



Student-Parent Handbook

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A Word to Parents

The educational philosophy of Saint Brigid Catholic School is based upon the belief that parents are the principal educators of their children. The school, as an assisting agency in education, supplements Christian home training by providing for each student an environment of acceptance and mutual respect, and by imparting knowledge in an atmosphere permeated by Gospel values.

The purpose of this handbook is to familiarize you with the school, its philosophy, its rules, its curricular program, and its extracurricular activities. It is our hope that, through mutual cooperation and through identification of goals between home and school, we help our students to develop their talents and abilities as well as to grow in their faith.

We request that you study the contents of our Parent-Student Handbook and that you keep it as an available reference. We are grateful for the cooperation we have received from all of you in the past, and we look forward to your continued support in the future

Brief History of Saint Brigid School

Saint Brigid School was founded under the direction of Rev. Peter A. Birmingham in 1888, staffed by the Sisters of Charity of the Blessed Virgin Mary. The present school building was erected in 1928, under the guidance of Rev. Msgr. James Cantwell, and the building was renovated when Rev. Msgr. James O'Connor became pastor of Saint Brigid Church. Further renovations to the auditorium and cafeteria were made while the Most Rev. William J. McDonald was pastor of Saint Brigid Church.

In 1970, the Sisters of Mercy of Dublin, Ireland replaced the Sisters of Charity of the Blessed Virgin Mary. When Rev. Msgr. Robert Hayburn became pastor of Saint Brigid Church in 1979, many of the school facilities were remodeled under his direction, such as the library and the computer laboratory. Furthermore, an extension program was introduced to accommodate the needs of our working parents.

The Sisters of Mercy withdrew from the school at the end of the 1982-1983 school year. Since then, the Sisters of the Immaculate Conception, whose Mother House is in Madrid, Spain, have been in charge of the school. Like their predecessors, they continue the challenging work of values-oriented education.

Since the closing of the church in 1994, the school has become an Archdiocesan School. The priests of Saint Mary's Cathedral serve Saint Brigid School's spiritual needs and are an integral part of the Saint Brigid School Community.

Saint Brigid School continues to be maintained in the excellent tradition of its long history. Throughout the years, many dedicated lay teachers and staff have made outstanding contributions to Saint Brigid School. All of us—priests, administrators, teachers, staff, parents, and students—work together to maintain the legacy of excellent education.

Mission Statement

We at St. Brigid School, in collaboration with each family, strive to educate and develop the whole child for our culturally diverse society by nurturing each student's spiritual, intellectual, social, emotional, and physical development.

We integrate the principles of the Catholic faith in all our endeavors to develop inquisitive, collaborative, and tenacious learners of the 21st century.

Learning Expectations

Saint Brigid School students have HEART.

We are:

Happy, healthy individuals who care for ourselves and others.

Empowered, confident thinkers who are open-minded and diligent.

Active Christians who act like Jesus.

Responsible stewards who contribute to our greater community.

Technologically ethical citizens who communicate effectively.

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School Philosophy and Goals

School Philosophy

The Saint Brigid School community, in partnership with parents as the primary educators of their children, assists in sharing the Gospel message with their children and nurtures diverse believers gathered in the name of Jesus.

Saint Brigid School provides an excellent academic education that promotes the growth of the whole child. Our students are prepared to live fulfilled lives, actively contributing to the Christian community in our global society.

Religious Goals

- A. We try to impart to our students a basic knowledge of the teachings of the Catholic faith through the following ways:
 1. By reflective and prayerful study of the Sacred Scriptures.
 2. By instruction of the doctrine of the Catholic faith.
 3. By stressing the importance of participation in
 - a. The Eucharistic celebration, as our greatest act of Christian worship.
 - b. The sacraments, as encounters with Jesus who nourishes and strengthens our spiritual lives.
 - c. Public and private prayer.
- B. We believe that Jesus is the center of our lives, and this should be expressed in the lived Christian experience. Students are encouraged to express their Christian commitment in their daily living. They are also provided with opportunities to serve their local and global communities.
- C. We cooperate with and ask for the support of the parents, so that the religious principles that are taught may have a lasting effect on our students. We understand that parental involvement is essential in attaining this goal.
- D. We believe that the extent to which the Christian message is transmitted through education depends greatly on the way teachers live their faith and witness to Christian values. To meet this challenge, teachers' spiritual growth must be encouraged and professional updating is necessary.

