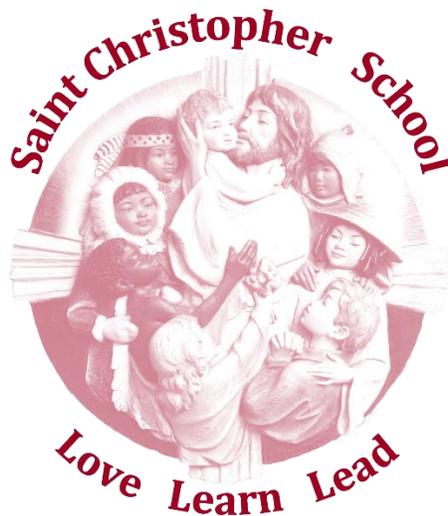


SAINT CHRISTOPHER SCHOOL FAMILY HANDBOOK



2017-2018

**570 Brewer St, East Hartford, CT 06118
860-568-4100**

Email: welchk@saintchristopherschool.org
Website: www.saintchristopherschool.org

Saint Christopher School is accredited through the New England Association of Schools and Colleges.

August 2017

Dear Parents and Students,

It is my pleasure to welcome you to the 2017-2018 school year at Saint Christopher School. Our goal is to educate every student in faith-filled service, academics, and values. We all strive to be Christ-bearers as modeled by Saint Christopher.

At every grade level, the students are challenged to continually work towards excellence both in academics and in character formation. Every child has God-given talents to develop and share with others. Service to others is emphasized at Saint Christopher School and we appreciate good will from all members of the school community. Kindness generates kindness. Respect generates respect.

This Family Handbook is a great resource to help answer your questions about the details of life in the Saint Christopher School community. Please reference it as often as necessary. If you have further questions, please contact the school office for clarification.

On the final three pages, you will find pages that require parent signature, as well as student signature on the last page.

- **Photo release form**
- **Internet acceptable use policy**
- **Saint Christopher School Handbook signature page**

Please read all of this information carefully, discuss it with your student, and return the signature pages within the first week of school.

This promises to be a year full of new adventures. Please know that both the teachers and I are available if you have any questions or concerns.

Wishing us all a school year full of learning and community!

Mrs. Welch
Principal

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MISSION STATEMENT

Saint Christopher School, the parish school of St. Christopher Church in East Hartford, CT, prepares students, with the support of their families, to live as Christ-bearers through the daily interaction of faith, service, academic excellence, and the development of their God-given talents.



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HISTORY OF THE SCHOOL

Saint Christopher School was built in 1963 under the direction of the late Reverend Henry J. Murphy, pastor of Blessed Sacrament parish of which Saint Christopher parish was a mission. The school was dedicated on August 17, 1963. The Sisters of Jesus Crucified agreed to staff the school and continued to do so until June of 1989. The school opened in September 1963 with three classes of grade six. By 1966, the school had three classes each of grades six, seven, and eight. The school's first graduating class in 1966 had 110 students go on to high school. This structure remained until 1972, when grade five was added.

In September 1988, grades one and four were added along with a full day Kindergarten. Further expansion occurred the following September when grades two and three were added. Thus, in September 1989, Saint Christopher School opened its doors to students from kindergarten through grade eight. In September 1995, a pre-school consisting of three and four-year olds was incorporated into the existing program. In 2010, a full-day pre-school program was added for four-year-old children and in 2012, a full-day preschool program for three-year olds was started.

In response to the needs of families, an After-School Program began in 1992 to provide care for children after school dismissal. A director was hired to manage the program with assistants as staff members. The program provides a safe, stimulating atmosphere for students after school.

