



Saint Brigid

Catholic School

Church ■ School ■ Community

**2021-2022
Middle School
STUDENT/PARENT
HANDBOOK
<https://stbrigid-midland.org/school/>**

2021-2022

Saint Brigid Catholic Middle School Handbook (6 – 8 grades)

Welcome to middle school! These are transitional years for students. Together, we will build upon the foundation laid during the elementary school years while moving ahead into exciting new challenges, greater responsibility, and deeper faith experiences.

This handbook is a supplement to the *Saint Brigid Catholic School Handbook* and is designed to provide a ready resource to answer questions you may have throughout the school year. So, read it carefully, keep it handy, and...

...let the middle school adventure begin!!



Saint Brigid Catholic School
130 W. Larkin, Midland, MI 48640
Principal: Mrs. Laura Wilkowski
Phone: 835-9481
<https://stbrigid-midland.org/school/>

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

I. Diocese of Saginaw

MISSION STATEMENT FOR CATHOLIC SCHOOLS – DIOCESE OF SAGINAW

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

VISION STATEMENTS FOR CATHOLIC SCHOOLS – DIOCESE OF SAGINAW

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

DIOCESAN GUIDELINES

† The School

Each Catholic school in the Diocese of Saginaw is an extension of the education mission of a parish, or of several parishes working together. Therefore, the school is ultimately

the responsibility of the pastor appointed by the bishop to act in the name of all the pastors of participating parishes. In diocesan policies the term “pastor” applies equally to both the single parish school pastor and to the pastor appointed by the bishop for an inter-parochial situation.

† The Pastor

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

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

† Addressing Individual Parent Concerns

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

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

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

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

† Discipline

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

- 2-1. Corporal punishment is never allowed for any purpose.
- 3-2. Punishment is never indiscriminately applied to an entire group of students because of the behavior of one student or a small group of students.
- 4-3. The punishment is a natural outgrowth or a logical consequence of the behavior.
- 5-4. The severity of the punishment is in relation to the gravity of the offense.
- 6-5. The punishment of “suspension” is used only for cases in which the child’s presence is detrimental to the other children in class, and is never used without informing parents. In general, all such suspensions are “in house” suspensions. On those rare occasions when the suspension is “at home,” permission from the Diocesan Office of Education/Formation must be obtained prior to the suspension.
- 7-6. Denial of a child’s participation in activities, or isolation from the group only follows a thorough and careful analysis of the personality of the child and how this might affect him/her. It is a natural follow-through of the misbehavior.
- 8-7. Other students are never used to assist the teacher in administering punishment to a student.
- 9-8. Academic punishment is never administered for social misconduct. Grades for a test could be impacted by misconduct during testing situations. Nor is social punishment administered for academic difficulties.

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

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

† Child Custody Issues

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

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

† Child Abuse/Neglect Reporting

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

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

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

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

The procedure for reporting is as follows:

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

The person making the report should immediately inform the principal or his/her designee. If the reporting party is the principal, s/he shall then notify immediately the pastor/administrator in a diocesan school. If someone other than the principal makes the report, the employee shall notify the principal prior to the report, and then notify the pastor/administrator of a diocesan school that the report has been made. All information pertaining to the matter should be treated as confidential. Notification of the principal or pastor/administrator does not relieve the school staff member of the obligation to report to the proper agency.

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

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

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

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

† Drugs and Alcohol

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

† Harassment, Bullying, and Possession of Weapons Policies

1. This policy prohibits any verbal or physical conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.
2. This policy prohibits the possession of weapons in the school/parish and on the school/parish grounds (i.e. school/parish premises) or in the immediate vicinity of the school/parish, as well as any event sponsored or supported by the school/parish.
3. The school/parish policy includes the following statements:

- a. Any student discovered to be or suspected of carrying or possessing a weapon, harassing or bullying in violation of this policy shall be excluded from classes/events pending investigation.
 - b. A search can be conducted to verify the possession of a weapon. The search may occur without prior warning, and would include an inspection of the student, and pockets (the student empties his/her own pockets), book bags, purses, lunch container, locker or vehicle. A law enforcement officer may conduct a body search.
 - c. Questioning may also occur regarding possible harassment, bullying, or the possession of weapons.
 - d. If the student refuses to cooperate or interferes with the search, the refusal to cooperate or interfere without legitimate reasons may result in disciplinary action, up to and including expulsion.
 - e. If a weapon is found or if there is suspicion that a student possesses a weapon, the police department is to be notified immediately and, if possible, the student is to be detained.
4. Persons who engage in harassment, bullying, or who possess weapons are subject to disciplinary action, including suspension and expulsion. The policy shall contain procedures for reporting and the obligation to inform the parents.
 5. Any of the actions listed above are to be reported as soon as possible to the staff or the principal. Every complaint brought to the attention of the staff will be forwarded to the principal. If necessary, a meeting with all parties will take place. Counseling, and/or corrective discipline will be used to change the behavior of all parties involved. This includes appropriate interventions, the restoration of a positive environment, and support for the victim.

