4. To notify the school via email or with a phone call when the student is absent or tardy
5. To update Fast Direct with any changes of address or important phone numbers
6. To meet all financial obligations to the school
7. To inform the school in writing of any special situation regarding the student's well-being, safety, and health
8. To complete and return to school any requested information promptly (immunization records, forms, contracts, etc.)
9. To read school communications regularly, and to show interest in the student's total education
10. To access Fast Direct once a week to view grades and read the Friday Folder
11. To support the religious and educational goals of the school
12. To support and cooperate with the discipline policy of the school
13. To support and participate in opportunities for community involvement
14. To treat teachers, administration, and staff with respect and courtesy in discussing student problems

### **SCHOOL BOARD**

The purpose of the school Board is to assist and support the administration of St. Brigid School and the mission of Catholic Education, "To Teach as Jesus Did."

This advisory board's responsibility in supporting the mission includes work in strategic planning, mission and identity, finance, development, marketing, and facilities improvement. As such, the board provides the administration advice and supports the working committees of St. Brigid School. Since the board is not bonded, comprised of employees or elected for the purpose of school management, individual student, or personnel issues and matters related to curriculum development are not addressed by the board.

The board is reflective of the parish cluster and must consist of practicing Catholics fully vested in the philosophy and Catholic Mission of St. Brigid School. Currently, membership is by appointment of the pastor of the cluster in consultation with the principal of St. Brigid School.

**Committees of the Board:**

**Executive Committee:** Consists of the Chair, Vice Chair, Treasurer, Secretary, Pastor, and Principal. The Chair and the Principal shall plan the agenda for the regular meetings and see to it that the members receive a copy of the agenda with the minutes of the previous meeting and any other information to be distributed to the members in preparation for the upcoming meeting.

**Finance Committee:** Monitors the current year's budget and in collaboration with the school administration, develops and proposes to the board a budget for the next fiscal year. It prepares, updates, and monitors long-range financial plans for the school and oversees, from a policy and planning perspective, the business operations of the school. It has the following responsibilities and cooperation and collaboration with the school administration.

**Advancement Committee:** Assist the board in carrying out its planning and policy responsibilities regarding communications, marketing, and development/institutional advancement. It also helps design and implement institutional advancement programs and activities to support the school's vision and strategic plan.

**Facilities Committee:** Develops and monitors both short and long-term facility maintenance, capital improvements, security, space utilization, and emergency management plans for the school. It has the following responsibilities and cooperation and collaboration with the school administration.

**Ad Hoc Committees:** The Board may establish ad hoc committees and appoint Board and non-Board members thereof to further the work of the Board. Each committee will be in place for no more than one year unless special approval is given by a majority of the board members. Each such committee shall have only such powers and duties as are prescribed by the Board and shall be subject to the authority of the Board. Ad hoc committees may be formed for a particular purpose as needs arise to assist in the overall operation of the Board. Examples of ad hoc committees are a principal search committee, a strategic planning committee, and a constitution and bylaws committee. Ad hoc committee members will serve at the will of the Board and are selected because they are knowledgeable interested in serving and possess an expertise needed by the Board. Members should be clear about their responsibilities and be familiar with the policies, practices and procedures of the school and the Board.

***HOME AND SCHOOL ASSOCIATION (H.S.A.)***

The St. Brigid Home and School Association is a dynamic organization comprised of all parents/guardians of children attending our school as well as faculty and staff members. The H.S.A. meets to plan, support and sponsor social and academic programs which reinforce the values of Catholic Education. This organization raises funds for the school and builds community. The H.S.A. is a vital communications link between parents, faculty and the school administration. It is instrumental in encouraging and sharing ideas for activities that keep the school spirit vibrantly alive.

Home and School Association is the name widely used by Catholic Schools. The St. Brigid Home and School Association works to support and enhance the educational ministry of the school. Building

community through a variety of social events and parent education events, and raising funds for the school, are the main goals of this organization. The H.S.A. meets monthly and all parents are invited and encouraged to attend. Officers are elected from community nomination and can serve terms of up to two years.

## **GENERAL INFORMATION**

### **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:00 PM**. The school office is closed during school vacations but remains open with an abbreviated schedule during the summer months of July and August.

### **School Visitors**

All visitors to the school (volunteers, parents, etc.) must report to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building **for any reason** and sign out at the time of departure.

### **School Hours for Students**

The school doors open for students at 7:00 AM. The aftercare program is officially closed at 5:30 PM.

### **Arrival and Dismissal**

**Grades Pre-K through 5:** 8:00 AM – 2:45 PM. Students who are not in their homeroom at 8:00 AM are considered tardy.

**Grades 6 through 8:** 7:45 AM – 2:30 PM. Students who are not in their homeroom at 7:45 AM are considered tardy.

At St. Brigid School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their students to enter the school building on their own each morning. Students wait outside in class lines at the drive thru at dismissal.

Parents are to make arrangements for students to arrive at school on time and be picked up at dismissal time.

### **Before Care and Aftercare**

Students arriving between 7:00 and 7:30 AM will go to the Before Care until they are dismissed to their classrooms.

Students not picked up by the end of the dismissal period (approximately 3:00 PM) will be sent immediately to the Aftercare Program. Parents are charged a daily hourly rate per child for using this program. Additional fees are charged for students remaining in the program after 5:30 PM.

### **Prayer**

We celebrate morning prayer together daily at 8:00 AM. Afternoon prayer is conducted in individual classrooms, due to staggered release times. On Mondays and Holy Days of Obligation we engage in an all school Mass or a prayer service at 9:00 AM. Everyone in the community is always welcome.

### **Attendance**

A student's tardiness or absence from school interferes with his/her academic progress.

### **Late Arrivals**

Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade. Parents are required to accompany their child to the door of the school when arriving after the regular start time.

