SAINT BRIDGET SCHOOL

2026 – 2027 Parent – Student Handbook

Dear Parents and Students,

As we begin the 2026-2027 school year, I am honored to collaborate with you, as we strive to work together to fulfill the mission of Saint Bridget School. In partnership with Fr. Marcin, Saint Teresa of Calcutta Parish and the entire school community, I invite you to join us as we embark upon the education of our students in the Catholic tradition. It is our dream to inspire them to be lifelong learners while embracing the gifts and talents God instilled in them at creation, so that they may grow to be active leaders in our community.

Since the education of each child is a partnership between parents and school, we have listed some expectations that will need to be met in order to provide success. We ask you:

- To support the religious and educational goals.
- To set rules and limits so that your child is on time, rested and dressed according to the dress code.
- To notify the office of any changes of address or phone numbers.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To meet all financial obligations to the school.
- To read school notes and letters.
- To actively participate in school activities.
- To support and cooperate with all school policies.
- To treat teachers and staff with respect and courtesy when discussing students.

If at any time the administration determines that the partnership is irretrievably broken, the school reserves the right to require the withdrawal of the child. It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

Together, as partners, let us pray that God will bless the works of our hands.

Respectfully yours,
Mrs. Joan R. Gordon

The rules and policies for Saint Bridget School outlined in this handbook are considered a contractual agreement between the school, the student, and the student's parents/guardians. Although efforts were made to make this handbook as explicit as possible, new and unusual circumstances may arise during the academic year. Because of this, the principal has the authority to use her discretion. Changes in policy, dates or times will be conveyed to families in the principal's letter. The signature page is to be signed and returned by Thursday, August 27, 2026.

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Our Mission

We, the community of Saint Bridget School, a ministry of Saint Teresa of Calcutta Parish, are committed to:

- **S**preading Catholic teaching
- **E**ducating lifelong learners
- **E**mbracing our diverse community
- **D**eveloping modern leaders.

Our Vision

Inspired by the joy of the Gospel, we will embody the ministry of Jesus Christ. Recognizing parents as the primary educators, we will partner with them to educate students and build a vibrant school community. We will provide academic excellence through traditional and innovative teaching. We will respect and celebrate diversity by embracing everyone in the school community as part of God's family. Through this example, our students will learn to care for each other and the world around them. Our ministry is to inspire lifelong learning, care for the whole student, and build the foundation of moral citizenship.

Religion

Prayer, Scripture and liturgy play a vital role in the life of each student at St. Bridget School. Liturgical services in school (e.g. school Masses, Scripture and Prayer) provide a setting for the development of a fully Christian life. All students are expected to participate in the study of the Catholic faith/religion class and to be respectful in all prayerful settings.

Saint Bridget School recognizes that preparation for the celebration of the sacraments is primarily the responsibility of the parents/guardians. To assist them in this endeavor, the staff in concert with the parish Religious Education Program, provides instruction for the sacraments of Eucharist and Reconciliation. Catholic students in Grade 2 or higher are eligible to receive these two beautiful sacraments.

Catholic values are incorporated into all subject areas. This year we will focus on The Story of Salvation. Each month we will study a different topic concerning building and strengthening our relationship with Jesus Christ. May we grow closer to Jesus as we learn, reflect and pray in his presence.

Curriculum

State requirements and the Hartford Archdiocesan policies regulate the basic curriculum of St. Bridget School. A core curriculum with emphasis in language arts (reading, English, writing and spelling), math, science, religion, and social studies is provided for the students in grades Kindergarten to Grade 5. Beginning in Grade 3, students receive Spanish instruction one day a week. The children move from a self-contained environment to gym, art, music, library and STREAM classes.

A middle school atmosphere is provided in Grades 6-8 as the children change classrooms for all subject areas. Students receive Spanish instruction four days a week. In addition, students in Grades 7-8 begin a literature based reading program, as part of their core curriculum. Students in Grades 6-8 who have demonstrated superior math abilities in their MAP test scores and daily work, may participate in pre-algebra and algebra classes.

Across the curriculum, emphasis is placed on flexibility, being sensitive to and focusing on the individual needs of each child. Flexible grouping and ability grouping are used in mathematics and reading where achievement and aptitude are assessed, allowing students to move along a continuum as the mastery of skills and concepts dictates.

Saint Bridget School is accredited by the New England Association of Schools and Colleges and by the State of Connecticut.

Admission Policy PreK-8

Saint Bridget School welcomes all children who desire to obtain a Catholic school education and whose needs the school can meet. To determine if the child and the school are a "good match", the following procedures are helpful: a visit to the school; an appointment with the leader of admissions and undertaking a screening process. **Everyone who enrolls is admitted on one trimester probation**. If you do not hear from the school after one trimester, you will be considered fully enrolled in Saint Bridget School.

Kindergarten Screening

Prior to acceptance into the St. Bridget Kindergarten program, each child is screened. This screening evaluates a child's basic readiness for kindergarten, his/her speech and language patterns, and basic health. The screening process is a tool used for parents/guardians and the school to determine the child's readiness for kindergarten.

Transfer Students

If space permits, new students are welcome. In order to transfer, a parent must fill out an online application, set up an appointment with the principal, provide the child's most recent report card, and fully share the child's school history. A visit to the school is strongly suggested (and may be required) for older children considering transfer. Students will also be required to take an assessment test during their school visit.

Practicing Catholic Parishioner - Definition

- Registered as a member of a Catholic Parish, by means of a parish census form on file in the parish office.
- An active member of the Parish sharing regularly in its worship, ministry and community life.
- Participating in the financial support of the Parish by regular use of the envelope system or online giving system. Financial support is verified only by the use of the envelope system.

We would like to make Catholic education available to all students who desire a Catholic education. Admissions to available spaces will be determined on the following criteria:

1. Siblings of current students enrolled in the school have priority.
2. Children of practicing St. Teresa of Calcutta parishioners have first priority to available spaces.
3. If space permits, we welcome children who are practicing parishioners at other Catholic parishes (referred to as "Affiliated").
4. If space permits, we welcome children whose families are not affiliated with any Catholic parish.
5. Final determination of admissions is at the Principal's discretion.

Students with special needs will be given the same consideration as all applicants, however prior to admitting a student with diagnosed special needs, Saint Bridget School will make a determination as to whether or not it believes it can provide an appropriate education for that child. Each child must be considered on an individual basis.