FACULTY AND STAFF

SAINT CHRISTOPHER SCHOOL 2017-2018

Mrs. Kathleen Welch	School Principal	welchk@saintchristopherschool.org
Mrs. Audrey Cesana	Administrative Assistant	cesanaa@saintchristopherschool.org
Teacher	Homeroom	
Mrs. Stacy McKeone	Pre-K 3 Teacher	mckeones@saintchristopherschool.org
Mrs. Shelly Everett	Pre-K 4 Teacher	everetts@saintchristopherschool.org
Mrs. Elizabeth Barry	Pre-K Part Time Teacher	barryl@saintchristopherschool.org
Mrs. Lori Lengsavath	Pre-K Assistant	
Mrs. Louisa Abrokwa	Pre-K Assistant	
Mrs. Eileen DiFilippo	Kindergarten	difilippoe@saintchristopherschool.org
Mrs. Danielle Tancredi	Grade 1	tancredid@saintchristopherschool.org
Mrs. Margaret Paradis	Teacher Assistant	
Mrs. Diane Bintz	Grade 2	bintzd@saintchristopherschool.org
Mrs. Monica Russo	Grade 3	russom@saintchristopherschool.org
Mrs. Alicia Mazzone	Grade 4	mazzonea@saintchristopherschool.org
Mrs. Marcella Gervasi	Grade 5	gervasim@saintchristopherschool.org
Mrs. Mary Mitchell	Grade 6 HR/ MS History/Religion	mitchellm@saintchristopherschool.org
Dr. James Tanguay	Grade 7 HR/ MS Science/Math	tanguayj@saintchristopherschool.org
Mrs. Karen Adrian	Grade 8 HR/ MS Lit/LA	adriank@saintchristopherschool.org
Mrs. Veronica Boland	Spanish	bolandv@saintchristopherschool.org
Mr. John Byrnes	Physical Education/A.D.	byrnesj@saintchristopherschool.org
Mrs. Heidi Kay	Music	
Ms. Lisa Muller	Art	stchrisartist@yahoo.com
Mrs. Virginia Eurich	Band	
Mrs. Chris Hughes	School Nurse	860-568-4860
		hughes.ce@easthartford.org

School Telephone – 860.568.4100

School Fax # 860.568.1070

Website – www.saintchristopherschool.org

E-mail address – welchk@saintchristopherschool.org

PURPOSE AND VISION FOR CATHOLIC SCHOOL EDUCATION

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which **students encounter the living God**, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their **search for knowledge, meaning, and truth**;
- Create a Catholic climate that contributes to the **formation of students** as active participants in the parish community;
- Foster a **culture of educational excellence** through critical thinking skills, innovation and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the **development of the whole person** – mind, body, and soul; and
- Graduate students prepared to become **productive, virtuous citizens and church leaders** who will fashion a more humane and just world.

PARENT/GUARDIAN ROLE IN EDUCATION

- Ensure that your child attends school regularly and arrives on time
- Ensure that your child is completing homework assignments accordingly
- Ensure that your child is wearing the correct uniform each day
- Attend Mass with your child weekly and on Holy Days
- Perform acts of service with your child
- Check the school and classroom websites daily to have updated information
- Update emergency contact information as needed
- Support the Teachers and Administration in their professional capacity
- Read and support the policies and procedures as written in this Family Handbook

STUDENT RESPONSIBILITIES

- Attend school regularly
- Complete all homework assignments on time or by the assigned due date
- Work to the best of your ability
- Properly groom yourself daily
- Follow the uniform policy
- Attend Mass weekly and on Holy Days
- Do good for others
- Be respectful of all people
- Be proud of your school
- Read the Family Handbook and follow the school policies

ACCREDITATION

Saint Christopher School is accredited through the New England Association of Schools and Colleges.

A globally recognized standard of excellence, NEASC Accreditation attests to a school's high quality and integrity.

Every school is accredited using the same protocols and materials, thus assuring that the school is faithful to its mission, conducts its programs appropriately to meet its goals, and fulfills the Standards of Accreditation established by the Commission on Independent Schools. Members are evaluated at regular intervals, and undergo a full evaluation visit every ten years.

ADMISSION POLICY

Saint Christopher School admits students of any race, gender, religion, national origin, ethnic origin or handicapped situation (if the school can reasonably accommodate the student) to all the rights, privileges, programs, and activities generally made available to students of the school.

The school gives first preference to siblings of currently enrolled students and active parishioners of Saint Edmund Campion Parish, however all students are welcome. Children entering Kindergarten must be five (5) years of age by December 31st, of the year the child enters Kindergarten. The child must display readiness for Kindergarten as determined during the screening process.