### **Absences**

When a student is absent from school, a parent should call the office or email the classroom teacher and the receptionist each day of the absence.

Parents who have not alerted the school of a student's absence will receive a phone call from the main office to learn the reason for the absence. If a student is ill, a follow up call from the nurse may also occur.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times in efforts to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

### **Missed Assignments due to Illness**

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM or email the teacher to arrange for homework assignments. Homework assignments may be picked up at the school office during business hours.

Students who are absent due to illness have two days for each day of absence to make up the missed assignments. For example, a student who was absent three days would be given six school days to complete the missed work. **(This was circled in the edits...keep or remove?)**

### **Teachers are not required to give make-up tests or assignments for absences due to vacations.**

**No assignment will be given in anticipation of the vacation.** Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

***Excessive absence (25) days or the equivalent of 25 days including tardiness, may be cause for a student to be retained in the current grade for another year.***

### **Dismissals During the School Day**

Students who need to be dismissed for appointments during school hours are required to provide a written note or email to the teacher and office. Parents are required to sign students out at the office and if student returns before the end of the day, parents are required to sign them back in. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

### **Early Release Days**

Please check the school calendar and Friday Folder for early dismissal dates.

**Grades 6 through 8:** Dismissal on early release days is 11:15 am.

**Pk through Grade 5:** Dismissal on early release days is 11:30 am.

### **St. Brigid School Illness Policy (updated August 2020)**

This policy is in place to ensure the safety of all the students and staff. If a student doesn't feel well enough to take part in normal activities, has vomited, presents a temporal fever of 100.4 degrees Fahrenheit or higher, has diarrhea, flu-like symptoms, or has contracted any contagious illness, please keep the student home from school until 24 hours have passed since the onset of symptoms, or provide a doctor's note stating it is permissible for the student to return to school. If Covid-19 symptoms present, please contact your doctor. A written note is required from a doctor confirming a negative test result for Covid-19.

According to the CDC recommendations, individuals with suspected or confirmed flu, who do not have a fever, should stay home from school for at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness.

When a student returns to school following an illness, he/she must check into the main office for a temperature/symptom check prior to re-entry. When a student returns to school following a case of head lice, he/she must check into the main office for a nit check prior to re-entry. While Covid-19 guidelines are in place, temperature check and symptom screening will occur before a student is permitted to exit the vehicle in the drive thru.

### **If a student becomes ill during the school day, the following protocols will be followed:**

A parent or guardian will be called in the event a student becomes ill at school and is either considered contagious, or is too ill to function appropriately in the classroom. Parents or guardians will be required to make arrangements to pick up sick students within one hour and a half of receiving notification. Written documentation will be provided to the person retrieving the student to indicate symptoms and time they were documented, to ensure no student returns until he/she is symptom free for the applicable time frame. The following are some reasons a child will be sent home from school:

**Temporal Fever of 100.4 degrees Fahrenheit or higher:** Parent or person on emergency contact form will be called to pick sick child up from school promptly. Student will not be permitted back into school until fever is normal for 24 hours without the use of medication.

**Flu-like symptoms:** Flu usually comes on suddenly. A parent or person on emergency contact list will be called to pick up child from school promptly if two or more of these symptoms present: fever or chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, fatigue or feeling tired, vomiting and diarrhea. Student will not be permitted back into school until 4 days have passed from onset of symptoms.

**Vomiting:** Parent or person on emergency contact form will be called to pick sick child up if he/she has vomited at school. Student will not be permitted back into school until vomiting has ceased for 24 hours from the last occurrence.

**Diarrhea:** Parent of person on emergency contact form will be called to pick sick child up if he/she has diarrhea at school. Student will not be permitted back into school until diarrhea has ceased for 24 hours from the last occurrence.

**Covid-19:** If student or family member tests positive for Covid-19 or if a student or family member travels outside Maine or USA borders, student (s) in that family must quarantine for 14 days and be symptom free before re-entry to school. If a positive test result occurs, a doctor's note is required to verify it is safe for student to return to school.

**Head Lice:** Parent or person on emergency contact form will be called to pick up student if headlice are found. Protocol is to treat with product specific for riddance and to check for nits. Student will need to be nit free for 24 hours and will need to stop at the main office to be checked prior to re-entry to class.

## **ACADEMIC INFORMATION**

### **Curriculum**

St. Brigid School is guided by the Arch Diocese of Hartford Curriculum, which offers students opportunities for growth in the following major subjects:

### **Religion**

Catholic doctrine and tradition, Bible study, Social Justice, and preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation are all part of the Religion program at St. Brigid School. Liturgical services are held each for the school and parish community. Students take part in the Diocesan program "Circle of Grace".

### **English Language Arts**

This program includes: Reading, English Grammar, Spelling, Vocabulary, Composition, Creative Writing, Library Skills, and Appreciation of Literature.

### **Mathematics**

General Mathematic Skills, Pre-Algebra, and Algebra I.

Students in Grade 8 Algebra take the Algebra Competency Placement Test in June.

Students in Grades 6-8 are placed into math groups which allow teachers to meet students' individual needs in mathematics instruction.

### **Grade 6**

The 6th grade math teacher will place students into instructional math groups. **Student math averages, NWEA test scores, and teacher recommendation** based on observations of student skills, effort, and ability determine placement. All 6<sup>th</sup> grade math groups will complete the **same curriculum**. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

### **Grade 7**

At the **end of Grade 6**, students will be placed into instructional math groups according to their **score on a placement test, their final math average, and teacher recommendation** based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either **7<sup>th</sup> Grade Pre-Algebra OR Comprehensive 7<sup>th</sup> Grade Math**.

### **Grade 8**

At the end of Grade 7, all 7<sup>th</sup> grade students will take the **Algebra Placement test**. Based on results of the test and teacher recommendation, students will be placed in **8<sup>th</sup> Grade Algebra**. All other students will be placed in **8<sup>th</sup> Grade Pre-Algebra**.

**Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum.**

### **Physical Education/Recess**

All grades have one gym period each week. Students will participate in recess two times per day and play on the playground and in the school yard.

### **Spanish (Preschool through Grade 8 and Latin (Grade 7 and 8 option)**

Spanish teachers use the Berlitz Method to engage students in conversation. Vocabulary, common expressions, grammar, conversation, and culture are elements that support growth and learning of Spanish.

### **Social Studies**

Ancient History, Civics, U.S. History, Geography, Economics, Maine State History, and Current Events.

### **Science**

General Sciences, Laboratory Experiences and STEM projects are included in the programming in grades 3 and up. Middle School Science curriculum includes Life Science and Body Systems, Chemistry, and Physics.

### **Handwriting**

Students in Grades 3 through 8 are expected to submit handwritten work in cursive using the Zaner-Bloser handwriting method unless a student's Individual Service Plan (ISP) indicates otherwise.

### **Fine Arts**

Music, Visual Arts, Musical instruments, Choir, and Performances.

### **Technology**

Technology is balanced and integrated into the curriculum on an as needed basis to support instruction and projects. Keyboarding and Google Suite are introduced to assist students with projects and assignments. Creating Databases, Spreadsheets, Brochures, Power Point Presentations, and Web Design, are some things students become familiar with over time. Middle school students are introduced to projects involving our 3-D printer.

## GRADING SCALE

### *Academic Code*

A+=97-100  
A=93-96      High Honors  
E, M, in conduct

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B+=88-92      Honors  
E, M, in conduct

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B=85-87      Commendable  
E, M, in conduct

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C+=80-84  
C=75-79  
D=70-74  
F=below 70  
I=Incomplete

### *Observations*

1. Shows outstanding ability and results
2. Works well
3. Works hard but finds the subject matter difficult
4. Shows improvement
5. Lacks motivation

### *Recommended Improvements*

6. Needs to improve quality of work
7. Needs to complete assigned activities
8. Needs to hand in assignments on time
9. Needs to come to class prepared
10. Needs to study for quizzes and tests
11. Needs to follow given instructions carefully
12. Needs to make better use of class time
13. Needs to improve self- control within classroom situations

### *Conduct*

E-exceeds expectations  
M-meets expectations  
N-needs improvement  
U-Unsatisfactory



### **REPORT CARDS/PROGRESS REPORTS**

**Report Cards** are important tools for communication. Report Cards will be given three (3) times during the academic school year, which is based on trimesters.

**Progress Reports** are provided mid-way between each trimester grading period.

### **CONFERENCES**

Two Parent-Teacher Conferences are held each year. Conferences take place halfway through the first and third trimester grading periods. Parent attendance is necessary.

Conference schedules are prepared and issued by the teachers through signup.com within two weeks of the scheduled dates. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

### **STUDENT RECORDS, AUDITS AND REPORTS**

Records of students transferring to other schools will be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a written request to the School Office. All forms should be signed by a parent/legal guardian and submitted to the St. Brigid School Office for distribution. Completed forms will be sent via the U.S. Mail or hand delivered by the administration to the applicable School.

***No records will be sent to transferring schools of students whose financial commitment is in arrears.***

***Title 20-A Education Chapter 221 Section 6001 Dissemination of Information:*** The United States Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended by Public Law 93-568, and the federal Individuals with Disabilities Education Act, 20 United States Code, Section 1400 et seq., as amended, govern the dissemination of education records and personally identifiable information about students in public schools, private schools approved by the department pursuant to chapter 117 and private schools.

***Internet Restrictions:*** Pursuant to the above law, we will not publish on the Internet or provide for publication on the Internet any personal information about our students without first obtaining the written approval of those students' parents. This includes any information that identifies a student, including, but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names.

***Dissemination of Records to Criminal Justice Agencies:*** We may disseminate education records as defined in 20 United States Code, Section 1232 g(a)(4) regarding a juvenile if:

- The juvenile has not been adjudicated as having committed a juvenile crime; [1999, c. 595, §2 (NEW).]
- The education records are disseminated to:
  - (1) Criminal justice agencies; or
  - (2) Agencies that by court order or agreement of the juvenile are responsible for the health or welfare of the juvenile and that have provided the school with a statement describing the purpose of the dissemination; and [1999, c. 595, §2 (NEW).]
- The education records are relevant to and disseminated for the purpose of creating or maintaining an individualized plan for the juvenile's rehabilitation. [1999, c. 595, §2 (NEW).]

Education records received under this subsection are confidential and may not be further disseminated, except to the court or as otherwise provided by law. The persons to whom the education records are disseminated shall certify in writing to the school that the records will not be disclosed to any other party, except the court or as otherwise provided by law, without the written consent of the juvenile or the juvenile's parent or guardian.

### **TESTING**

The NWEA Test is administered in the Fall, Winter, and Spring for students in Kindergarten through Grade 8.

### **PROMOTION POLICY AND RETENTION POLICY**

Advancement to the next grade in St. Brigid School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repeating a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Parents may not agree with the Administration for retention in a grade. In an event agreement cannot be reached students may also be transferred to another grade at another school.

### **ACADEMIC PROBATION**

A student whose academic performance indicates serious deficiencies, a grade below 75 and poor conduct, may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities including sports and dances. Please see the Athletic and Extra-Curricular Activities Handbook for more detail.

### **HOMEWORK**

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Summer Reading and Math assignments are given at the end of the school year.

### **LIBRARY**

Due to space constraints the contents of our school library are accessible to the classroom teachers. Teachers may borrow books to supplement their classroom libraries.

We have contracted with Portland Public Library to have the Bookmobile visit our campus on Wednesday afternoons. Parents may apply for a library card for their student through this service. Books may be borrowed under the rules of Portland Public Library and may be returned the following week at our location or any branch of the Portland Public Library.