Intellectual Goals

- A. We try to provide as broad a curriculum as is financially and realistically possible. We recognize that education should aim to develop and utilize the full capacity of a human being.

The curriculum of Saint Brigid School reflects both traditional and advanced methodologies. It offers students a course of studies that is comprehensive, sequential, and interactive, in keeping with Archdiocesan guidelines.

- I. We assist our pupils in
 - a. Acquiring a command of common knowledge and basic academic and physical skills.
 - b. Developing an awareness of the interdependence of the peoples of the world.

2. We regard our work in education as a mutual search for truth, carried on by faculty and students in an atmosphere of respect for the individual. Critical thinking is stimulated through the use of diverse methods.
 3. We encourage our students to be responsible for their own intellectual growth by
 - a. Developing a spirit of inquiry.
 - b. Making responsible expression of opinions.
 - c. Making effective use of their God-given talents and abilities.
- B. We recognize that, as educators, we must see each student as a unique individual. By providing a nurturing environment, we hope that our students will develop self-esteem and respect for others.
1. Through class collaboration in school mission projects and other school activities, the students develop a sense of community and concern for others.
 2. Through Student Council, the students are provided with opportunities for leadership and student interaction.
 3. Through cooperative learning, peer tutoring, and cross-level tutoring, the students are encouraged to share their talents with others.
- C. We realize that the final test of a successful educational program lies in the desire for knowledge and its practical application.
1. We try to encourage our students to view education as a lifelong process that is not confined to a particular institution or place of learning.
 2. We strive to broaden our students' learning experience by providing opportunities to participate in cultural and service activities available within the community.

Social Goals

- A. We hope that, as a faculty, our sensitivity to and respect for others will convey to our students the principle that human life is sacred.
1. The diversity of our city allows for many opportunities to foster a mutual understanding of various cultures.
 2. We strive to provide opportunities for social interaction and involvement in experiences in which our students are encouraged to share their talents and resources with others.
- B. We encourage our students to understand that the process of maturing involves positive interaction with others regardless of race, gender, religion, or social status.
1. Respect and cooperation with parents, the principal, teachers, staff, the Parent-Teacher Group, Student Council, and fellow students are expected.
 2. Self-discipline and a sense of responsibility will prepare our students to meet challenges.

3. Leadership skills are developed through involvement in community service, classroom responsibilities, and Student Council.

Psychological and Aesthetic Goals

- A. We assist our students in the development of their unique personalities and in the realization of their talents and abilities by:
 1. Recognizing the dignity, freedom, and individuality of each student.
 2. Trying to empathize with students who are encountering personal problems.
 3. Providing personal and professional assistance.
- B. We strive to develop in our students a sound priority of values regarding their relationships with God, others, and themselves.
- C. We try to instill in our students an appreciation of culture through exposure to the fine arts.
- D. We try to assist our graduates with advice and friendship. We encourage them to share their talents with our present students through tutoring, coaching, and visiting classrooms.

Physical Goals

- A. We realize that physical fitness is an integral part of the development of the whole person. Therefore, we provide a physical education and sports program that allows our students to:
 1. Develop their motor skills, coordination, and a sense of rhythm through intra- and extracurricular activities.
 2. Take part in extracurricular physical activities as a means of utilizing recreational time and of developing self-discipline, teamwork, school spirit, and a sense of responsibility.
 3. Enjoy participation in both competitive and noncompetitive activities and to recognize the importance of fair play.
- B. We provide health and family life programs to enable our students to appreciate and understand the concepts of physical development, nutrition, human reproduction, and the God-given dignity of every aspect of the human person.

School Community

A. Administration, Faculty, and Staff

Saint Brigid's administration, faculty, and staff are encouraged to witness lovingly for Christ in every way to every student, the goal being not only to educate but to inspire.