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

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

Any of the actions above are to be reported as soon as possible to a teacher, the staff or the principal. Incident reports will be made and corrective action taken. Copies of the incident report form will be kept by the teacher and principal. Corrective measures will depend upon the severity of the incident and upon previous corrective measures. Parents of both the victim and bully will be informed of each incident. If necessary, a meeting of

all parties will take place. Counseling will be recommended for the victim and for the bully. Follow-up reviews of student behavior will continue.

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

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

† Title IX Coordinator

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

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

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

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

II. Saint Brigid Catholic School

DESCRIPTION

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

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

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

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

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

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

MISSION STATEMENT/PHILOSOPHY

*** Mission Statement**

At Saint Brigid of Kildare, nourished by the Word and Sacraments, we find life in Christ by gathering disciples for worship, service and education.

* Philosophy

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

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

* Vision Statements

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

ACCREDITATION, FACULTY AND ENDOWMENT

* Accreditation

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

* Faculty

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

* Criminal Background Checks

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

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

* Endowment

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

The endowment continues to look for new contributions from parishioners and others interested in improving the financial security of the school. Contributions to this fund are tax deductible. Anyone interested in making a contribution, may contact Jeannine Hovey, business manager at 835-7121 ext. 36 or Fr. Andy Booms at 835-7121 ext. 34.

ADMISSION AND FEES

*** Admissions**

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

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

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

The order of acceptance for enrollment is:

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

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

*** Registration**

When registering, pupils will present the following:

- Official birth certificate
- Up-to-date immunization information signed by a physician or authorized health official
- Results from pre-school vision and hearing testing

- Registration/book fee and technology fee
- Registration Form
- Family Parish Commitment Form
- Family Financial Commitment Form
- Parent Commitment Form

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

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

* Tuition

St. Brigid Catholic School strives to maintain high quality programming while keeping Catholic School education affordable for everyone. Tuition Assistance is available to active members of the parish and is based on a sliding scale calculated on household income. In addition, all registrants new to the Diocese of Saginaw Catholic Schools may qualify for a scholarship by going to <https://www.saginaw.org/welcome-scholarship>.

TUITION RATES

Standard Tuition Rates:

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

TUITION ASSISTANCE

1) PARISH SUBSIDIES:

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

- * Tuition information for Saint Brigid Catholic School:
- * Annual cost to educate one student
\$5,300
- * Parish subsidy (per student from cohort parish) provided by home parish
(1,000)
- * Standard Tuition: Catholic Students from cohort parishes \$4,300

- * Additional subsidy (per student from cohort parish) provided by Saint Brigid (400)
- * Standard Tuition: Catholic Students from cohort parishes \$3,900
- * Non Catholic/non cohort students are asked to contact the Parish Business Office

2) TUITION ASSISTANCE:

If a family is unable to pay the standard tuition, they are expected to enter Adjusted Gross Income amounts from taxes into our FACTS system which will then adjust tuition payments for families using money from the Guardian Angel Scholarship fund.

3) ADDITIONAL FINANCIAL ASSISTANCE:

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

TUITION PAYMENT PROCESS

1) Tuition Payment Due Dates:

- August 1. You may pay the entire year's tuition in advance. A 3% tuition discount will be given if the account is paid in full (or envelope postmarked) by August 1.
- 15th of EACH MONTH. After making your \$100 deposit, you may have the remaining tuition amount divided into equal monthly installments, due by the 15th of each month (July through May).
- Monthly invoices will be mailed.
- Yearly tuition must be paid in full by June 7 of the current school year.
- For accounts paid in full, SCRIP credits will be applied to the next school year.
- Accounts must remain current in order for children to continue to attend classes. Accounts which are more than one month overdue must be discussed with the Saint Brigid Parish Business Office.
- **A \$15.00 fee is charged to accounts with unpaid balances at the end of each month.**
- *Nonpayment of tuition situations should be discussed with the Saint Brigid Business Office (rather than with the School administration and staff).*

2) Forms of Payment:

- FACTS (go to <https://online.factsmgt.com/signin.aspx>)

- * Book Fee/Technology Fee

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

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

* Tuition Refund Policy

If a student is withdrawn during the school year, registration and technology fees paid are nonrefundable. Tuition will be pro-rated by month.