## **FIELD TRIPS**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Not all grades have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed and completed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with their parents and will be marked absent for the day.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

## **ATHLETICS**

The school's athletic committee known in most Catholic Schools as *The Athletic Association* fundraises, plans, implements team, and club sports for students attending St. Brigid School. St. Brigid School Athletic Association is also responsible for teams in the Southern Maine Athletic Conference under the name Southern Maine Catholic. Southern Maine Catholic consists of students from St. Brigid School and Holy Cross.

The Athletic Association is a committee comprised of parents of our school lead by an athletic director, a treasurer, secretary and including representation from the SMC teams. As host school of the Southern Maine Catholic Team in the Southern Maine Middle School Conference, representation of participating schools will include the principals, athletic directors, or a designee from the participating schools at monthly or seasonal meetings. The committee plans, coordinates volunteer efforts as well as for the funding and/or fundraisers to support the sports programs. The committee implements all extra-curricular sports activities making possible competitive sports for all the students at St. Brigid School. As a Catholic School the goal of the Athletic Association is to teach team values, and sportsmanship.

### **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an essential component of the religion program at St. Brigid School. The school religion curriculum assists in preparing students for three sacraments: First Reconciliation, Confirmation and First Holy Eucharist, in Grades 1 and 2.

Per diocesan guidelines, candidates for First Holy Eucharist will receive the sacrament of First Reconciliation before Eucharist. Parents are expected to be active partners in the preparation of their children for these sacraments and be practicing Catholics. Students who are baptized in the Roman Catholic tradition are eligible to receive these sacraments. They are celebrated in the student's home parish community.

Parents who would like their children to receive these sacraments are encouraged to contact the parish in which they are registered for information on the parish requirements for sacramental preparation. St. Brigid School encourages families who belong to other denominational or faith traditions to be actively engaged in their faith community.

### **LUNCH PROGRAM**

St. Brigid School offers a hot lunch program daily. Meals are prepared fresh daily in the kitchen in the Father Hayes Center. Students may purchase a lunch in advance by using the Fast Direct system. Menus are posted on the cafeteria tab on Fast Direct and under Beyond the Classroom/Lunch Program on our school website. Orders may be placed and paid for online through Fast Direct.

Students may bring a healthy lunch from home. For safety reasons and to foster good health students should not bring glass bottles, soft drinks or excessive amounts of candy. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with parent volunteers and teacher lunch monitors are in order at all times.

### **ST. BRIGID SCHOOL UNIFORM CODE**

**(Revised 2/6/2023 to go into effect August 31, 2023)**

Uniforms are used at St. Brigid and other Catholic schools for a few reasons. First, they help to foster a sense of order in the classroom. Second, they indicate to students that school is an institution that must be respected, and it is proper to dress respectfully at school. Finally, uniforms help to lessen the impact of the economic disparity present in any school. All students are dressed alike and can concentrate on learning, instead of "who is wearing what."

It is with these very Catholic goals in mind that we developed the uniform code. At St. Brigid, classroom teachers and staff will enforce this code and it is expected that all students will comply. If it is determined that a student is wearing a clothing item, jewelry or footwear that is unsafe or distracting, the discretion to ask the student to refrain from wearing the item will be up to the school. Thank you very much for your cooperation in this matter.

**Please be advised that all items in the uniform code can be purchased through Flynn O'Hara.**

(800) 441-4122 or [www.flynnohara.com](http://www.flynnohara.com). The following items MUST be purchased through Flynn O'Hara: Polo shirts **for girls in grades 5 - 8** and **boys in preschool, pre-k, and kindergarten; light blue**

button-down shirts for boys in grades 1-8, and plaid ties, jumpers for girls in grades preschool through grade 4, plaid skirts for girls in grades 5 - 8, and **ALL components of the gym uniform.**

**GIRL'S UNIFORM:**

**Grades K-4 Every day and Dress Uniform**

- Plaid jumper (*must be purchased at Flynn O'Hara*)
- White long or short sleeved, Peter Pan collar blouse (no Polos or Oxfords)
- Navy Blue, black, or white socks or tights; or full-length, navy or black (tight fitting at bottom) leggings
- Safe, rubber soled shoes or sneakers

**Grades 5-8 Every day and dress uniform**

- Plaid skirt (kick pleat, *must be purchased at Flynn O'Hara*) – must be no more than three inches above the top of the knee.
- Navy-blue school polo shirt (*must be purchased from Flynn O'Hara and have school logo imprinted on it*)
- Solid Navy blue, black, or white socks or tights; or full-length navy or black (tight fitting at bottom) leggings
- **Safe, rubber soled shoes or sneakers**

**All Grades Cold Weather Option (October 1- April 30)**

- Navy Blue flat front pants
- Navy-blue polo shirt (*must be purchased from Flynn O'Hara and have school logo imprinted on it*)
- Navy blue cardigan sweater (*optional*)

**BOY'S UNIFORM:**

**Everyday Uniform**

**Preschool, Pre-K and Kindergarten:**

- **Navy** blue school polo shirt (*must be purchased from Flynn O'Hara and must have school logo imprinted on it*)
- Navy blue Dockers style pants
- Solid Navy blue, black, or white socks
- **Safe, rubber soled shoes or sneakers**

**1-5:**

- Light blue Oxford button-down shirt, long or short sleeved (*must be purchased from Flynn O'Hara and must have school logo imprinted on it*) Tucked in at all times.
- Navy blue Dockers style pants
- Plaid tie (*must be purchased from Flynn O'Hara*)
- Solid Navy blue, black, or white socks
- **Safe, rubber soled shoes or sneakers**

### **Grades 6-8 Everyday Uniform**

- Light blue Oxford button-down shirt, long or short sleeved (*must be purchased from Flynn O'Hara and must have school logo imprinted on it*) Tucked in at all times.
- Navy blue twill pants
- Plaid tie (*must be purchased from Flynn O'Hara*)
- Solid black, navy blue, or white socks

### **Preschool- thru 8<sup>th</sup> Grade Acceptable Classroom Option for all boys (from Sept. 1 – Sept. 30 AND from May 1 – June 30):**

- Navy blue twill walking shorts may be worn instead of navy-blue twill pants.