Preschool

St. Bridget Preschool is open to children three years old through five years old. We have two campuses, one housed in the Church basement, and the other located at St. Bartholomew Church, and both operate on a calendar similar to the main school. Preschool families are welcome at all school activities. Parents of the Preschoolers will receive a handbook which outlines all regulations governing the operation of the Preschool. This handbook includes curriculum, times of operation, cost, and general procedures. Admission to available spaces in the Preschool at St. Bridget School will be determined by the order of application and based on the same criteria mentioned above.

Custody

If a student is registered with information regarding both parents, Saint Bridget School will assume that both parties have custody and may pick up the child/ren. In the event a parent/guardian does not have custody, the school must be notified in writing and provide all relevant court documentation. If Saint Bridget School is not provided with proper custodial documentation, the school will share academic information with the non-custodial parent.

Arrival and Dismissal

K-8 students enter through the gym doors no earlier than 7:25 a.m., where they are greeted by a teacher. All students are supervised by staff in the gym until 7:45 a.m., when their classroom teachers come to pick them up. Students should never be left outside the school building. Parents should drop students off and ensure students enter the gymnasium. Parents do not come into the building during drop off. Before school care is available at 7:00 a.m. in the school cafeteria. At the end of the day, students are dismissed from the sidewalk in front of the gym.

Student Tardiness

A student is considered tardy if he/she arrives later than 7:45 a.m. After 7:45, students must enter through the front door of the school with a parent and report to the office for a tardy slip. Chronic tardiness interrupts the instructional time for the whole class. It is seen as a lack of parent/guardian responsibility when a child suffers from chronic lateness. Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade.

School Visits

Upon arrival, visitors should ring the doorbell, identify themselves and state the purpose of the visit. If a visitor does enter the building, they must report immediately to the office to sign in. Not following this procedure may cause the school to go into lockdown. **All visitors must follow current health guidelines.** Please do not hold the door open for anyone behind you. They must ring the bell.

Late Pick-Up

At dismissal time (full day – 1:55 p.m.; half day – 11:55 a.m.), students who are driven home in private cars will be dismissed through the same door they entered. Dismissal of classes will be staggered. Teachers will supervise their students' dismissal. At 2:05, the children still waiting for pick-up may be brought to the Aftercare program where the parents can pick them up. Parents are charged the daily per child rate for using this program.

Dismissal Yard Rules

Running and ball playing, etc. activities are not permitted at this time in order to provide for a safe environment of the multi-age family members in the yard. Once students are dismissed, they are under the supervision of their parents/guardians and should not return to the building to retrieve forgotten items. Students must always be accompanied by an adult once dismissed.

Students may not use the playground after school.

Parking Lot Regulations

Due to the constant use of the parking lot, and the need to provide for the safety of the children, the following regulations apply:

1. Drivers are to enter the lot through the Main Street entrance, and exit onto Woodland Street.
2. No cars are permitted to use the Chapel St. driveway; that driveway is reserved for bus use only.
3. Children are not to be let off in the teachers' parking area near the Church at any time.
4. The safety area for the children is marked by bright orange cones and is off limits to all vehicular traffic. **Please do not park next to the cones.**

Change to Student Transportation

Any student whose normal mode of transportation home changes (i.e., a bus student who will be picked up, a rider who will walk home, etc.) must have a written note from his/her parent/guardian indicating the change. Only students assigned to a bus may ride one and they may

only ride the bus assigned to them. In case of an urgent change, the parent/ guardian is asked to call the school before 1:30 p.m. This is to be considered a rare exception.

Buses

The Town of Manchester provides bus transportation for Manchester residents who live at least 1 mile away from the school. Transportation is also provided for Kindergarten students who are Manchester residents and live at least 1 mile away from the school. This transportation is provided to and from bus stops determined by the child's legal residence or from a day care address. A child may not disembark the bus at a different location. Students may not ride a different bus or take a bus to a friend's house. Any bus stop that is not used for five consecutive days will be eliminated from the bus route. If a bus stop will not be used due to illness, injuries, or other circumstances, please notify the First Student Bus Company at 860-327-4445. To restore a stop that has been eliminated, call Barbara at 860-647-3476.

Bus Behavior: (Per Manchester Transportation)

Students are expected to:

1. Load bus from the back to the front.
2. Be obedient and respectful toward the bus driver, and not disturb the driver.
3. Be on time and at the correct stop.
4. Wait away from the road until the bus has completely stopped and door has been opened.
5. Board the bus in single file, be seated promptly, and remain seated while on the bus.
6. Keep all parts of their bodies, and all their belongings inside the windows.
7. Respect the rights of other passengers at all times.
8. Keep all their belongings out of the aisles, treat the bus property with respect.

Any infractions of these regulations will result in disciplinary action that will be handled by the Principal. Parents/guardians will be notified the first time a student is "written up" for misbehavior, and the situation will be discussed with the student. Second misbehaviors will result in punishment. Third misbehaviors will result in removal from the bus for a period of five school days. If the student misbehaves again, he/she will lose bus privileges for the remainder of the school year. If a student is removed from the bus temporarily or permanently, the parents/guardians are responsible for the child's transportation. Any student assigned to a bus must ride the bus unless permission is given by the parent/guardian. No student may ride a bus other than that to which he/she is assigned; and no student who is not assigned to a bus may ride one. A note from the Principal to the bus driver will make this exception for emergencies.

Field Trips

Field trips are planned by the teachers to augment their classroom instruction and to acquaint the students with community resources. Parents/guardians will be notified well in advance and will be required to sign a field trip waiver form in order for their child to participate. **Failure to use the proper form or making alterations to the form may prevent the student's participation in the field trip.**

Any student with outstanding obligations such as overdue library books, detentions, tuition, etc. may not participate in field trips or other school activities. In addition, student behavior, attendance, and academic status will determine if he/she will be permitted to participate. While we do not want to exclude any student, we also need to provide all students the opportunity to demonstrate appropriate behavior. Teachers may require the help of parents to chaperone and will endeavor to rotate the chaperones, but may give priority to parents who volunteer for other school events.

Parental Permission - Permission or information is required for the following:

- Field Trips
- Publicity/Promotional materials, videos, etc.
- Information published in Home and School Directory (Please note one of the advantages of this directory is the ability to communicate with other families. In particular, if a student is not inviting the whole class to a party, then an invitation must be sent outside of school - not distributed in class.)

Student Insurance Exclusion

Students are not covered by the Archdiocesan General Liability Policy for medical expenses resulting from any injury received at school or in their participation in school - sponsored events away from the school premises. Any medical bills or injury claims should be referred to the major medical coverage in force for the injured child.