1. As an Archdiocesan school, the chief administrator officer is the Superintendent of Schools.
2. The principal is the administrative officer of the school and is responsible for the educational program.
3. The vice-principal performs administrative tasks delegated by the principal and assumes authority in the absence of the principal.
4. The classroom teachers and teachers of specialized subjects, such as science, computers, music, P.E., and foreign language, guide the students' learning process and support school goals and activities. All teachers continually upgrade their competence by regularly taking secular and religion courses.
5. The clergy are a vital part of the school program.
6. The athletic director manages and coordinates all activities of the after school sports program.
7. The teacher aides, librarian, secretary, school psychologist, and custodian provide services necessary to the total operation of the school.

B. Student Council

Our school encourages student participation and leadership through the Student Council. The purpose of this organization is to promote good citizenship, to serve both the Church and the local communities, to encourage a high standard of scholarship, to inspire school spirit, to demonstrate the practical application of democracy, and to promote the welfare of the school and its student body.

C. Parent-Teacher Guild (PTG)

The purpose of the PTG is to promote school activities that support the spiritual, intellectual, and physical development of the student body; to foster cooperation between home and school; and, to further a spirit of community among all the members.

All parents are members of the Parent-Teacher Group (PTG). All parents are encouraged to attend meetings and to take part in activities and events. It accomplishes its purpose by organizing various fundraising activities.

The PTG generously supports the athletic programs, contributes to the Saint Brigid Scholarship Fund, and enhances curriculum areas through the purchase of educational materials and equipment. Continued PTG interest and financial support are of vital importance to the well-being of the school:

1. An annual PTG fee per family is due in August.
2. The Parent Participation Program requires that each family provides a service of 20 hours to the school. Parents may fulfill this service by physical presence in the activities organized in and for the school or by contributing in kind donations to the school.

3. Parents are also required to participate in the mandatory fundraising. They are encouraged to participate in all other fundraising activities during each school year.
4. All dues will be collected by the PTG.

D. Extension Program

The purpose of the extension program is to support the family by providing quality after school care that promotes students' physical, social, and emotional development in an organized program and supervised environment.

GENERAL ADMINISTRATION

A. Calendar and Schedules

School Calendar

Orientation procedures, the school calendar, and information regarding the first week of school are outlined and sent to the parents before summer vacation. **Parents are urged to refer to these calendars.** The monthly calendar is posted on our school website (<http://www.saintbrigidsf.org/>) and on our internal website, FastDirect (<http://www.fastdir.com/stbrigidsf/>).

Daily Schedule

7:55 A.M.	First Bell. All students are expected to be at school for this bell.
8:00 A.M.	Second Bell. Students are marked “absent” if they are not in class by this time. This is changed to “tardy” when they come in late and get a tardy note.
10:15-10:35 A.M.	Recess (all grades)
11:45 A.M.-12:30 P.M.	Kindergarten Lunch Period
12:10-12:50 P.M.	Grades 1-4 Lunch Period
12:45-1:15 P.M.	Grades 5-8 Lunch Period
2:45 P.M.	Dismissal for Grades K-2
2:55 P.M.	Dismissal for Grades 3-5
3:00 P.M.	Dismissal for Grades 6-8

B. Arrival and Dismissal Procedures

Morning supervision begins at 7:30 A.M. Students should NOT be dropped off in the school premises BEFORE 7:30 A.M. because there is no supervision in the school yard. Parents are urged to drop off children by the Broadway Street gate where there are traffic monitors in the morning. Students arriving before 7:55 A.M. should proceed immediately to the school yard through the Broadway Street gate.

To minimize congestion, grades K-5 are dismissed in the school yard. At dismissal time, parents can enter the school yard via Van Ness Avenue, wait for the children to be brought to the school yard by the teachers, walk across the yard, pick up their child, and exit via the Broadway gate.

Grades 6-8 exit through the Franklin Street door and are dismissed on Broadway Street.

At dismissal time, children should be picked up PROMPTLY at designated areas. Please follow traffic regulations. Noncompliance with traffic regulations will result in a written warning. Those students not engaged in extracurricular activities are asked to leave the school building as soon as possible.

Students who go home by themselves should have a written permission from their parents.

C. Tuition and Registration Fees

The tuition and registration fee schedule will be sent to each parent before summer vacation. The registration fee is non-refundable.

Three tuition payment plans are available: full year, half year, and 10 equal payments from August to May. When the monthly payment plan is chosen, tuition must be paid by the 5th of each month. A \$25.00 late fee will be assessed if payment is received after the 5th.