### **GYM UNIFORM – ALL STUDENTS:**

- Navy blue or white t-shirt with school logo (*must be purchased through Flynn O'Hara*)
- Navy blue micromesh gym shorts with school logo (*must be purchased through Flynn O'Hara*)
- Navy blue sweatpants with school logo (*must be purchased through Flynn O'Hara*)
- Gray **crew neck** sweatshirt with school logo (optional; *must be purchased through Flynn O'Hara*) Worn **ONLY** on scheduled gym day.
- Designated pair of sneakers to be used only for gym. **No street shoes permitted on the gym floor.**
- **No hooded sweatshirts with or without zippers permitted.**

### **ACCEPTABLE CLASSROOM ACCESSORIES – ALL STUDENTS, ALL GRADES:**

Navy blue cardigan, V-neck or crew neck sweater **with school logo** OR navy-blue fleece vest or jacket, **with school logo** (*must be purchased through Flynn O'Hara*). Gray gym sweatshirt is **NOT** acceptable unless it is gym day.

### **OUTERWEAR**

Students should be sent to school with outerwear that is appropriate for the weather conditions of the day. **No outerwear other than the classroom accessories listed above under the heading Classroom Accessories** are permitted to be worn in the classroom.

***Hooded sweatshirts (pullover or zip front) are not permitted.***

**Please mark your child's apparel on the label** in permanent marker for identification.

### **Uniform Enforcement Policy** (Revised Winter 2023)

We are proud of our uniform at St. Brigid. It is the symbol of our school. Uniforms are used at St. Brigid and other Catholic schools for a few reasons. First, they help to foster a sense of order in the classroom. Second, they indicate to students that school is an institution that must be respected, and it is proper to dress

respectfully at school. Finally, uniforms help to lessen the impact of the economic disparity present in any school. All students are dressed alike and can concentrate on learning, instead of “who is wearing what.” It is with these very Catholic goals in mind that we developed the uniform code. At St. Brigid, it will be enforced by classroom teachers and staff, and it is expected that all students will comply. Below is our uniform enforcement policy. Thank you for your cooperation.

### Uniform policies

1. All students are expected to be in full and appropriate uniform every day.
2. Students are expected to follow the spirit as well as the letter of the code. In other words, ties must be tied and properly worn, shirts must be tucked in; skirts and jumpers must be of appropriate length.
3. It is the classroom teacher’s responsibility to enforce the uniform policy, and all staff will assist the classroom teachers in this effort.
4. Outerwear is part of the uniform. Students cannot wear any sweatshirts, except for the gym sweatshirt, on gym day, nor may they wear outerwear in the classroom.

If a student is not in full and proper uniform the following steps will be taken:

- a. For the first offense, the student will be spoken to, and a form will be sent home to parents, explaining the infraction and include a copy of the uniform code to review.
- b. For the repeat offenses, the student will be sent to the office. Their parent will be called, and the student will remain in the office until the parent brings appropriate clothing to school.
- c. If offenses continue, the student will be sent to the principal, and a meeting will be held with the parents.

The purpose of the uniform is, as stated above, to reinforce our Catholic values. The purpose is not to cause undue stress or trouble for families. If there are any unusual circumstances that make complying with the uniform difficult on a certain day, or for a certain period of time, please send in a note with your child. We will of course understand such situations. In addition, we do not want the cost of the uniform to be a burden to any family. We have a large number of extra uniforms downstairs in the main building. Please help yourself to any items.

### **DRESS DOWN DAY ATTIRE:**

The Home and School Association sponsors monthly dress down days. For a fee, students are allowed to wear jeans, sweatshirts **without hoods** and t-shirts without offensive or questionable slogans. Appropriate dress does NOT include tank tops, halter tops, belly shirts, hoodies (hooded sweatshirts) with or without zippers, or leggings (unless worn under tunic tops or dresses). Proper footwear does NOT include flip-flops, open back (without strap sandals or clogs), or open toe shoes.

**All students and parents are required to acknowledge, agree to, and sign this code and return it to Mr. Burke by the first day of school each year.**

**Agreement for Compliance to the Uniform Code and Policy:**

I, \_\_\_\_\_, student in Grade \_\_\_\_\_ have read, understand, and agree to comply with the uniform code on regular school days and dress down days. I understand that if I am not in appropriate uniform or acceptable dress, consequences will be enforced.

Additional student \_\_\_\_\_ Grade \_\_\_\_\_

Additional student \_\_\_\_\_ Grade \_\_\_\_\_

Additional student \_\_\_\_\_ Grade \_\_\_\_\_

I, \_\_\_\_\_ parent of above student(s), have read, understand, and agree to support the uniform code for student(s) on regular school days and dress down days.

I understand that if student(s) are found to be in violation of the uniform code, consequences will be enforced.

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



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## MEDICATION POLICY (General)

### **Pursuant to 20-A MRSA §2902:**

- All unlicensed school personnel who administer medication are trained before receiving authorization to do so.

Before medication is administered to a student there must be:

- A current written request from the parent for any medication administered to a student during school or a school sponsored event. This request must be rewritten annually.
- A current written order from the prescribing health care provider for any medication administered at school. The order must include the student's name, the name of the medication, the dose, the route of administration, time intervals to be given, any special instructions, and the name of the prescribing licensed health care provider. A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days. This order must be renewed annually, or when any changes to medication occur.
- It is recommended that the first dose of a newly prescribed medication be given at home. The exception will be the use of epinephrine autoinjector for an unknown anaphylaxis.
- The medication must be delivered to school in its original container, properly labeled.