Eligibility for Extracurricular Activities

Participation in activities is a privilege. Participation is dependent upon satisfactory behavior, attendance, and grades in all subjects. **If a student is absent or leaves school sick, they may not participate in after school activities or events that day or evening.** The student is expected to be cooperative, respectful, and at all times display a Christian attitude toward teachers and peers.

1. The Principal will review the academic, attendance, and behavioral records of students wishing to participate.
2. Students not working to capacity or showing uncooperative, disrespectful attitudes will be given a two-week probationary period in which to show improvement. Excessive absences or tardiness may also result in a mandatory probationary period.
3. Exclusion from an activity means that a student may not participate or attend a game, meeting, award ceremony or practice.
4. Receiving a failing grade in any subject will exclude a student from participation in any extra-curricular activity.
5. *Student Council members may have no more than two C's per trimester.

Forgotten Items

Students will, as a rule, not be allowed to use the telephone to retrieve forgotten items from home, including lunches. (Food will be provided for lunch.) Those who forget homework, books, projects, gym clothes, etc., will be expected to face the consequences of their forgetfulness. Any item of value a student finds in the building or on the school grounds should be brought to the school office. Students who have lost anything should report that loss to the school office. Saint Bridget School is not responsible for lost, damaged, or stolen items.

Personal Mobile Electronic Devices Policy

Policy Overview: To foster a focused, safe, and engaging learning environment, minimize digital distractions, reduce cyberbullying during school hours, and promote meaningful face-to-face social interaction, all students in grades PK–8 are prohibited from possessing or using personal mobile electronic devices during the regular school day.

Definition of Personal Devices: "Personal Mobile Electronic Devices" or "Personal Devices" include any handheld or portable electronic equipment capable of data communication between two or more people. This includes, but is not limited to:

- Cell phones and text messaging devices (including wearable smartwatches and ocular devices).
- Laptops and tablets not issued by the school.
- Handheld gaming equipment.
- Digital cameras or imaging devices.

Note: This policy applies strictly to devices owned or controlled by students or their parents/guardians. It does not apply to educational devices issued directly to students by the school.

Storage and "Regular School Day" Rules: The "regular school day" is defined as the period of time between the arrival of the first student and the dismissal of the last student, which includes all lunch periods and passing times.

Upon entering the school building, all personal devices must be completely powered off and stored in the assigned pockets in each classroom.

Approved Exceptions

A student may use a personal device during the school day only if school administration determines it is necessary under the following specific circumstances:

1. **Educational Plans:** To implement a student's Individualized Service Plan (ISP) or Individualized Catholic Education Plan (ICEP).
2. **Medical Necessity:** When a licensed physician, physician assistant, or advanced practice registered nurse determines the device is essential for the student's health (e.g., blood glucose monitoring).
3. **Active Emergencies:** During an active emergency as declared by school administration or law enforcement.

Violations and Disciplinary Consequences

Compliance with the Personal Mobile Electronic Devices Policy is essential to maintaining a safe, focused, and respectful learning environment. Unauthorized possession or use of a personal device during the regular school day will result in progressive disciplinary action as outlined below:

- **First Offense:**
    - The device will be confiscated by a staff member and kept in the main office until a parent or guardian comes to the office to retrieve it.
    - The student may retrieve the device at dismissal.
    - A formal warning will be logged in the student's record.
- **Second Offense:**
    - The device will be confiscated and held in the main office until a parent or guardian comes to the office to retrieve it.
    - The student will receive a detention.
- **Subsequent Offenses (Insubordination):**
    - Repeated violations will be treated as defiance of school authority (insubordination).
    - Consequences may include in-school suspension, or out-of-school suspension, alongside an extended or permanent ban on bringing personal devices to school.

Refusal to Surrender a Device If a student refuses to surrender a personal device to a staff member upon request, the action will be treated as immediate insubordination. The student will be referred to administration, a parent will be contacted, and automatic suspension (in-school or out-of-school) may be issued.

Before and After School Program

Aftercare begins at 1:55 and ends at 5:30 on a full day. On a 4 hour day, it begins at 11:55 and ends at 5:30. Children may participate in this program on a daily basis or all year. The director can be reached through the office to give information regarding activities, cost and/or procedures for pick-up. To participate, all parents are to fill out an enrollment form. Children must be picked up by 5:30 or a late fee is charged. If there is an emergency early dismissal, there will be no Aftercare. Before school care is also available **(at the St. Bridget campus only)**, beginning each school day at 7:00 am and running until the start of school at 7:45 am. When there is a delayed opening, before school care does not operate.

Academics

Special Education Services

The Town of Manchester provides a resource teacher who works with students who have been identified as needing such services. Child Guidance provides a social worker weekly. This support is available to all students needing services. Scheduling will be planned by the teachers involved to provide the maximum benefit for the student. Parental permission will be required for a child to receive these services on a long-term basis.

Library

All students are scheduled for one library period per week. Books may be signed out weekly and must be returned on time. A student with an overdue book will not be allowed to check out another book. Damaged, lost or defaced books will be replaced or paid for by the student responsible.

Textbooks

Textbooks are provided by the school and should be treated with respect and care. Book covers and book bags are required to protect books. Any damaged, lost or defaced textbooks will be replaced or paid for by the student responsible.

Homework Policy

Homework, serving as an extension of the learning that occurs in the classroom, is an integral part of the school program and provides opportunities for reinforcement, independent study, enrichment, and creative thinking.

It is the student's responsibility to complete all homework assignments promptly and as directed. Parents are encouraged to monitor their child's study habits and homework. It is important that quiet time and a space conducive to study are provided for the child.

Homework assignments are designed to take approximately 10 – 20 minutes per grade level per day. Homework in upper grades/middle school, whether written or study, will last approximately one and one- half to two hours nightly. It is important to the learning process to encourage and develop independence in study skills. Students are responsible for obtaining missing homework. When homework is not turned in, the procedure for incomplete work will be followed.

Incomplete Work

If a student does not turn in work at the beginning of class on the day it is due, ten points will be deducted for each day it is late. After the third day, the student will stay for detention and the completed assignment will be graded as 50.

Make-Up Work

When a child is tardy, dismissed early, or absent, it is his/her responsibility to make up all assignments. After two (2) days of sickness the parents should call the office to obtain missing work. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For serious illness, a teacher may waive this requirement in favor of a more suitable length.

Academic Assessment

Progress Reports

1. Notify parents/guardians of improvement or difficulties that the student is experiencing. These may be in the academic or behavioral areas. Notice will be given if a child is in danger of failing.
2. Invite the student and parent/guardian to reinforce or correct the noted areas. Sometimes conferences or phone calls will be necessary to clarify the issues.