At the time of registration, all new students seeking admission to Saint Christopher School are evaluated based on current standardized test information, report cards, and samples of student work. An interview with the parents and students (age appropriate) is part of the admissions process. It is in the best interest of the student for the parents or guardians to disclose information if the child is receiving any support services as determined through an Individual Education Plan (IEP). This will help to determine if Saint Christopher School is a good fit for the student.

AFTER-SCHOOL PROGRAM

Those families wishing to enroll their children in the After-School Program at Saint Christopher School should request an application through the school office. The After-School Program is available from 2:00 - 5:30. Staffing will be maintained at a 1:10 ratio; one staff person to every 10 children. On planned early dismissal days, the schedule is adjusted (11:30-5:30). In the event of an emergency early dismissal because of weather, or other reason as identified by the East Hartford Public Schools, please pick up your child as soon as possible, and no later than 3:00. The occasional day that the After-School Program is not in session will be listed on the school calendar and in weekly newsletters. There is no After-School Program on the last day of the school year.

Cost

The fees are as follows:

Full day of school

2:15-3:30 - \$9.00 (Inc. snack)

2:15-4:30 - \$12.00

2:15-5:30 - \$15.00

Early Dismissal

11:30-12:30-\$9.00 (Inc. snack)

11:30-1:30 - \$12.00

11:30-2:30 - \$15.00

11:30-3:30 - \$18.00

11:30-4:30 - \$21.00

11:30-5:30 - \$24.00

There is a late fee of \$1.00 per minute paid directly to the staff on the day of a late pick-up.

Students enrolled in the After-School Program should bring a change of clothing each day. Lunch is not provided on early dismissal days. It is expected that the students will bring a healthy lunch and beverage on those days.

Full Day Program Offerings

A full day child care program (7:30 am -5:00 pm) will be offered on the following dates when school is not in session:

September 25, 2017
October 4, 2017
October 27, 2017
January 15, 2018
April 2, 2018

There will be a flat rate for these specific days:

7:30-12:30 \$25.00 (pick up MUST be by 12:30 for this rate)
7:30-5:30 \$40.00
No Show Fee \$20.00

Sign up MUST occur by one week prior to the scheduled date. At least ten (10) children must be signed up for the child care to occur on the scheduled date. ***If fewer than ten (10) children sign up, the child care will be cancelled with one week's notice of the cancellation.***

Payment Policy

Payment for the After-School Program is made on a weekly basis. All accounts are expected to be kept up-to-date. If payments are not made for two (2) weeks, the family will be in the After-School program on a probationary status until payment is made. Probationary status is established with a letter from the principal. *If payment is not made for four (4) weeks, the family will not be allowed to use the After-School Program and must make alternate child care arrangements outside of the school setting.*

Prior Year Account

All ASP accounts from prior years must be cleared before students will be allowed to participate in the ASP program for the current year.

ATTENDANCE

It is expected that students attend school unless there is an illness. A parent needs to call the school nurse at 860-568-4860, before 8:30 a.m., to report an absence. In the case of an illness that includes a fever or vomiting: *The child must be symptom free for twenty-four hours before returning to school.* A doctor's note giving reasons for an absence of 3 days or more must be brought to the office upon the student's return. **A doctor's note is also required after all visits to the emergency room and after doctor's visits resulting in a contagious disease diagnosis such as strep throat. The doctor should detail care instructions and a time frame for a return to school.**

If a student is absent from school for all or part of a day, or is sent home early due to illness, that student may not participate in after school and/or evening events sponsored by the school. The principal determines any exceptions to this policy.

Excessive Absences

It is necessary for students to attend school to receive a proper education. Classroom instruction is a necessary part of education. If a student is absent more than thirty (30) days in a school year that student may be subject to retention, even if all work has been made up. Habitual absences will require a note from a doctor. It may be necessary to contact the Department of Children and Families if there is a pattern of

absences without a doctor's note or acceptable reasons for the absences, such as a death in the family. Significant absences require notification to DCF by mandated reporters, such as teachers, school nurse, and/or school administrators.

CAFETERIA

Hot lunch is available for students on a daily basis. As a participant in the National School Lunch Program, Saint Christopher School is offered nutritious lunch options by the East Hartford Public School system. For those families who qualify, a reduced-cost lunch is available.