All prescription and non-prescription medication (cough drops, lip balm, etc.) is to be delivered to the office by the parent with the following information:

- Child's name
- Frequency
- Dose
- Date

In the event of field trips and other off campus activities, Medication administrators will be trained before receiving authorization to do so.

Accountability of medications, particularly those regulated by the Federal Narcotics Act.

All medications, both prescription and non-prescription are stored in locked cabinets at all times.

All teachers and staff are fully trained in the administration of emergency medications and know the detailed standards for the signs and symptoms of anaphylaxis and the use of epinephrine autoinjector for previously unknown severe allergies. All staff are also trained in AHA CPR/AED, and first aid.

Should a medication reaction occur, all staff are trained to assess the severity of the reaction, contact the parent/guardian of the child and call 911 if the severity of the situation deems appropriate.

In the event of a disaster, necessary medications will be placed in a locked box and will remain with the administration. Trained staff will administer to students as needed.

Medications given and medication errors are documented in an online database system and on paper for every instance of both prescription and non-prescription medications.

At the close of each school year, parents are to pick up unused medications. If medications are not picked up within 2 weeks of the end of school, the medications are collected by the administration and are taken to a drug drop off location (local police department) The proper disposal of medications not retrieved by the parents.

### **ASTHMA and ALLERGY MEDICATION (Life Threatening Illnesses)**

Immediate access to epi-pens and inhalers is vital. Children are encouraged to carry their reliever epi-pen or inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. These items must be labeled with the child's name by the parent. Parents are asked to ensure that the school is also provided with a labeled spare epi-pen or inhaler.

#### **Pursuant to 20-A MRSA §2902:**

Students may possess and self-administer emergency medication of an inhaled asthma medication or an epinephrine auto-injector under the following conditions:

- Written approval is received from the student's health care provider stating that the student has the knowledge and skills to safely possess and use an inhaled asthma medication or an epinephrine auto-injector. The Maine School Asthma Plan is preferred for students who have been prescribed an asthma inhaler.
- Written approval is received from the parent indicating that his/her child may carry and self-administer the medication.
- The student demonstrates to the school nurse their ability to properly and responsibly carry and use the inhaled asthma medication or epinephrine auto-injector.

### **ANAPHYLAXIS PROCEDURE: CALL 911**

- Parents are to supply epinephrine auto-injector for students who need it.
- Emergency epinephrine auto-injector is kept where it can be reached quickly.
- Parents must provide an allergy plan if a student has identified allergies.
- A medication permission form or emergency action plan, signed by the parent and the student's physician on an annual basis, must accompany medication.
- The school staff will be notified of any and all students with known allergies.
- The medication for specific student will be sent with the teacher if student leaves on a field trip.
- All staff are trained annually in the care of students with allergies.
- The school administrative unit will be called whenever an epinephrine auto-injector is used, and every attempt will be made to notify the student's parent/guardian.
- Epinephrine auto-injector should be used as follows:
  1. Most epi auto-injectors contain .3 mg for intramuscular use (use for person 55 lbs. and over)  
.15 mg (epi-junior) for intramuscular use (use for person under 55 lbs.)

2. Epinephrine auto-injectors may be used through clothing if necessary.
3. Remove the colored cap or top.
4. Place the colored tip on thigh at a right angle to the leg (or follow directions on auto-injector insert)
5. Press hard into the thigh until the auto-injector functions, count to ten and then remove the auto-injector.
6. A copy of this procedure is kept in emergency field trip boxes and in the medication notebook in the office.

### **GENERAL CONDUCT**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the Catholic spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

Students at St. Brigid School are expected to behave in a way that helps make their school conducive to learning and a safe, happy environment to grow into the fullness of life. The staff will model and instill a Christ-like ideal to help students succeed both in and outside of school.

Respect yourself, respect other people and respect other people's property. Remember this code is in effect on and off campus as well as on church property, at all school sponsored activities and functions too.

#### ***Examples of unacceptable behavior include, but are not limited to:***

- Cheating
- Disregard of safety, physically hurting self or others in any way
- Poor manners: inappropriate words, being rude,
- Bullying or harassment: verbally threatening, using unkind words, or acting in a threatening manner
- Defiance of authority: not doing what you are asked to do
- Lying: not telling the truth, omitting truths when asked for information
- Vandalism: defacing or destroying property
- Stealing: taking items, which do not belong to you

Infractions of the rules are handled by the teacher who is present at the time with penalties that may include a conference with the student; a conduct infraction form sent home, a call home, loss of privileges, loss of recess or detention. When infractions are serious or repetitive, a student may be sent to the principal. The principal will investigate the incident, give the student a chance to explain what happened, determine a follow up action, which will include notifying parents. Actions will vary according to the seriousness of the misbehavior. A conference with the teacher and parents/guardians may be warranted to discuss the best methods of working with the child to achieve success.

We always reserve the right to depart from these guidelines, when it would be in the best interest of the student or other students to do so. In addition, the principal reserves the right to determine the appropriateness of an action if any doubt arises.

### OFF-CAMPUS CONDUCT

The administration of St. Brigid School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

### SCHOOL SAFETY/HARASSMENT ONLINE

St. Brigid School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest online**) face detention, suspension, and/or expulsion.

Harassment of any type is not allowed. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Harassment using social media platforms may result in disciplinary actions if the content of the student's account or story includes defamatory comments, videos, or images regarding the school, the faculty, other students, or the parish.

### DRUGS AND ALCOHOL

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion and are subject to the penalties of local authorities.

### CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

### ELECTRONIC DEVICES/VALUABLES AND CELL PHONES

Valuable items should not be brought to school. The school is not responsible for such items lost. Electronic devices that are distracting to class are also not allowed.