A delinquency in tuition will be handled in the following manner:

1. After the 5th of the month, a notice will be sent home alerting the family of the delinquency through FastDirect or through the Wednesday folder.
2. At the end of the month, the principal will consider the possibility of dropping those names of families from the enrollment list who:
 - a. Have made no payment toward the delinquent account.
 - b. Have made no effort to discuss the problem with the principal in order to negotiate payment dates. These payment dates will be in writing, signed by the family and the principal.
3. Families with delinquent accounts will not be allowed to re-register for the following school year.
4. If a payment made by check is returned for insufficient funds, the family will be asked to pay tuition immediately in CASH or MONEY ORDER and a \$25.00 fine for the returned check and \$25 for late fee. If a problem should arise making it impossible to meet the tuition payment, the principal should be contacted immediately. We do not want any child to be denied a Catholic education because of finances; therefore, we must know when a problem exists to make necessary adjustments.

D. Scholarship/Tuition Assistance Program

There are three main outside sources of tuition assistance – The Basic Fund, The Guardsmen, and The Archdiocesan Family Grant.

The PTG and private individuals contribute yearly to our Scholarship/Tuition Assistance Program so that financial aid may be granted to eligible students. Tax deductible donations to our Scholarship Fund are always welcomed.

Scholarships and tuition assistance are awarded on the basis of financial need and satisfactory school performance. In order to apply for tuition assistance, the applicant's family should submit to the principal a completed application form and the necessary documentary requirements such as the latest income tax return.

E. Insurance

Accidents that occur on the school premises or during school related activities are covered by the Student Accident Program. All accidents should be immediately reported to the school office, even if medical attention is not needed. If parents wish to avail themselves of this policy, they are asked to request an insurance form within 24 hours of the accident.

SCHOOL REGULATIONS

A. Admission

Parents of prospective Saint Brigid School students should file an application at the school office. The application form is available in the school office or you may download one from the school website.

An entrance exam will be given to students applying for admission to Saint Brigid School. Only those students who perform satisfactorily will be considered. Students with siblings already enrolled at Saint Brigid School are given priority.

New students are accepted on a conditional basis for the first semester.

B. Non-Discriminatory Policies

Saint Brigid School, mindful of its mission to be a witness of the love of Christ for all, admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Saint Brigid School does not unlawfully discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs. Likewise, Saint Brigid School does not unlawfully discriminate against any applicant for employment on the basis of sex, age, handicap, race, color, nationality, or ethnic origin.

C. Public Health

1. Health Assessment Requirements

The parents of each kindergarten or first grade student are required by law to present to the school a signed certificate stating that the child has received the mandated health assessment and immunization requirements. The physical examination for kindergarten must be done after March 1st for the same year that the child has entered school. The health examination may be completed within 18 months before entering 1st grade or 90 days thereafter.

For unconditional first admission to any school in California, each applicant must present evidence of a health examination and all required immunizations as shown in the State of California Department of Health Services Form (PM 171-A). All new students in San Francisco schools must show evidence of having a tuberculin test within twelve months prior to entry or signature of the examiner attesting to no risk factors for TB. Exemptions for personal or medical reasons are permissible, if the claims are in writing. Please sign the waiver form (PM 171-B).

2. Seventh Grade Entry Requirements

The immunization law requires one dose of Tdap vaccine for all students entering 7th grade. As with other requirements of the California School Immunization Law, conditional admissions and exceptions for medical reasons or personal beliefs are allowed.

D. Medication Policy

When medication is needed during school hours, parents must personally bring the medication to the school secretary. The medication should be in the original container appropriately labeled as to name the child and dosage. Any change in medication should be communicated to the school at once. A medical clause must be signed by the parent and doctor and returned to school with the medication. See Appendix C for more information.

E. Emergency Information

It is imperative that parents fill out all necessary information requested on the Disaster Release Form. Parents are asked to notify the school immediately if there is a change in this information during the school year.

F. Absenteeism and Tardiness

Parents should notify the school secretary between 8:00 A.M. and 9:00 A.M. if a child is to be absent or tardy. Since frequent absenteeism and/or tardiness are a serious obstacle to academic progress, these should be kept to a minimum. Anyone absent or tardy should bring a written note to the teacher stating the reason for the absence or delay. This note should be dated and signed by the parent or legal guardian. (Please refer to Appendix A for further information on tardiness). Students not in their homeroom at 8:00 A.M. are considered tardy.