If a student fails a test, he/she may retake the test within two weeks, and the scores will be averaged for a new grade. The student must request the retest within one week. The retake must be completed during the scheduled weekly after school detention time, or during study hall, otherwise the grade remains as a failure.

Report Cards

Report cards for Grades K-8 are distributed three times a year: December, March, and June.
Parents/guardians are required to examine report cards and progress reports carefully, and to sign and return the Academic envelope the next day.

Grading Scales

There are four different report cards issued depending on the Grade level.

1) Kindergarten

M - Meets Grade-Level expectations
P - Progress noted toward grade level expectations
T - Time and experience required for skill
ED - Experiencing Difficulty
NI - Standard not yet introduced

2) Primary - Grades 1-3

Evaluation Key – Marking Code

5 – Consistently exceeded grade level expectations
4 – Consistently achieved developmentally appropriate skills and/or expectations
3 – Approaching mastery of developmentally appropriate skills and/or expectations
2 – Approaching proficiency toward developmentally appropriate skills and/or expectations
1 – Difficulty meeting developmentally appropriate skills and/or expectations

I – Incomplete work

3) Intermediate & Junior High: Grades 4-6 and 7-8

A+	100 - 98	C+	79 - 77
A	97 - 94	C	76 - 73
A-	93 - 90	C-	72 - 70
B+	89 - 87	D	69 - 65
B	86 - 83	F	Below 65, Failing
B-	82 – 80		

^	Special Program	O	Outstanding
S	Satisfactory for this Child	U	Unsatisfactory for this Child

Promotion

Promotion at St. Bridget School is dependent upon grades, behavior, and/or attendance. When promotion is in question, a teacher-parent conference will be held prior to the end of school. Students must pass all core subjects in order to be promoted or graduate. Students who fail a core subject for the year, must attend a program to master the material. Eighth grade students will receive a certificate of attendance, not a diploma, for graduation, until mastery of material is proven.

Honor Roll Requirements

Students in Grades 6-8 are eligible for the Honor Roll. Students who have been suspended or have not completed a full course of classes during the trimester may not be on the Honor Roll.

High Honors

To achieve High Honors, a student in Grades 6-8 must have an 'A' in every subject, all S's and have all positive remarks in the 'Comments' section of the report card.

Honors

To achieve Honors, a student in Grades 6-8 must have an 'A', or 'B' in every subject, all S's and have all positive remarks in the 'Comments' section of the report card.

Assessments

NWEA MAP Growth Testing

This year, under the guidance of the Archdiocese of Hartford, Saint Bridget School will continue to use MAP Growth Testing. MAP, or Measures of Academic Progress, is an online standardized test that will measure students' academic achievement in math and reading, and track their growth over time. The assessment is computer-adaptive, so it meets the child where they are at and challenges them according to their skill level. The MAP test is not timed, but many students finish it in 45 – 55 minutes. The assessment will be given in the fall, winter and spring in grades 3 – 8. Teachers receive immediate feedback on their students which allows them to differentiate instruction. The MAP Growth Test is normative, so a student will get a score that also shows the average score of other students in the archdiocese who took the same test, the same time of year and in the same grade level. National normative scores are also included. Most importantly, it shows the growth and progress of each individual student.

Communication

St. Bridget School strives to be a faith community, therefore, parental cooperation and good parent-teacher relations are essential. Parents and guardians are to follow the following guidelines for expressing concern over a school matter.

1. If the problem involves routine procedures, such as: homework, class assignments, behavior, or student-to-student problems, the parent is asked to contact the teacher **first**. The best way to do this is usually by email or a phone call to the school. For a variety of reasons, **parents should not attempt** to bring up a difficult or serious matter in front of other students or while the teacher is on duty.
2. If a problem is more serious, the parent or guardian should inform the Principal in writing or with a phone call.
3. All staff members will endeavor to give prompt attention to problems, privacy in discussing matters, respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. It is our hope to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child and his or her fellow students.
4. With this in mind, parents and guardians are **expected to show the same concern and respect for the staff of St. Bridget as well as the other children and families of our community**.

Parents are encouraged to restate their concerns if the problem is not resolved. Doing this will help the staff know that the solutions implemented were not effective.

Weekly Communication

The Principal's weekly newsletter and other communications are emailed directly to parents. The newsletter should arrive on Friday morning. It is vitally important that the newsletter is read each week in order to be aware of new and ongoing information. Please notify the school if you are not receiving communications.

Parent Conferences

Parent-teacher conferences are scheduled in October preceding the distribution of report cards in December. These conferences are mandatory for all parents/guardians, and every effort will be made to schedule them at mutually convenient times. Students in Grades 1-8 will receive their Progress Reports prior to the conference to allow time for the parents/guardians to discuss them with the children and to prepare for the meeting. Parent-teacher conferences are also held in March, on an as-needed basis.

Parents and teachers are free to schedule meetings at any other time dependent upon need or desire. Parents should call the office to schedule an appointment to ensure the teachers are available.

Building Security

In order to guarantee the safety of the children and staff, all outside doors will be locked during school hours. There are surveillance cameras, as well as other security measures, on the premises.

Inclement Weather

School Cancellations

Cancellations due to inclement weather will be announced on Ch. 3 (WFSB). Saint Bridget School follows the Town of Manchester Public Schools or **St. Teresa of Calcutta Parish** when school is cancelled due to inclement weather. Parents who are registered for the school's communication system will receive notice via a text message.

Delays

When inclement weather causes the opening of school to be delayed, the students are to arrive at the school no earlier than 20 minutes prior to the opening. Since the delay applies to personnel as well as students, there will be no supervision on school grounds until that time. School begins at 7:45, so a 2 hour delay means school will begin at 9:45 and students may arrive at 9:25. No students are to be dropped off prior to 9:25.

Early Dismissal

If it becomes necessary to dismiss school early because of inclement weather or any other emergency, parents/guardians are to watch for closings.

All parents must fill out an emergency form for early dismissal to inform the office as to how the child will be going home. Parents are strongly urged to establish their own chain tree. There will be **NO** Aftercare when there is an early dismissal for inclement weather. Parents are strongly encouraged to sign up for our mass communication system, which enables the school to notify all parents when necessary.