Please Note \*The only exception to cellphones are for after-hours use for students involved in middle school extra-curricular activities. Cell phones are not to be used in school as each classroom is equipped with a telephone for student calls and emergencies. They should be kept in a student backpack or locker during school hours and turned in the off position. Cell phones seen in class will be confiscated by a staff member. Picture taking and recording is also prohibited with a cell phone.

Digital cameras are allowed only for yearbook purposes and technology assignments.

### DETENTION

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with an infraction form with written notification of the detention. The day, date, and time of the detention are at the discretion of the principal or the teachers who monitor the detention. **Detention takes precedence over practices, lessons, ballgames, etc. On the day a student is serving a detention or a suspension a student is not allowed to participate in extra-curricular activities.**

### SUSPENSION

Suspension may be used at the discretion of the principal when necessary. Breaches of school rules and or conduct are handled on an individual basis and consequences depending on the situation may result in suspension from school.

### EXPULSION/OPPORTUNITY TO WITHDRAW

Expulsion is an extremely serious matter. Students may be expelled or invited to withdraw from St. Brigid School according to diocesan policy. Students who have been expelled will not be allowed to return to the school without permission from the principal.

### GIFTS

Students should not exchange individual gifts at school. This gesture creates hurtful feelings among other students. Invitations for gatherings or birthday parties should be sent to the homes of students via the U.S. Mail or email, unless an invitation is being given to every student in the entire grade.

### PARTIES

Students are permitted class parties for: St. Brigid Day, Catholic Schools Week, Christmas, Valentine's Day, 100<sup>th</sup> day of School and/or Mardi Gras. Room parents may assist the classroom teacher with these parties.

### VOLUNTEERS

Volunteers are an important part of our school. All individuals who volunteer in the school must complete the Diocesan Volunteer application form and must complete Diocesan mandated background checks as well as participation in the educational/informational program entitled, "Protecting God's Children."

All volunteers are expected to enter the main school building and report to the office to sign in before reporting to their volunteer assignment.

### SCHOOL COMMUNICATIONS

St. Brigid School uses an electronic information system called Fast Direct. Pertinent information regarding the school and its functions are posted on Fridays, using the Friday Folder. An email notification and/or text message is sent to alert parents when a new posting has been made. Our school web site, [www.sbrigids.com](http://www.sbrigids.com) also has information posted regularly to keep you apprised of what is happening in and around St. Brigid School. In addition, weekly communications are sent out by teachers, and periodic communications are sent via room parents.

### SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. **Textbooks used by the student must have a proper book cover.** No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### LOCKERS

Middle school students are assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers and desks may not be decorated inside or out.

### TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until the Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### OFFICE RECORDS

Parents/Guardians are requested to notify the school Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. Parents may also update this information on their parent information page in Fast Direct. This will guarantee that office records are accurate, complete, and up to date.

### TELEPHONES

Permission to use the classroom telephone or *personal cell phone* must be obtained from the classroom teacher. The office phone and nurse's phone are business phones and students are permitted to request a call to parents in case of an emergency or illness. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home and not via a school phone. ***Personal Cell Phones are not permitted during the school day and will be taken from students if they are seen using them. Phones will be taken to the office and will be personally returned to the parents at the end of the school day.***

### PARENT/STUDENT DIRECTORY

The student and parent directory is available on Fast Direct Information System. Parents' names, addresses, telephone numbers, and e-mail addresses are available. Parents reserve the right to be excluded from the Student Directory and may indicate their preference on their parent data page on Fast Direct.

These directories should not be **used** or **sold** for purposes unrelated to acquainting parents with names of their children's classmates and parents.

### SERVICE PROJECTS

A stewardship program for students in Kindergarten through Grade 8 is directed by the staff and members of our H.S.A. The purpose of a well-planned service program is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Each grade will participate in both school-wide and individual classroom projects. A parent coordinator or room parent may be assigned to each class and to help the teacher as well as oversee the organization and participation of each project.

### EMERGENCY DRILLS

State Law requires that monthly fire drills be held. During the fire drills, teachers and students should follow these regulations:

- Rise in silence when the alarm sounds.
- Close windows and doors.
- Walk to the assigned place briskly, in single file always, and in silence.
- Stand in a column of two's, facing away from the building.
- Return to the building when the signal is given.

### SAFETY PLAN

St. Brigid School has implemented a "Diocesan Crisis Plan" in case of a lockdown emergency. In the event of such an emergency or if circumstances permit, (upon direction of local police authorities), the building may be evacuated, and students will be moved to one of three secure designated locations.

In the event of a lock-down or evacuation parents will be instructed to report to a designated command center area to collect their child. A designated staff member will act as a runner to retrieve the child and unite a parent and child in the designated command center.

### WEATHER EMERGENCIES

If it should be necessary to close the school or dismiss early because of weather conditions, an announcement will be made over local television stations and a message will be sent via Fast Direct Broadcast. We DO NOT follow closures for Portland Public Schools. Please look for a specific St. Brigid School closing. Please use your own judgment and caution when driving in from outlying areas as different conditions exist outside of Portland.

### DRIVE THRU PLAN

The St. Brigid School Drop off and pick up procedures ensure the safety of our students. We conduct a staggered approach of arrival and dismissal times for our students. The following schedule is effective for the school year, beginning on the first day of school.

- Grades 6, 7 & 8 classes begin at 7:45 a.m. with drop off between 7:30 a.m. and 7:45 a.m. and a dismissal time of 2:30 p.m.
- Grades Preschool (3-year-olds) through 5 begins the day at 8:00 a.m. with drop off between 7:40 a.m. and 8:00 a.m. and a dismissal time of 2:45 p.m.