G. Medical and Dental Appointments

Every effort should be made to schedule medical and dental appointments outside of school hours. A written note dated and signed by the parent or legal guardian is required for a student to be excused for a medical or dental appointment or for an early dismissal. This note must be signed by the principal and the homeroom teacher. After a medical or dental appointment, the student should bring a note to school verifying the appointment from the doctor or dentist.

H. Messages

Parents are asked not to interrupt class by going straight to their child's classroom. When it is necessary to communicate with a student or a teacher while class is in session, parents must first report to the school office.

I. School and PTG Communications

School announcements and Information are posted on the school website (www.saintbrigidsf.org), the school's internal website (www.fastdir.com/stbrigidsf), and the Parent-Teacher Guild's (PTG) website (www.sbptg.org). Information and announcements are posted every Wednesday in the school's internal website. This complements the Wednesday folder that brings home written materials and students' work sent home. This folder is also used for dated materials that need to be returned back to school.

J. Discipline

Discipline in the Catholic School is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to promote pupil development, to increase a sense of awareness and sensitivity for others, to assist in the growth of inner discipline, and to provide an environment conducive to learning.

1. It is the student's responsibility to

- a. Respect and respond to the authority of the principal, teachers, and other school personnel.
- b. Be thoughtful, courteous, and respectful of the rights of others.
- c. Comply with the curriculum requirements.
- d. Obey the school rules.

2. If a student disregards these responsibilities, the following measures may be taken:

- a. Conference with the pupil
- b. Conference with parents
- c. Disciplinary notice
- d. Suspension
- e. Probation
- f. Expulsion

A disciplinary notice will be given for infractions of specific school rules. **A student receiving three disciplinary notices automatically receives a suspension. A student who receives three suspensions will be placed on probation.** If the student, after being on probation, persists in demonstrating negative behavior, that student will be asked to leave Saint Brigid School.

3. Classroom Rules

- a. Students are not allowed in the classroom at any time without adult supervision.
- b. Classrooms are places of study; therefore, any disruptive behavior is unacceptable.
- c. Textbooks must have clean covers at all times.
- d. Cellular phones are to be placed in a designated area assigned by the teacher during class time. They are to be used only in case of an emergency.

4. Playground Rules

- a. Students have assigned play areas during recess.
- b. All equipment is to be used safely and in the prescribed manner. Basketballs, handballs, etc., may not be kicked. Ropes are to be used only for jumping.
- c. Students are to be fair and courteous and play according to the rules. Ridicule and/or intimidation of any individual are forbidden.
- d. Both fighting and "play-fighting" are prohibited.
- e. The bell ending recess is the signal to get in line. At the second bell, students must be standing quietly in line.

5. Other Rules

- a. Gum chewing is forbidden on the school premises or at school functions.
- b. The school grounds are to be kept clean and free from litter.

- c. All students will be responsible for the protection and preservation of school property. Any damage to school textbooks or school property is to be paid for by the person causing the damage.
- d. Restrooms and drinking fountains are to be kept clean. Loitering or playing in the restrooms or halls is not permitted.
- e. Silence must be maintained at all times in the halls and on the stairs.
- f. Students are expected to use polite language. Name calling, profanity, or obscenities are not allowed.
- g. Radios, tape recorders, cameras, personal stereos, electronic games, and other valuables are not permitted at school without proper authorization. Even when special permission is given, the school will not accept responsibility for the damage or loss of these items.
- h. Gambling, buying, selling, or trading of any kind of items by students is prohibited.