Absentee Policy

Absence

When a child is absent from school, the parent/guardian must call the Absentee Line (860- 649-7731, option 4) by 8:00 am each day of the absence. Parents may also send a note in advance or report the absence in person on the day of the absence. If a student is absent for 5 days or more, a doctor's note for the absence is required upon the child's return. Any child exhibiting symptoms of severe cold, fever, flu, diarrhea, or vomiting must be kept at home until the symptoms have been gone for 24 hours. **Parents must follow health protocol guidelines with regard to illness and travel. Schools will make every effort to work with parents to address chronic absences and tardiness. If improvement in attendance does not occur, chronic absences or tardiness may be viewed as educational neglect and, as such, result in a report to the Department of Children and Families.**

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

A student is considered to be "in attendance" if physically present at school, or involved in an activity sponsored by the school (e.g. field trip), for at least four hours. Excessive absences can be cause for a student to be retained in the current grade for another year.

Level 1 Absences: The first 9 absences will be **excused** with a note or phone call from the parent/guardian, within 10 days of the absence.

Level 2 Absences: Absences of 10 or more will be excused, with a note from the parent/guardian (and in some cases will require additional documentation), in the following instances:

- **Student illness**, with a note from an appropriately licensed medical professional who can verify all student illness absences, within 10 days of absence;
- **Student's observance of a religious holiday**;
- **Death in the student's family** or other emergency beyond the control of the student's family;

- **Mandated court appearances**, to include additional documentation such as a police summons, a subpoena, a notice to appear or a signed note from a court official;

- **The lack of bus transportation** that is normally provided by the Town of Manchester;

- **Extraordinary educational opportunities** pre-approved by school administrators.

It is important to note that while the first 9 absences in a school year can be deemed excused for any reason by the parent or guardian, the 10th and subsequent absences establish a more stringent and specific set of reasons to qualify as excused.

In cases where a student's extended absence crosses levels, the rules should be applied as if there were two separate absences, one under Level 1 and the other under Level 2. (For example, if a student is absent for 5 days on a family vacation and those absences represent days 7 through 11, absences 7, 8 and 9 would fall under Level 1 and can be accepted as excused; absences 10 and 11 would fall under Level 2 rules and would not be considered excused.)

The school will attempt to inform parents when a student reaches 8 unexcused absences.

For absences due to student illness, Level 2 students must either provide a signed note from a medical professional (within 10 days of the absence) who has evaluated the student, can confirm the absence and provide an expected return date, or have the school nurse verify the student's absence with the medical professional treating the student.

Immunizations & Medications

All students must have required immunizations prior to being allowed to attend school, unless exempt by law. By law, neither the school nurse nor any school personnel may administer medication of any kind to students without appropriate permission. If your child needs to take medication during school hours, an adult must bring the medication to school. If you need to deliver medication to the school, please call to make an appointment with the nurse. **NO CHILD MAY TRANSPORT MEDICATION**. If medication is found in your child's possession, it will be retained and locked in the office until an adult can retrieve it. School personnel cannot distribute medication unless we are certain that it is correct. All medications (including inhalers) must be in a clearly labeled prescription medicine container with your child's name on it. The school nurse has medical authorization forms for your physician to sign. At the beginning of each school year, the nurse will issue the medical guidelines for the year. Parents may direct their medical concerns to her by calling 860-649-7731, x-230. The nurse is here from 8:00 am until noontime every day. At the onset of an outbreak of CHICKEN POX and/or FIFTH'S DISEASE, notification will be sent out by the school nurse. Once you have received this notification, you can assume your child may come into contact with these viruses until the end of the school year. If your child does contract

any of these viruses, please contact his/her pediatrician concerning a return date to school. The vaccine for chicken pox does not always prevent the disease. All vaccinations should be reported to the school nurse.

Illness

When a child becomes ill or is injured during the school hours, he/she will be released only when a parent/guardian can be reached and arranges appropriate transportation for the child. In the event of serious injury/illness, when emergency care is required, the student will be transported by ambulance and accompanied by a designated staff member. Parents must update their emergency cards if their phone number or address changes during the school year.

Medical Appointments

We urge families to schedule medical appointments after school hours. In cases where it is impossible, a written request for early dismissal must be submitted at the beginning of the day. The request should include the time of dismissal, the reason, and the name of the person picking up the child.

Cafeteria

St. Bridget School contracts with the Manchester Public Schools Lunch Program to provide an optional hot lunch for students and teachers. A monthly menu is sent home. Lunch may be paid for in either of two ways. The best option is to create an online account using **ezschoolpay.com.** If necessary, cash or a check made out to The Town of Manchester may be sent to the school in a sealed envelope with the student's name and grade written on the front. **You may qualify for free or reduced cost lunches. Applications may be found at ezmealapp.com.** Payment status may change during the year depending upon a family's employment status. Students who bring their lunch may purchase milk on a daily basis. Soda, candy, energy drinks, energy powder, coffee, and caffeinated iced tea are not permitted for snack, lunch, or afterschool activities.

SCHOOL LUNCH COSTS - 2026-2027

Grades PreK-4: $3.85

Grades 5-8: $4.35

Reduced lunch price: .40

Adult lunch: $5.50

Milk, if purchased alone: $.40

Daily Alternate: Bagel Meal

All students are expected to abide by the following regulations:

1. Be kind to fellow students and respectful to supervising adults.
2. Demonstrate Good Manners, including:
    - Cleaning individual space after eating
    - Using dignified eating habits

Registration and Records

Registration begins during Catholic Schools' Week in late January/early February. In accordance with town regulations, a child entering kindergarten must be five years of age on or before September 1st. Complete health records, including proof of immunizations, as well as copies of birth and baptismal certificates must be presented before a child enters school.

Changes in Student Information

The parent/guardian is responsible for informing the school if there are any changes to emergency contact information or custody status.

Release of Records

The school maintains academic and personal records on each student. Information included in these records will be sent to another school only after a written consent form has been received. Records will not be given to parents or guardians to transport. All financial obligations must be met before transferring to another school.

UNIFORM POLICY

Our uniform company is Land's End. All items must be purchased through them at landsend.com, with the exception of shoes, the boys' navy blazer and socks.

THE WINTER UNIFORM

This is the standard Saint Bridget School uniform and may be worn throughout the school year. It is **required** for Fall school pictures.