Academic records will not be released until all outstanding balances are paid in full.

ORGANIZATIONS, COMMITTEES AND FUNDRAISERS

† Education Formation Commission

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

* Parent Teacher Organization (PTO)

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

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

* Fundraisers

The PTO approves a fundraising plan each June that is reviewed by the PTO Executive Committee and the School Committee. These committees determine the appropriate

allocations for each fundraiser and approve the distribution of the proceeds for the following year.

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

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

Emerald Evening – This fundraiser will be held in February of 2022 to allow for extra planning time. The proceeds go toward curriculum enhancements and P.T.O. general funds. All school families are required to participate. This year, the Emerald Evening and the Guardian Angel Walkathon will be a joint effort to raise money for scholarships and operational needs.

An additional cash raffle will be held beginning in the month of October to raise funds for the Emerald Evening. We will sell 1,000 tickets at \$100 each. Families are asked to do their part to help to sell/purchase tickets.

DISCIPLINE GUIDELINES

† Behavior Expectations

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

Be prompt and prepared

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

Respect the rights of others

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

Display a concern for learning character

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

Display appropriate social skills

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

† Progressive Consequences

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

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

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

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

Respect authority

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for your behavior

Respect property

1. Respect property of others
2. Respect your own property
3. Use materials and equipment appropriately

Display appropriate

1. Display positive character
2. Display productive character

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

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

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

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

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

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

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

SIXTH GRADE CORE CURRICULUM

Western Hemisphere – In this course, students will learn to read maps and identify the 5 themes of geography. They will also learn the history, culture, geography and political divisions of Canada, Mexico, and Latin America.

Science – Students will explore units in the following areas: matter, energy, Earth processes, and environmental science.

Writing – Utilizing the book *The Write Source*, students will learn the six traits of writing and apply them to the key forms of writing: descriptive, narrative, expository, argument, response to literature, creative, and research writing. A variety of activities for building mechanics (including spelling), usage, and grammar skills are integrated in every unit. Writing is incorporated across the curriculum.

Literature – Reading Units will be structured around a variety of genres. Individual work, literature discussion groups and large group activities will all be integrated in our studies of each novel. In addition to the assigned reading, students will be expected to do independent reading at school and at home.

Math – The Big Ideas Math series is used in the middle school math classes. Units include number sense and operations, statistics and graphing, fraction concepts and operations, algebra, geometry, and measurement. Advanced math classes will be provided as deemed necessary.

Religion – The major theme throughout the 6th grade Religion curriculum is God's relationship with his people throughout history. The units include: Forming the Covenant, Building the Covenant Nation, Redefining the Covenant People, and The Fulfillment of the Covenant. Family Life is also an important part of the 6th grade religion curriculum.

- In addition to the above core courses, all students will have classes in Physical Education, Art, and Spanish.
- Each student will also choose between Band and Computer Technology.

SEVENTH GRADE CORE CURRICULUM

Eastern Hemisphere – In this course, students will learn the history, culture, and geography of Europe, Asia, Africa and Australia. Text instruction will be supplemented with various medias, such as documentaries and current event articles. Technology implementation and peer cooperation are essential.

Science – Students will explore units in the following areas: cells, waves, matter, and weather.

Language Arts – Writing and Literature are highly integrated at this level. Reading Units will be structured around a variety of genres. Individual work, literature discussion groups and large group activities will all be integrated in our studies of each novel. In addition to the assigned reading, students will be expected to do independent reading at school and at home. Utilizing the seventh grade level of *The Write Source* series, students will continue improving their understanding and application of the six traits of writing and apply them to the key forms of writing: descriptive, narrative, expository, argument response to literature, creative, and research writing. In addition, speaking and writing to learn are emphasized, and a variety of activities for improving mechanics, usage, and grammar skills are integrated in every unit.

Math – The Big Ideas Math series is continued in the seventh grade. Students will study algebraic reasoning, integers, fractions, patterns and functions, proportions, percents, data manipulation, geometry, probability, and solving equations. An Advanced Math course is provided as deemed necessary.

Religion – The major themes throughout the 7th grade Religion curriculum are review of the sacraments and church history.

Family Life is an important part of the 7th grade Religion program. It reinforces the importance and sacredness of the family. The material is organized in themes of God's gifts of family, self, life, love, and community.