6. **Serious Infractions**

Certain acts constitute good cause for suspension or expulsion when committed by a student while under the jurisdiction of the school or when conduct is related to a school activity. These infractions include the following:

- a. Leaving school premises without permission from the principal or in her absence the vice-principal.
- b. Fighting or “play-fighting”.
- c. Participating in actions that are detrimental to the moral and spiritual welfare of other pupils.
- d. Committing an obscene act or engaging in habitual profanity or vulgarity.
- e. Violating school regulations habitually or persistently.
- f. Behaving incorrigibly or disruptively.
- g. Being truant.
- h. Using assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property or during school related activities.
- i. Malicious damaging or destructing of real or personal property.
- j. Disrupting school activities, willfully defying authority, or insulting supervisors, teachers, or administrators.
- k. Possessing dangerous objects, weapons, matches, firecrackers, or any item that could cause harm to others or to school property;
- l. Participating in theft, extortion, or arson.
- m. Using, selling, distributing, possessing, or willful associating with drugs, alcohol, tobacco, or other hazardous substances.
- n. Persecuting or harassing others.

K. Harassment

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility that is owed by adults to children. In 1996, a supplement to that policy specifically focusing on student to student harassment was added. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

The Archbishop of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is

subjected to treatment in a school environment that is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action, up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student to student harassment, is available in the principal's office.

Disregard for school regulations indicates that the student is unsuited for Saint Brigid School and may be expelled.

L. Code of Christian Conduct for Students and Parents/Guardians

The students' interest in receiving a quality, morality-based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves, both on and off campus, in a manner that is consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any part of this Parent-Student Handbook of the school.

It shall be an expressed condition of enrollment that the parent/guardian of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

M. Use of Internet and Electronic Information

The goal for providing such service is to promote educational excellence by facilitating resources and sharing motivations and communications. Saint Brigid School will make every reasonable effort to protect students, teachers, and staff members from any misuses or abuses as a result of experiences with an information service accessed through Saint Brigid School.

A complete copy of the comprehensive policy, including the detailed policies on acceptable use of internet and electronic information, is available in the principal's office.

N. Dress Code

Students must be in complete uniform during the school session. Gym shoes may be worn during P.E. only. Since cleanliness and good grooming are an important aspect of a child's education, it is expected that each student be conscious of these factors. Students are to dress neatly and appropriately when free dress is allowed. Boys must wear ties on special occasions. Continued infractions of these regulations will result in disciplinary measures.

School Uniform Regulations

All parts of the uniform must be of school regulation. No substitutions are allowed.

Girls Uniform

	Grades K-4	Grades K-5	Grades 5-8
Jumper	Navy blue & white shadow plaid		
Skirt			Navy blue shadow plaid
Blouse	White Peter Pan collar		Middy blouse with dickie white poplin with short sleeves
Tie	Navy blue crossover/cover snap		Navy blue
Sweater		Navy blue V-neck cardigan	Navy blue V-neck pullover
Crest		Sewn on left pocket of cardigan	Sewn on left breast of pullover
Socks	White tights (optional)	White socks	

Shoes	Navy blue uniform shoes
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Boys Uniform

	Grades K-8
Slacks	Navy blue “Billy the Kid” or “School Apparel” with a belt (black, navy blue, or brown only)
Shirt	White broadcloth with short sleeves
Tie	Navy blue only (must be purchased to be worn on special occasions)
Sweater	Navy blue V-neck pullover
Crest	Sewn on left breast of pullover
Socks	Navy blue or black (solid color)
Shoes	Black dress shoes

P.E. Uniform (for Grades 7 & 8 only)

Navy blue shorts from Dennis Uniform
 White T-shirt
 Navy blue sweatshirt with school logo

The following items are not allowed:

1. Sweatshirts and sweat jackets
2. Noticeable high-necked or long-sleeved underwear and colored T-shirts
3. Ornaments, offensive buttons, sweatbands, unusual hair adornments, excessive jewelry or boys’ ear-rings
4. Makeup or finger nail polish
5. Long or unusual haircuts or styles for boys and unusual hair styles for girls
6. Gym shoes, coats, or jackets in the classroom or in the church

Free Dress Days

Saint Brigid School is a respectable school, and we should dress accordingly. When we enter a place of learning, we should dress properly.

On a free dress day, the students may wear slacks or jeans of colors other than denim blue. Tights may be worn under a dress or skirt.

The following items are NOT allowed on a free dress day:

Denim Blue Jeans	Sweatpants or any other sportswear
Bicycle Shorts	Tank Tops
T-shirts	Leggings or Tights

ALL clothes must be of decent size. They should not be **too big** (oversized) or **too small** (too tight).