Girls - Grades K-3

Jumper (worn no higher than the top of the knee) or navy uniform pants w/brown or black belt (worn at the waist)
White or green polo shirt with school logo (long or short sleeved)
Cardigan sweater with school logo (optional)
Navy knee socks or navy tights
Brown or black flat dress shoes (**no sneakers or boots**)

Girls – Grades 4-8

Grades 4 & 5- Skort worn with mandatory navy tights or navy uniform pants, w/brown or black belt
Grades 6 - 8- Skirt (worn no more than 2" above the knee) with navy knee socks or tights; or a skort with mandatory navy tights or khaki uniform pants w/brown or black belt (worn at the waist)
White oxford pointed collar shirt (long or short sleeved) **worn tucked in**
Navy vest or V-neck pullover sweater with school logo
Brown or black flat dress shoes (**no sneakers or boots**)

Boys – Grades K-3

Navy uniform pants w/ brown or black belt (worn at the waist)
White or green polo shirt (long or short sleeved) **worn tucked in**
Navy vest or V-neck pullover sweater with school logo (optional)
Navy crew socks worn over the ankle
Brown or black flat dress shoes (**no sneakers or boots**)

Boys – Grades 4-5

Navy uniform pants w/ brown or black belt (worn at the waist)
White oxford pointed collar shirt (long or short sleeved) **worn tucked in**
Navy vest or V-neck pullover sweater with school logo (optional)
Uniform tie
Navy crew socks worn over the ankle
Brown or black flat dress shoes (**no sneakers or boots**)

Boys – Grades 6-8

Khaki uniform pants w/ brown or black belt (worn at the waist)
White oxford pointed collar shirt (long or short sleeved) **worn tucked in**
Navy uniform blazer (may be purchased anywhere)
Tie of choice
Brown or black crew socks worn over the ankle
Brown or black flat dress shoes (**no sneakers or boots**)

THE SUMMER UNIFORM (OPTIONAL)

The summer uniform may be worn from the beginning of school until Nov. 1st, as well as after April vacation. Mixing of summer clothing items with the winter uniform is not allowed.

All Students – Grades K-8

Navy uniform shorts (worn no more than 2" above the knee)
White or green polo shirt with school logo
Solid white crew socks worn over the ankle (**no logos**)
Totally white or black sneakers (**no extra colors and no high tops**)
Winter school sweater (optional)

THE GYM UNIFORM

All Students – Grades K-8 (worn to school only on gym day)

Navy gym shorts and gray tee-shirt with school logo
Totally white or black sneakers (**no extra colors and no high tops**)
Solid white crew socks worn over the ankle (**no logos**)
Navy jogging pants and sweatshirt with school logo must be worn to gym during the winter uniform period.

UNACCEPTABLE ATTIRE FOR ALL STUDENTS
Uniform shorts that are too tight or short
Non-uniform sweatshirts or sweaters (St. Bridget green sweatshirts (hoodies/crewnecks) may not be worn during the school day), turtleneck tops and non-uniform blouses

Makeup, nail polish, tattoos, body piercing or artificial nails
Clothing not purchased from Lands' End (*except Boys Blazer Grades 6-8*), including shoes and socks
Hiking boots, sandals, jellies, clogs, heeled shoes for girls, flip flops, crocs and colored sneakers
Hairstyles for both girls and boys are expected to be appropriate, neat and clean.
Outlandish hairstyles including shaved "dos" and colors other than one's own, are not permitted.
Boy's hair is not permitted to hang below the collar, cover the eyes or grow up or out to a long length.
If boys' hair is tied up, it still must meet the criteria of untied hair.
Boys are not allowed to wear earrings.
Smart/camera glasses.

ACCEPTABLE ATTIRE FOR ALL STUDENTS

The following jewelry is allowed: one **watch (not electronic),** one ring, one bracelet and one thin chain with or without a cross or religious medal.
Girls are allowed one pair of post earrings, worn in the earlobes.
Small navy blue, white or forest green hair accessories
Beads of any color for braids
Non-uniform items such as tee shirts, camisoles or boxers should **not** be visible and should be **white** only.

DRESS DOWN ATTIRE

Dress down days, after school activities, concerts, or sports occasions are still occasions for the students to reflect the St. Bridget spirit. All students are to dress appropriately and modestly.
Spaghetti straps, ripped clothing, shorts or skirts that are too short or tight, or shirts with revealing or offensive language are not allowed. If Crocs are worn, the strap must be around the back of the foot.

Failure to follow uniform policies may result in disciplinary action. There may also be times when a student will be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found or is not brought to school, the student may have to remain in the school office for the remainder of the day.

After one warning, parents of students who choose not to comply with this policy will be notified. If two conduct referrals/emails are issued in one academic trimester, the student will not be entitled to a dress down day and may receive a detention.

Contact Felicia Schaller (ext. 238) in the school office if you want to use our used uniform closet.

STUDENT CODE OF CONDUCT

In enrolling a child at a Catholic school, parents acknowledge that the administration may engage in discussion with their child about matters pertaining to behavior and/or academics without prior parental notification.

Parents are not entitled to knowledge of or access to academic, disciplinary, health, financial or other records of another student enrolled in the school. Students may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school or negatively impacts the school. Parents/guardians agree to comply with and support disciplinary decisions as outlined in the school's discipline policies and abide by the published Code of Conduct.

Discipline Policy

The primary goal of any disciplinary code is to teach students self-discipline which enables students to internalize Christian values and principles, and to behave in accordance with them. The right of each person to learn in a safe, caring, Christian environment must be respected. Corrective action will be taken to ensure that the rights of each student are secure.

General Procedures

At the beginning of the school year each teacher will discuss with parents and children specific guidelines and expectations for classroom/school behavior. The following challenging behaviors are among those **not** acceptable:

1. Lack of reverence for the sacredness of our Catholic Faith,
2. Lack of respect for all authority figures,
3. Repeated attitude of disrespect for other students,
4. Repeatedly interfering with the education process,
5. Cheating, stealing, lying, plagiarism or forging a signature,
6. Bus misbehavior (As stated earlier on page 8),
7. Damaging property of school or fellow students,
8. Repeated lack of compliance with dress code during or after school hours,
9. Inappropriate language or improper manners in the cafeteria,
10. Lack of participation in class work or repeated lack of homework,
11. Misuse of technology,
12. Excessive Tardiness,
13. Other inappropriate behaviors as determined by school staff.

These behaviors will result in the parents/guardians being notified. If the behavior persists, further measures will be taken, and if deemed necessary, a **detention** will be assigned. The parent/guardian is responsible for transportation of a child serving **detention.** If the parent/guardian is unable to pick the child up at the end of the **detention,** the child will go to the After-School Program, and the parent/guardian will be charged the appropriate fee. After 3 detentions in one trimester, a child may be suspended. If the behavior(s) persists, further measures will be taken at the discretion of the Principal. The consequences may include a parent conference, professional counseling, detention, suspension or expulsion. Upon reasonable

suspicion of inappropriate activity that may subject a student to any level of discipline, or in the interest of the safety of students and staff, the Principal/Chief Administrator and/or his or her designee, may search students desks, lockers, personal belongings, and anything brought onto school property including, but not limited to, handbags, purses, backpacks, clothing, cell phones or other electronic devices, and the content within such devices such as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer, and he/she will have the prerogative to turn over any such items to the police if there is evidence of illegal activity.