All students are expected either to bring lunch to school or to purchase lunch daily.

Lunch Prices

Full lunch with milk \$2.60 per day
 \$13.00 for a lunch card (equals 5 lunches)

Milk: \$.40
 \$2.00 milk cards (equals 5 milk servings)

Lunch Money

Please provide your child with lunch money. If a student has forgotten his or her lunch money, they are to request a lunch ticket from the office. *All money borrowed from the office needs to be repaid the next school day.*

Lunch Boxes & Lunch Bags

Please be sure your child's name is on the lunch box/bag. *Parents may not bring meals from fast food restaurants into school for children to have at lunchtime.*

We care about your child's health and well-being. Candy should not be included in a child's lunch.

Students may not borrow money from a teacher or a fellow student.

Please do not send loose money to school with your child to pay for lunch. If your child purchases lunch, a lunch card, or a milk card, please place your payment in an envelope labeled with your child's name and "lunch card" or "milk card".

Gum/Food

Gum chewing is not permitted at any time in the school building or on school grounds. Food is not to be eaten in the classrooms unless there is an approved party or other class function involving food.

Glass Bottles/Soda/High Energy Drinks

Glass bottles are not permitted in school. Soda or high caffeine drinks (ie: Red Bull) are not permitted at lunch. Children may purchase milk at lunch.

CHAIN OF COMMAND

Following the Church's principle of subsidiary, Saint Christopher School strives to solve any difficulties that might arise at the local level. Therefore, the proper chain of command is as follows:

1. Teacher
2. Principal- Mrs. Welch
3. Pastor-Fr. John Gwozdz

COMMUNICATION

Thursday Envelope

A communication envelope is sent between school and home on an as needed basis. This communication envelope, the "Thursday Envelope", is sent home with the youngest child in the family unless otherwise requested. It is only sent home when necessary to send home hard copies of information.

All Thursday envelope information is posted on the Saint Christopher School website. This information includes updates, reminders, and other information that each family needs to be fully informed about what is happening at Saint Christopher School. Please check the school's website on a regular basis.

The Thursday envelope newsletter and many notices and flyers are sent out as an email blast each week. There is also an email update on Tuesdays as needed. Please ensure that you have a working email address and that it is checked regularly.

DRESS CODE

All students in grades K – 8 are expected to come to school dressed in the appropriate uniform every day. The uniforms are purchased through Blake's Uniform Company. There are three types of uniforms: Fall/Spring, Winter and Gym.

Fall/Spring Uniform: Students may begin and end the year wearing white polo shirts and grey shorts. The shorts are to be purchased through the uniform company. White polo shirts may be purchased elsewhere.

Winter Uniform: White shirts or blouses with ties (for the boys) must be worn beginning in mid-October through late-April. The principal will determine the specific date.

Unless otherwise indicated, students are expected to be in complete uniform every day.

Boys

White Dress Shirt/Tie
Grey Pants
Belt
Plaid Tie
Maroon Sweater
Maroon fleece

Girls

White Blouse

Plaid Skirt (Gr. 4-8)/Jumper (K - 3)
Grey Pants
Maroon Knee Socks/Tights
Maroon fleece

*Shorts and skirts are not to be hemmed higher than three inches above the knee.

2017-2018 is a uniform transition year. Both the former blue/green plaid uniform and the new maroon/grey plaid uniform is acceptable this year. New students should only wear the new maroon plaid uniform.

Gym: Saint Chris t-shirt, and shorts are worn during the Fall/Spring uniform time. The shorts must be no shorter than three inches above the knee. T-shirts, sweatpants and sweatshirts are worn as the winter gym uniform. These uniforms can be purchased through the school office or through Blake's Uniforms. Gym uniforms are only worn on the designated gym day and must be appropriate uniform apparel.

Hats, coats and jackets are not to be worn in the school building during the school day.

**Wearing a uniform is part of our school's Catholic identity. How we look as a school community leaves a first impression on all who see us. Please wear your uniform appropriately, with modesty and pride.*

All of the above items may be purchased through Blakes Uniform Company, 1205 Parker St., Springfield, MA, (413) 782-4123 or blakeshq@hotmail.com.