EIGHTH GRADE CORE CURRICULUM

American History – In this course, students will learn the history of our nation from colonial empowerment to 1920. Understanding the core values our nation is built upon is an essential discussion throughout the year. The value of all ethnicities and cultures will be incorporated into each unit. Various projects and multimedia resources will be used throughout the school year.

Science – Students will explore units in the following areas: Forces and Motion, Electricity and Magnetism, Astronomy, and Cells and Heredity.

Language Arts – Reading Units will be structured around a variety of genres. Individual work, literature discussion groups and large group activities will all be integrated in our studies of each novel. In addition to the assigned reading, students will be expected to do independent reading at school and at home.

Math - Students will solve simple and complex equations and inequalities, work with integers, analyze data, explore geometry, apply percents, experiment with probability, graph linear and non-linear equations, and manipulate polynomials. High School Algebra is offered to accelerated students.

Religion – The major themes throughout the 8^h grade Religion curriculum are Morality, the New Testament and the Creed. Emphasis will be placed on reflection and personalization of faith. Every morning starts with prayer and the day ends with prayer. Students will recite bible verses of the New Testament and journal on passage meanings throughout the year. Study of the catechesis also supplements instruction. Students also provide service to the school through extra responsibilities.

** This year, due to smaller than usual class sizes, 7th and 8th grade will follow the 8th grade curriculum and next year will follow the 7th grade curriculum.

FAITH FORMATION

(In addition to the Religion Curriculum)

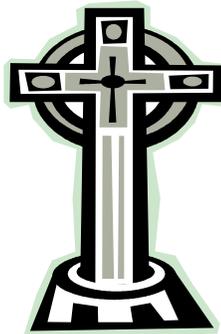
Of all the growth and learning that students will experience this year, none will be as important as the development of faith, heart, and spirit.

Liturgies – Students will take part in liturgical experiences every week. Generally, these will take place on Wednesday mornings. The students will continue with the ministries that they have been involved in throughout elementary school.

Circle of Prayer – At the middle school level, circle of prayer will provide another opportunity for the students to take leadership roles in the design and preparation of their own group prayer service. These will take place on Monday mornings.

Outreach – Middle school youth will have many opportunities to reach out in Christian service throughout the year. Middle School students are required to do at least five service hours per academic year.

- All students have the opportunity to be a part of the Middle School Leadership Team, which has a focus on providing service and spirit activities throughout the year.
- Middle school students are expected to be Christian role models and mentors for the elementary students of Saint Brigid School.



- **CHROMEBOOKS**

This year our middle school students will be receiving Chromebooks to use for the academic year. This wonderful tool will allow students and teachers to explore Google Classroom and to use technology on a regular basis to enhance the academic curriculum. Students are to carry them in the cases that they will be given to prevent damage to them.

- **Nut Free Environment**

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



The School Day

ARRIVAL:

•Students will be allowed to enter their classrooms at 7:40AM. The school day begins at 7:55AM

7TH AND 8TH GRADE SCHEDULE BREAKDOWN

Core subjects	7:55-Noon
Lunch	Noon-12:30 p.m.
Electives	12:35-2:18 p.m.
Homerooms	2:21-3:00 p.m.

LUNCH: Students will have their lunch break from Noon – 12:30PM.

DISMISSAL:

•The last class of the day ends at 3:00PM.

If a student needs to be released from school early, written notification to the teacher is required.

CALLING HOME DURING THE DAY: Middle school students are allowed one non-emergency phone call per marking period. Calls related to school uniforms/dress up days and not having the necessary school supplies are not considered emergencies.

CELL PHONES: Cell phones cannot be used during the school day. They should be turned off and kept in the locker until the end of the day. The teacher/principal reserves the right to confiscate the phone if it is being used during the school day.

ABSENCES: Please notify the school (835-9481 ext. 48) in the morning if your child will not be in school that day. Missed assignments will be recorded and made available at the end of the school day upon request. Homework deadlines will be adjusted to meet the individual needs of the student, as determined by the teacher.

Prior notification of expected absences (i.e. vacations) is required. Projected assignments may be made available at the teacher's discretion. Much of what is done during the school day is not replicable, particularly with extended absences. Again, homework extensions will be assigned at the teacher's discretion. For each day missed, a student has one day to make up the assignment. Class time will not be available for make-up work. It is the student's responsibility to arrange time with the teacher. Extended absences will affect grade.