Suspension

When situations arise which are detrimental to the safety of the children, or hinder the learning process and growth and development of Christian values, suspension from school becomes necessary. If a child is suspended from St. Bridget School, that suspension will be held in-school or out of school. The Principal will notify parents/guardians of the offense. They may be required to meet with the Principal to discuss the situation and its solutions.

In cases of in-school **suspension,** the parent/guardian may be charged the cost of hiring a substitute monitor for the child at the substitute rate. Repeated suspensions may result in expulsion and/or proof of long term counseling. The Principal will determine the length of the suspension. Students are considered absent when serving an out-of-school suspension or expulsion.

The following are causes for suspension:

1. Lack of respect for authority,
2. Bullying, including cyber bullying,
3. Defacing school property (restitution will be required as well),
4. Fighting - all students involved, regardless of who initiated the fight,
5. Smoking,
6. Repeated detentions,
7. Truancy,
8. Sexual harassment,
9. Substance abuse, or
10. Other serious offenses

"Bullying" is defined as unwanted and aggressive behavior over time among children in grades kindergarten through eight, inclusive, which involves a real or perceived power imbalance. "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices, or any other electronic communication.

Suspension excludes a student from participation in any extra-curricular activities during the period of suspension. Immediate suspension will occur for possession of dangerous objects or for uncontrolled behavior.

Expulsion (forced withdrawal from school)

When all other corrective measures have failed or if the offense is serious, expulsion will be necessary and at the discretion of the Principal and Pastor. Parents/guardians will be notified of all procedures and guidelines promulgated by the Archdiocesan Office of Catholic Schools. These procedures will be followed if expulsion is a necessary consideration. There are no tuition refunds for expulsions. Conduct that is detrimental to the reputation of the school, whether inside or outside of school, can result in a student's expulsion from Saint Bridget School.

SERIOUS MISCONDUCT

Serious misconduct also includes, but is not limited to, the selling or use of drugs or alcohol, attitudes and behavior that **express serious violence**, sexual harassment, bullying, or any other illegal behavior. Students who choose to engage in such behavior will face appropriate serious consequences, which may include expulsion. When appropriate, the police will be notified. A decision will be implemented only after a meeting between the parents/guardians, the Principal and the President.

Office of Catholic Schools

Saint Bridget School is part of the Archdiocesan School System located in Bloomfield, CT. The Diocesan Office helps the school in areas of Catholic identity, curriculum, advancement, personnel, financial accountability and professional development.

Parental Involvement

Parental involvement is a key element to the success of St. Bridget School. There are opportunities for every parent to be involved regardless of time, talents or interests. Each parent is encouraged to actively participate to build community and to share their gifts and talents with the larger community. Participation includes leading events, working on events and attending events.

All volunteers must complete Virtus training, have a background check and read the Office of Safe Environment handbook. The $22.00 cost for the background check is the responsibility of the volunteer. Checks must be made payable to St. Teresa of Calcutta Parish. We encourage all parents and any family members who may want to volunteer to go through this process when their child enters Saint Bridget School. See the weekly newsletter for information.

During the course of the school year there are many opportunities to participate and some of these include: athletics, development, fundraising, home projects, library and school-time projects. Most of these activities fall under four different arms of leadership, each having specific functions:

1. **School Advancement -** The Development office assists the school in four main areas: Annual Fund, Public Relations, Recruitment and Retention and Alumni Relations. Current advancement activities include: Annual Fund campaign, school newsletters, open houses and community involvement through business and donor recognition events.

2. **School Council -** The purpose of the School Council is to act as an advisory group to the Pastor and Principal. In this capacity, the School Council is responsible for incorporating all decisions as well as developing the strategic plan. This focus drives all decisions and the strategic plan. Other responsibilities of the Council include: policy development, annual budgeting, promoting the advancement program, overseeing mission review and long range planning. The Council is comprised of parents, parishioners and other members of the community. The Council seeks to foster communication with parents and parish.

3. **Home and School Association (HSA) -** The purposes of this organization are: to promote community spirit, foster an appreciation of our mission to all families, provide a resource of communication for families and school staff, assist the school to meet the annual budget objectives, influence public opinion through the Connecticut Federation of Catholic School Parents and promote events within the school that are either informative or relaxing. The organization welcomes ideas and concerns from the school parents. They oversee many fundraising endeavors.
In May, the Executive Committee is elected by parents. This year the President is Mr. John Ford, a parent.

4. **Sports and Extracurricular Activities** - Most after school activities are supervised by parent volunteers. All volunteers are required to be fingerprinted, complete Virtus Child Protection training, and read the Safe Environment Manual. Volunteers make these programs happen and everyone is grateful for their generous gifts of time and energy. An Athletic Director assists in scheduling practices and games. All students must present a current medical form to participate. If a student currently attending this school has met the eligibility and age requirements, we encourage him/her to participate in the activities, but the coach decides whether a student actually plays. The Athletic Director this year is Mr. Marc Blue, a parent.

TUITION AND FUNDRAISING

Payment Schedules & Election 2026 – 2027

Tuition and Fundraising payment schedules for St. Bridget School for the 2026-2027 school year will be as follows:

CATHOLIC - (St. Teresa of Calcutta parishioners and those families whose parish contributes the $250 parish assessment)

Tuition - $6,310

	Tuition
One Student	$6,310
Two Students	$12,400
Three or More	$17,845

INTERFAITH - (Families whose parish does NOT contribute the $250 parish assessment)

Tuition - $6,910

	Tuition
One Student	$6,910
Two Students	$13,720
Three or More	$20,070

Tuition management plan is through FACTS:

Payments are deducted from checking/savings account and credit card, and spaced over a ten-month period – July 1, 2026 through April 1, 2027. There is a $55 fee assessed and collected by FACTS at the time the contract is received by FACTS.

ISF: If FACTS notifies the school that insufficient funds in your account prevent them from transferring funds to the school, arrangements must be made with the tuition manager to resolve the outstanding balance.

Please note: Tuition is required regardless of absence due to illness or travel.

FINANCIAL AID

Need based financial aid is available through an application process. Parents of fully registered students are asked to submit the application through FACTS.