### The following outlines the policies and practices for utilizing the Drive Thru Plan:

- Students in all grades, including preschool, pre-k, and kindergarten utilize the drive thru.
- The Drop-off / Pick-up area is in between the two school buildings and the playground. Please ENTER through the back gate at Elmwood Street and EXIT out onto Stevens Avenue. As you enter, the traffic will flow in both directions. As you approach the Drop off / Pick Up Area it will become a single lane.
- The Drop off / Pickup area is SINGLE LANE ONLY. **All vehicles must turn right onto Stevens Ave.** This has been recommended by the City of Portland.
- At pick up students will be oriented to the Drive Thru lane in a “safety zone.” The student Safety-Zone will be the area between the main school building and Father Hayes Center marked by orange cones. Students will line up for pick-up by class with their teacher.
- Between the hours of 8:00 a.m. and 2:15 p.m. Vehicles are unable to circle the building. The gate between the school and Church building is closed at 8:00 am and at 2:55 pm.
- There is limited parking on school property for parents. There are designated parking areas for faculty, staff and business office employees.
- Pedestrians must always use crosswalks and striped walkways. Please do not walk across drive thru lanes except at the cross walk at the playground entrance. If you are parking in the school parking lot, please walk around the back (north side) of the building.
- If your child/children are not available for pick up when you stop at the drop off / pick up area, please proceed around for a second try. Do not park in the Drop off / Pick up lane.
- SPEED LIMIT IS 5 MILES PER HOUR! Please proceed slowly before and after dropping off or picking up your child or children.



- Please be patient, considerate, and respectful of others when utilizing the drive thru and DO NOT use cell phones as it causes inattention and interferes with the flow of traffic.

### **PARISH PLAYGROUND**

The Parish Playground is supervised by staff during school hours. Students participating in the after-school program are supervised by aftercare staff when on the playground. Students wishing to use the playground before and after school hours are to be accompanied and supervised by their parents.

### **RIGHT TO AMEND**

St. Brigid School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via Fast Direct on the Friday Folder or through an email communication.

## **St. Brigid School Technology and Acceptable Use Policy**

This policy is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner, and to inform parents of how their child's image may be used by the school.

### **About Our Technology**

Students at St. Brigid use a variety of technologies for educational purposes. Each student in grades K-8 is given his or her own Google account, which is used to log in to Chromebooks and gain access to various Google applications, including email, documents, spreadsheets, slide shows, and other services. Students can also use these accounts on their own devices both at school and at home.

The Google accounts provided by the school, part of the Diocesan "cathedme.org" domain, can only be used to email and share with others within that domain. The system does not allow students to send or receive from outside accounts. St Brigid School's student Internet access is filtered to protect students from inappropriate online content.

### **Student Expectations**

The following are expectations of all St. Brigid students. These rules are taught and enforced at all grade levels and apply to both school and personal devices.

1. Use only appropriate language and images
2. Do not post inappropriate personal information about your life, experiences, or relationships
3. Do not use electronic mediums to bully, harass or stalk other people
4. Do not visit or share sites that the school would deem inappropriate
5. Do not enter other people's private spaces or work areas
6. Do not install software on school machines without permission
7. Do not steal music or other media, and refrain from distributing these in a manner that violates their licenses
8. Take all reasonable precautions to protect devices from damage
9. Do not tamper with software or interfere with school systems or attempt to bypass school restrictions, including via personal device "tethering"
10. Do not publish full contact details, a schedule of your activities, or inappropriate personal details in public spaces
11. Report any aggressive or inappropriate behavior directed at you
12. Do not share your password or account details with anyone else

### **Parents**

1. Understand that the school is not responsible for the loss, theft, or damage of any personal device that a student brings to school.
2. Agree to grant teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) a student's personal device at any time.

## Media

Throughout the school year, students may be highlighted in efforts to promote school activities and achievements. For example, students may be featured in materials to increase public awareness of our schools through newspapers, radio, TV, social media, web ads, videos, displays, brochures, and other types of media. **Students' names are never attached to such media without written parental permission.**

## Gym Permission Form

**Gym Classes begin the first FULL week of school.**

All grades have one gym once a week. In addition to gym class, students have recess twice per day.

### Gym Uniform

White, navy blue, heather navy, or gray t-shirt with St. Brigid logo; navy blue or gray sweatpants or wind pants with St. Brigid logo; navy shorts with St. Brigid logo. Gray or Navy crewneck sweatshirt with St. Brigid logo. Plain white athletic socks should be worn with non-marking sneakers. **NOTE:** Street shoes are **NOT** allowed on the gym floor. Students need to have a designated pair of gym sneakers.

### PARTICIPATION

If your child is in school, he/she is expected to participate in gym on the designated day. If your child has been ill, has a cold, injury, or other need which warrants modification of his/her program for the day; or, if he/she needs to be excused from a given day's class, a communication needs to be sent via email, phone call, or written note to the office and the classroom teacher. The gym teacher will be notified accordingly. Please note that Phys Ed is a required program of education, mandated by State law.

**\*\*SPECIAL NEEDS\*\*:** If your child has any special needs, such as vision or hearing limitation, asthma, heart murmur, coordination delay, etc. please send a note of explanation (and if available, a list of recommendations from his/her doctor), so that the gym teacher can better understand and help your child during class.

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**Please return this form or a note from your child's pediatrician to the school by the first day of school**

Students listed below have permission to participate in the Physical Education program St. Brigid School. I/We understand that this program takes place in the Father Hayes Center (Gym), or outside (as weather permits and as is appropriate for the activity) under the direction of the Physical Education Teacher.

Student Name	Grade	Student Name	Grade
Student Name	Grade	Student Name	Grade
Signature of parent/guardian	date		

## ***Signature Page***

I have read the St. Brigid School Student handbook and agree to follow the school policies and procedures as stated. Please sign and return this page by the first day of school.

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Parent signature

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Date

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Parent signature

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Date

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Student signature

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Date

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Student signature

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Date