Shoes must be closed in with a strap or shoelaces. There should never be any shoes without backs or without straps around the back of the shoes. **Shoes with heels should not be more than 1½ inches high. Socks must be worn at all times. No bare feet are allowed.**

Those students who do not comply with the dress code will not be allowed free dress.

O. Lost Property

Parents are advised to limit the amount of money their children bring to school. The school is not responsible for any money or clothing that might be misplaced. **Parents are encouraged to place identification on all articles of clothing and lunches.** Misplaced articles will be kept in the office for a period of time, after which all unclaimed property will be given to charity.

Academic Program

A. Curriculum

The school curriculum and activities are designed to assist parents in fulfilling their obligation for the Christian formation and education of their children. We strive to provide a program that encompasses spiritual, intellectual, social, psychological, and physical levels of development.

The curriculum is designed by the San Francisco Archdiocesan Department of Education in compliance with state regulations. It includes a sequential program of learning in religion, language arts, mathematics, social studies, health, science, computer, music, art, Spanish, and physical education.

B. Library Facilities

The library is open four days per week. Students are encouraged to use the library for working on class projects, research, leisure, and supplemental reading.

C. Field Trips

Field trips of educational value are planned and implemented during the school year. Permission slips are mandatory. Parents are encouraged to chaperone.

D. Homework

Assignments are given to students in order to reinforce skills and lessons learned in class. Homework is given regularly. Students are expected to manage their time in order to complete homework, long term projects, and make-up work missed through absence or lack of effort. Teachers may request that students stay after school to make up missing work. Academic subjects have priority over extracurricular programs, and students will not be excused from their homework when they attend these programs.

Request for Homework

Requests for homework and/or missed class work should be made in the morning when parents call in to inform the office that a child is not attending school that day. This will give the teachers time to gather needed materials. Please do not make this a wasted effort by not picking up the homework assignments.

E. Community Service Requirement

Saint Brigid School requires all students to do some service to the school, the Church, and/or the community.

F. Report Cards

Parents are able to follow their children's progress through FastDirect. They can view the teachers' gradebook and report cards when available. Overall excellence is recognized at the end of the academic year. The following constitutes first and second honors:

First Honors: An “A” or “A-” in major academic areas
No less than “1-” in conduct and effort

Second Honors: No less than a “B” or “B-” in major academic areas
No less than “2-” in conduct and effort

Major Academic Areas: Religion, Mathematics, Reading, Literature, English, Spelling, Social Studies, Science, Health, Spanish, and Handwriting for grades 1-4

Conduct Honors: No less than “1-” in conduct

G. Testing Program

The following standardized tests are administered in the school:

Iowa Achievement Tests: Grades 2-8
Ability Tests: Grades 3, 5, and 7

H. Parent-Teacher Conferences

Mandatory conferences are held immediately after the first report card period. Additional conferences may be requested by either parents or teachers should the need arise. Requests for conferences are always welcome.

I. Extracurricular Programs

Counseling Program

An on-site counselor is available to students and parents.

Altar Servers

All Catholic boys and girls from grades 4 through 8 are invited to act as altar servers.

Ballet/Dance

Instruction takes place in the auditorium after school.

Instrumental Music

Students are given the opportunity to take private piano lessons after school. Band is also available for students in grades 5 through 8.

Sports

Students from grades 3 through 8 may participate in the following sports if their grades are “C+” average or above: volleyball, basketball, soccer, and track.

Honors Choir

Students from grades 3 through 8 may be invited to join the honors choir.

Student Council

Qualified students from grades 7 and 8 may run for the board of commissioners.

Chess and Karate

Classes in these fields are available after school for students in grades kindergarten through 8.

Tardy Letter

Saint Brigid School
2250 Franklin Street
San Francisco, CA 94109

Dear _____,

To date, _____ has been tardy _____ times this quarter.

One late person can cause many problems in our school. A late student misses class work, interrupts and distracts the teacher and class, and wastes the secretary's time.

A student who is tardy between five (5) and eight (8) times per quarter will receive a "3" in CONDUCT and a check mark in the subheading "Follows classroom/school rules" on his/her report card. More than eight (8) tardies will result in a student receiving a "4" in the same category. A "3" means improvement needed, and a "4" means unsatisfactory.