FUNDRAISING ACCOUNT

If your family chooses to do fundraising (ex. SCRIPS), any profit* that is earned from your fundraising sales throughout the year will be accumulated in your "fundraising account". You will have a choice each year to elect what you would like done with the money in your fundraising account. Additional information to follow.

Your options:

*1. Have the accumulated profit amount **REFUNDED** to you at the end of the school year.

*2. Have the accumulated profit amount **DONATED** to Saint Bridget School.

EARLY WITHDRAWAL POLICY

St. Bridget incurs fixed costs to educate each child whether or not the child completes the academic school year. The following schedule will be used to calculate the amount of tuition to be refunded if a student is withdrawn from the school on or after the first day of class. Tuition deposit is non-refundable.

Withdrawal Date	**Your Tuition Obligation**
Prior to July 30, 2026	Non-refundable Enrollment Tuition Deposit
After July 30, 2026	Non-refundable Enrollment Tuition Deposit + full tuition for the first trimester
After the first trimester	Non-refundable Enrollment Tuition Deposit + full tuition for each trimester the student has attended regardless if they finish the trimester
If the student is expelled	**Non-refundable Enrollment Tuition Deposit + full tuition**

If your family received tuition assistance for the school year, the amount applied will be prorated depending upon the amount of time your child(ren) attended school prior to their withdrawal. If a refund is due after withdrawal, Saint Bridget School will send that refund within 30 days of the withdrawal date.

Outstanding Tuition may result in a student not being eligible for field trips, extracurricular activities, passing to the next grade, or eighth grade activities including graduation.

Cash Tuition Payments should be made from adult to adult, as the school is not responsible for lost cash. Please be sure that you receive an accurate receipt from the school for your cash payment. Any cash reported as having been dropped off at school without a receipt to show for it will not be honored.

When enrolling your child in Saint Bridget School, you are agreeing to abide and be governed by the 2026 – 2027 Parent- Student Handbook.

School Community

Mary Alice Nadaskay, Head of Schools, Ext. 111

School Personnel

Principal – Mrs. Joan R. Gordon, #210
Office Administrator – Ms. Kathleen Sheridan, #200
Office Assistant & Maintenance – Mrs. Felicia Schaller, #238
Nurse – Mrs. Beth Caruso (AM), Mrs. Erika Lopez (PM), #230

Preschool Director SBS – Mrs. Laura Sullivan, #222
Preschool 3 Teacher SBS – Mrs. Lori Lengsavath, #226
Preschool 4 Aide SBS – Merazhia Tully, #222
Preschool 3 Teacher SBA – Mrs. Mary Grenham, #244
Preschool 4 Teacher SBA – Mrs. Julie Pedemonti, #243
Preschool 3 & 4 Aide - SBA – Miss Abigail Allaire, #222

Kindergarten – Mrs. Monica Russo, #220
Grade 1 – Mrs. Maureen Sullivan, #201
Grade 2 – Mrs. Vanessa Nolan, #202
Grade 3 – Ms. Elizabeth Lugo, #203
Grade 4 – Mrs. Michelle Everett, #204
Grade 5 – Mrs. Jennifer LeGeyt, #205
Primary Grades Aide – Ms. Judy Joyce, #220

Middle School Teachers

Grade 6 Homeroom – Mrs. Patricia Martin, #206
Math (6), Pre-Algebra (7, 8), Religion (6, 7), Science (6)
Grade 7 Homeroom – Miss Amy Dawley, #207
Language Arts (6, 7, 8), Literature (6, 7, 8)
Grade 8 Homeroom – Mrs. Kim Maysonet, #208
Religion (8), Science (7, 8)
Pre-Algebra (7), Algebra (8), Math (6)

Other Teachers/Staff

Aftercare SBS – Miss Mary Beth Sullivan
Music – Ms. Theresa Cusson
Band – Mr. Eric Barakat
History & Geography (7, 8) – Mrs. Antoinette Asberry
Social Studies (6)
Before & After Care Director – Mrs. Jamie Farr- Carroll
Aftercare SBA – Mrs. Diane Redekas
Library – Nancy Dzen-Modean - #228
Business Manager – Mrs. Nancy Lastrina, #108
Physical Education – Mr. Chris Green
Art – Mrs. Joanne Halloran, Mrs. Meghan Rafferty - #225
Payments – Mrs. Amanda Schwork, #231
Spanish – Mrs. Dalida Bettin-Moromisato, #228

St. Bridget School User Agreement for Technology Information Resources

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this User Agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with the school's computers while attending St. Bridget School:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink while using the computer.

2. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to download software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I will not copy, change, read, or use documents from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment. I will not share answers or plagiarize through Google documents.

4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.

5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.

6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.

7. I will not agree to meet anyone that I have met online without my parents' permission.

8. I will not use the school's computer system or electronic resources to engage in any illegal act.

9. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

10. I will not use bulletin boards, chat rooms, or social networks for personal use when using St. Bridget computers.

11. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited. I will not email my parents, ask to be picked up or tell parents I am sick. I will not use email or Google chat with other students for nonacademic conversations or to cheat/share work or answers.

12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.

13. Parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

14. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

15. The use of AI in Catholic schools shall be used in the capacity of enriching student educational experiences and as a resource to support teachers. Ethical Use: Ensure AI tools are used ethically, avoiding any applications that might exploit or manipulate students or their personal agency and emphasizing the need to maintain student originality of work and avoiding plagiarism risks.

If a student does not follow this policy, they will be spoken to about its importance. The second offense will result in a detention or suspension. The third offense will result in expulsion.

Student Signature:_____ Grade:_____ Date:_____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless St. Bridget School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature:_____

Date:_____

Parent/Guardian Name:_____ Home Telephone: _____

Street Address:_____ Work Telephone:_____

<u>COMPLETE AND RETURN TO THE SCHOOL OFFICE ON THURSDAY, AUGUST 27, 2026.</u>
<u>STUDENTS WILL NOT BE ASSIGNED A CHROMEBOOK UNTIL THIS DOCUMENT IS RECEIVED.</u>

SIGNATURES REQUIRED

I have **read the 2026-2027 Parent-Student Handbook** and agree to follow the school policies and procedures stated therein.

Parent Signature	*Date*
Parent Signature	*Date*
Student Signature & Grade	*Date*
Student Signature & Grade	*Date*
Student Signature & Grade	*Date*

PLEASE RETURN TO CLASSROOM TEACHER ON THURSDAY, AUGUST 27, 2026