For the safety of all concerned, we will adhere to the following recommendations of the Midland County Health Department Policy in determining a child's ability to participate in the program. Some common reasons for excluding a child from participation are as follows:

- ◆ Fever – may return after being fever free for **24 hours** without medication.
- ◆ Vomiting – may return once vomiting has subsided for at least **24 hours**.
- ◆ Diarrhea – may return once diarrhea has subsided for at least **24 hours**.
- ◆ Pink Eye – may return after being on antibiotics for at least **24 hours**.
- ◆ Head Lice – may return **24 hours** after treatment has been applied **and** nit free. Doctor's note required for re-admittance.
- ◆ Chicken Pox – may return **one week** after the rash has become evident.
- ◆ COVID-19- **may return after 3 days without any symptoms**

If a child is sent home with a contagious illness, all families will be notified of the exposure. A child too ill to remain in the childcare setting will be comfortably cared for and supervised until they can be taken home. Contact will be made by phone to those listed on the child information card. Please pick up your child within 45 minutes of the notification.

HOMEWORK: Students should expect homework on a daily basis. While extracurricular activities are encouraged and valuable, time should always be set aside each day for homework. *Time will always be given during the school day to begin work, and those students who use their time wisely will naturally have less to take home. It is the student's responsibility to contact the teacher about any trouble in understanding assignments.* The teachers are happy to work with students after school. Homework will be graded as late (which will involve a grade deduction) if not handed in on time. See teacher's syllabus for individual policies on late assignments.

At Saint Brigid, we believe that homework can be a valuable way to practice and refine skills and aid in retention of information. We do strive to make homework meaningful and assign quality over quantity.

A 60 min middle school homework policy is recommended.

Grade 6- 60 minute total
 Grade 7- 60 minute total
 Grade 8- 60 minute total

If your student is spending an excessive amount of time on homework, please contact the teacher as soon as possible. Teachers will give an approximate time of completion time on assignments whenever possible to allow for parents to know if the time spent by their students is in line with teacher expectations. Homework will be graded and returned in a timely manner.

Late homework is subject to a ten percent deduction per day according to the teacher's due date for each assignment and student.

PLAGIARISM: Plagiarism is when you use someone else's words or ideas and pass them off as your own. If a student knowingly commits plagiarism, they will receive a zero for that assignment and parents will be notified.

Planners/Assignment books should be filled out daily by the student and parents are encouraged to review these throughout the year. Homework assignments will be communicated with parents regularly.

GRADING

All grades are percentage-based as follows:

100% -93% = A
92% -90% = A-
89% -86% = B+
85% -83% = B
82% -80% = B-
79% -76% = C+
75% -73% = C
72% -70% = C-
69% -66% = D+
65% -63% = D
62% -60% = D-
Below 60% = E

All students will be given every tool and opportunity to be successful. Grading rubrics (guidelines / expectations) will be given to students whenever appropriate (projects, writing assignments, etc.) so that they know exactly what they need to do to earn the grade they desire. The teacher will be available for after school help during weekly study halls. Please see each individual teacher's syllabi for individual grading policies.

There should be no surprises at report card time, as scores are posted on Skyward. **It is the student's responsibility to share graded papers with parents, and the parent's responsibility to ask to see graded papers/tests.** It is the teacher's responsibility to have assignments graded in a timely manner so that students may learn from them.

Our mutual goal is always success and learning. Students are encouraged to communicate before or after school if he or she is stuck on a problem or has a question. Parents' calls or emails are welcome if any questions or concerns arise during the course of the year.



There are multiple ways in which parents and teachers can keep the lines of communication open.

- **E-mail** – Parent communication with the teacher via email is welcome and encouraged.
- **Updates** – Hard copies of important information will be sent home as needed.
- **The Saint Brigid Newsletter** will continue to be a source of important information for middle school parents. This is published twice a month.
- **Phone** – Students and parents should never hesitate to pick up the phone and call whenever necessary.
- **Phone the School** – If you need to get a message to a teacher during the school day, phone the school office and he or she will be notified.
- **Parent-Teacher Conferences** will be held after the first and third marking periods. But don't feel you need to wait for conference time to express a concern if you have one!

PHONE AND EMAIL

School Phone: 835-9481

Middle School Leadership

All middle school members of the Saint Brigid Catholic School are expected to be leaders and role models in our school. In addition to routine opportunities to take the lead, a student leadership team will be established at the beginning of the school year. Together, the leadership team will address a variety of issues to include, but not limited to, coordination of spirit and service activities, involvement in the elementary school, and fundraising for special projects/activities.