If you refer to the Parent-Student Handbook, Chapter V, Section F ("Report Cards"), you will observe that a "3" or "4" automatically disqualifies a student from the Quarter Honor Roll List.

Please make sure that _____ reaches school no later than 7:55 A.M.

Thank you for your cooperation regarding this matter.

Sincerely,

Principal

Uniform Letter

Dear Parent:

It has been brought to my attention that your child, _____, is not adhering to the Saint Brigid School Uniform Regulations in the following items:

- | | | |
|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Skirt or Jumper | <input type="checkbox"/> Pants | <input type="checkbox"/> Shoes |
| <input type="checkbox"/> Blouse | <input type="checkbox"/> Shirt | <input type="checkbox"/> Jacket |
| <input type="checkbox"/> Tie | <input type="checkbox"/> Sweater | <input type="checkbox"/> Hair Style |
| <input type="checkbox"/> Socks | <input type="checkbox"/> Emblem | <input type="checkbox"/> Other |

Comments:

A student who has between four (4) and six (6) school uniform infractions per quarter will receive a “3” in CONDUCT and a check mark in the subheading “Follows classroom/school rules” on his/her report card. More than six (6) school uniform infractions will result in a student receiving a “4” in the same category. A “3” means improvement needed, and a “4” means unsatisfactory. A “3” or a “4” in CONDUCT automatically disqualifies a student from the Quarter Honor Roll List. Please make sure that your child dresses in the complete uniform and conforms to the Saint Brigid School dress code. Please sign and return the bottom section of this letter as an acknowledgement that you are aware of this infraction and will correct the situation as soon as possible. Thank you for your cooperation regarding this matter.

Sincerely,

Principal

-----CUT HERE-----

I have read the above letter, and I will make sure that my child will conform to the Saint Brigid School Uniform Regulations.

 Parent Signature Child's Name Grade Date

Medical Release and Consent to Treatment of Child

I am a parent or legal guardian of **[INSERT NAME OF CHILD]** _____ (“my child”), who is a student at **Saint Brigid School**. I have read, understood and consent to the following concerning my child.

- 1. First-Aid/Emergency Treatment:** Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first-aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb, or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The “emergency physician” listed above; 2) The “primary physician” listed above; 3) Another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.
- 2. Medical Supervision/Administration of Medicines:** I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or an ongoing basis, except by special agreement. If I have indicated, by signing this consent below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this consent below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child’s name and doctor’s instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.
- 3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties:** Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb, or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) The persons listed above as emergency contacts; 2) Qualified medical/emergency professionals; 3) Another responsible adult.
- 4. Gathering, Use and Release of Medical Information:** Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb, and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. **I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.**
- 5. School Athletics:** As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child’s ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child me participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child’s ability to participate in school sports

activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law.

NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF THE SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM.

In consideration of the arrangement indicated in this consent, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from the Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise the administration of the above medications, consistent with the terms contained herein.

Signature of School Principal

General Terms of Parental Consent

Confidential medical or educational information as set forth in this form will be gathered, used and disseminated only by the persons and only for the purposes set forth herein, or as otherwise allowed by law.

This authorization is effective only for the school year listed above and will expire on June 15, 20____. It may be revoked at any time by a writing signed by the parents. However, if revoked, the school reserves the right to suspend or terminate the attendance of the child at the school.

I agree to and consent to the actions set forth herein and hereby grant authorization of the school to obtain and use medical information and records by the persons for the purposes and during the time set forth above.

I understand that I have a right to receive a true copy of this authorization. By my signature, I acknowledge that a true copy of this authorization has been received by me.

Dated: _____

Signed: _____

Print name: _____

Relationship to child: _____

Children with Disabilities

Please Note: The School is not able to accept students with disabilities unless this release is given.

I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the school will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, or other things. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the school administration.

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school, I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees, from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school, which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of the Archdiocese, excepting only such injuries or damage resulting from the Archdiocese's willful misconduct.

Initials of Parent/Guardian: _____

Psychological and Educational Information

Please Note: This release is optional. No psychological testing or counseling other than ordinary educational programs and procedures will be provided to any student unless a parent/guardian has first given consent.

I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the school administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family, teacher(s) and/or the school administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these school counseling services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law, I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

Date: _____

Parent/Guardian's Signature: _____