Footwear

Sneakers are worn with the Fall/Spring uniforms as well as with the gym uniform. **All students in Grades K – 8 are required to wear shoes at all times with the winter uniform.** Shoes may be black, brown, or navy. Platform shoes, clogs, boots, work shoes, sandals, or flip-flops may not be worn in school.

Hair/Jewelry/Makeup

Hair should be clean, combed and neatly kept. Faddish hairstyles and artificial hair coloring for all students are not permitted in school, nor may students wear artificial nails, or hairpieces. **If a student does color his/her hair or comes to school with a trendy hairstyle, that student and parent will be in contact with the principal to determine the next steps.** Boy's hairstyles should not go over the collar of their shirts and should be of uniform length on top and sides, without patterned designs. Shaggy or bushy hairstyles are not allowed. The overall appearance must be neat. The administration will define the terms of bushy and neat, if there is any question concerning either issue. Make up is not permitted, and girls should limit their jewelry to one earring in each ear. Dangling earrings are not allowed for safety reasons. Body piercing is not permitted. *For the student's safety, jewelry must always be removed before gym class.* Boys may not wear earrings. Valuable, expensive or sentimental jewelry should not be worn to school. Tattoos, whether temporary or permanent are not allowed. Parents are to be sure that students adhere to these grooming policies. The principal reserves the right to determine if a student's grooming is not in accordance with school norms.

No Uniform Day Guidelines

During the school year the students may have opportunities for "No Uniform Days." It is expected the students will dress modestly and appropriately on such days. If a student arrives at school dressed inappropriately the student will contact parents or guardians to bring appropriate clothing to school, which may include the standard school uniform. The following is considered acceptable attire: jeans, t-shirts (no inappropriate sayings, references, or pictures), sneakers, shorts (no shorter than three inches above the knee), skirts/dresses (no shorter than three inches above the knee), sweatshirts/pants, capris or pants. Tops should fully cover the student; there should be nothing showing between the bottom of the shirt and the top of the pants, including when the student moves. Students may not wear the following: flip-flops, tank tops, pajama pants, hats.

EMERGENCY CARD

Parents will receive a yellow emergency card for each child in our school. Please complete the card immediately and return it to the school nurse. **Should any of the stated information change during the course of the school year, please let us know. The purpose of these cards is to have information readily available should your child become ill or injured while in school.**

FINANCIAL ASSISTANCE

A limited amount of funding is available for families who apply and qualify for financial assistance. **The applications are available online through Smart Aid for Parents under the school code 11428.** These applications are to be submitted by the specified due date in the spring for the following school year. *Lack of attention to the due date may cause a lack of assistance monies to be available.* Saint Christopher School does all that it can to provide aid to as many families as possible.

FINANCIAL OBLIGATIONS

Registration Fee

Every family must complete a registration form and pay the registration fee of \$250 before qualifying as "enrolled" for the following year. A registration form must be completed for each child in the family. The registration fee is assessed per family.

Book Fee

A \$50 per student book fee is payable **upon registration.**

Delinquent Payments

Students whose tuition is not current by the end of the first half of the year (December 31st) may be denied admission for the second half of the year unless other tuition payment arrangements have been made with the pastor and principal.

Any family whose account has a balance over \$1,000 will not be allowed to register for the following year until the account is cleared.

The administration reserves the right to submit to a collection agency the name and school financial information of any family who has an outstanding balance in tuition, fundraising fees, or Co-op Hours at the end of the school year.

HANDBOOK AMENDMENTS

Saint Christopher School reserves the right to amend the Saint Christopher School Handbook. Notice of amendments will be sent to parents or guardians in the weekly envelope.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an organization for the parents and legal guardians of each student of Saint Christopher School. Automatic membership is given to the family upon registration of the student. It is the goal of the Home and School Association to communicate regularly with parents about upcoming social events as well as to conduct fundraising activities in support of the school. Since the Home and School Association runs a variety of fundraisers to help keep tuition costs down, it is important that all parents/guardians do their part to support the HSA and its fundraising efforts. Each parent is required to enter into an agreement with the Home and School Association to raise monies, either through direct buy-out of financial obligations or through various fundraising activities. Funds raised by the Home and School Association go directly into the school's operating budget.