Leading the Way

Behavior Expectations

Middle school students are expected to behave with self-control; a sense of personal responsibility; respect for self, others, and property; and in a manner that is consistent with our Catholic Christian faith and values.

Positive behavior will be encouraged and rewarded (“Star Student” punch cards and “Student of the Month”), and negative behavior will be discouraged by use of the following demerit system:

Negative behavior will result in a demerit. Students are allowed a total of 3 demerits per marking period, with the 4th resulting in a 45-minute after school detention.

1st and 2nd Offense: A demerit slip will be given to the student listing the reason for the demerit. It is the student’s responsibility to show it to his or her parents.

3rd Offense: A demerit slip will be given that must be returned the following day with a parent signature. (Failing to return the slip will result in the 4th demerit.) This slip will list the reasons for each of the three demerits.

4th Offense: A detention slip will be given to the student and a parent signature is required. The date and time of the detention will be included.

Detention: Students will be expected to work quietly on homework without peer or adult interaction or may be given a task to complete by the teacher. A second detention for same offenses will result in a Behavior Plan.

Demerits are given for (but not limited to) the following behaviors:

- disrespectful/disruptive words or actions
- inappropriate language
- misuse/abuse of physical property
- late for class within the school day- 2nd offense
- Intentional noncompliance with uniform policy or 2nd offense of non-intentional non-compliance.
- Threatening or bullying behavior will result in an automatic detention in addition to consequences outlined in the Saint Brigid School Behavior Policy.
- dishonesty
- misuse of locker
- being unprepared for class 2 x in a week.

Habitual offenses will result in a meeting between student, parents, teacher, and principal.

Also included in this handbook is the “Middle School Behavior Consequences” rubric.

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

L O C K E R

Students will be assigned a locker at the beginning of the school year. Lockers are to store all items not needed for the immediate class, as three minutes will be allotted between classes for restroom and locker use. It is important that students remember that lockers are a privilege for their convenience, and need to be used responsibly.

For safety reasons, combinations are to be kept private, and lockers be locked when not in use. It is expected that students will keep their lockers neat and clean. Food should never be left in a locker overnight.

School staff reserves the right to inspect lockers at any time.

YES – students may personalize the interior of their lockers with such items as a locker shelf, mirror, or magnetic decorations.

NO – students may not decorate the exterior of the locker (exceptions include birthday or activity related banners). Tape, stickers, or markers of any kind are never to be used on lockers.

E t t i q u e t t e

Saint Brigid Middle School Dance Policy

Traditionally, Saint Brigid Catholic School sponsors a fall and spring dance for students in middle school (grades 6-8). In the spring, students in grade 5 from Saint Brigid and Blessed Sacrament are also invited to attend. Middle School students are responsible for planning and decorating for the dance. Dances are a privilege, and as such, students are expected to maintain the code of conduct outlined in the student/parent handbook. Students who are absent on the day of a dance or extracurricular activity may not attend the event.

Students should follow the following rules specific to the dance:

- The dance is for dancing. Running through the gym during the dance is not permitted.
- Uniforms are not required but dress should be appropriate. No strapless dresses, no backless dresses, or clothes exposing the midriff may be worn. Dresses should be long enough to meet the fingertip when your arm is down at your side. Neither boys nor girls are permitted to wear t-shirts with inappropriate messages.
- Students are to remain within the gym or lobby/restroom during the dance. **No student is permitted to exit the building without permission or to leave school premises without a parent/guardian.**
- Students should dance upright rather than on the floor for the safety of all.
- During slow dances, there should be visible space between dancers.
- Students are expected to clean up after themselves, disposing of food items and trash in a waste receptacle.
- Dances will be chaperoned by middle school faculty. Faculty and administration reserve the right to make decisions regarding inappropriate school attire.

Holiday Celebrations

Middle schoolers may vote upon the location of their holiday parties. In the past we have used the school, bowling alleys, outdoor parks and community centers.

How Can You Help?

Parent support and participation will continue to be a very important part of the middle school experience. Below are few ways in which you can choose to be involved in our program:

- Volunteer drivers and chaperones will be needed for our many off-site activities and field trips.
- Volunteers to help with after school activities are essential if a variety of after school options are to be made available to the students.
- Share your expertise! If you have special knowledge or interest in anything we are covering this year, please give us a call!

VIRTUS training is required of all volunteers who regularly come in contact with students (coaches, tutors, room parents, classroom aides)

Together, we can make this year the best one ever!!