Fundraising Fee

Each K-8 family is assessed a fee of \$250.00 as a Fundraising Fee and **each PreK family is assessed a fee of \$125.00.** This fee assessment can be met by participating in the various fundraising activities that are sponsored by the Home and School Association, or by a direct payment to the school for the full amount. Each family may choose the activities in which to participate. Any balance for the Fundraising Fee must be paid by May 1. If a family raises over \$250.00, or \$125.00 for PreK, fifty percent of the amount will be credited to the family's next year's tuition responsibility, fifty percent will be used to meet the Home and School Association annual goal.

All families in the school shall be responsible for participating in the designated fundraising activities of the Home and School Association, or for paying a tuition supplement related to the family goal.

The Home and School Association shall offer at least two major fundraising events during the year which can reasonably be expected to reach the fundraising goals set by the Association. Family goals may be fulfilled by participation in sales or payment of the fundraising option, or a combination of both.

Rationale: The purpose of the policy is to assure meeting the fund raising goals of the Home and School Association, with greater fairness to all families, by offering a choice of participating in fund-raising events or paying a tuition supplement.

Adopted by the School Board

June 8, 1992

Co-op Hours

Each family from grades K-8 is responsible for ten co-op hours given to the school during the school year.

PreK families are responsible for five co-op hours. The principal will approve all activities that fulfill the co-op

hours. If a family does not fulfill their co-op hours, they will be assessed \$25.00 per hour not met, up to \$250.00.

We strongly encourage your participation in volunteering; in doing so, we come together as a family with a common goal.

INTERNET/TECHNOLOGY USE POLICIES

The Office of Catholic Schools Archdiocese of Hartford strongly believes in the educational value of electronic services and recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. Our school will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. This educational opportunity also demands personal responsibility. The student accepts responsibility to abide by the Internet Network Access policies of Saint Christopher School as stated in this agreement as follows:

- to use the Internet/Intranet Network in support of education and research, consistent with the educational objectives of Saint Christopher School and the Office of Catholic Schools.
- to use the Internet/Intranet Network only with the permission of the responsible teacher.
- to be considerate of other users on the network and use appropriate language for school situations as indicated by the school codes of conduct.
- to not knowingly degrade or disrupt Internet/Intranet network services or equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- to immediately report any problems or breeches of these responsibilities to the responsible teacher.
- to not divulge personal information over the Internet/Intranet. I/we understand that any conduct that is in conflict with these responsibilities is unethical and will result in termination of network access and possible disciplinary action.

****In order for a student to use the Internet, as noted above, both the student and parent/guardian must sign the agreement at the end of this document and return it to the school office.***

Each family is requested to discuss appropriate internet use at home and school. It is so important to keep our children safe, even when online.

SCHOOL BOARD

The Saint Christopher School Board serves in a consultative capacity to the pastor and principal and operates under the guidelines for the Archdiocese of Hartford. The Board typically consists of about nine members. Its main responsibilities are: to adopt the school's mission statement, to develop and recommend policies for the school within the framework of archdiocesan school policies; to adopt and monitor the school's annual budget; to develop a strategic plan for the school; to recommend the appointment of the principal; and to evaluate school policies and programs, the performance of the principal and effectiveness of the Board policy.

2017-2018 Board Members:

Father John Gwozdz, pastor *ex-officio*

Deacon Phil Gosslin *ex-officio*

Marie Gallo-Garabedian, alumna & past parent

Jessica Nguyen, parent

Mike Poirier, parent

Danielle Vargas, parent

Kathleen Welch, principal *ex-officio*

Frank Perrone, Church Trustee *ex-officio*

Ed Mirek, St. Rose parishioner

Sue Obrycki, parent

Keith Pryor, parent

According to the Constitution and Bylaws of the School Board, Article V, and Section 6: "Non-members who wish to speak at a Board meeting shall submit their request in writing to the Chairperson in advance of the meeting. Ordinarily, such persons shall be given a specific time limit for speaking."

STUDENT RECORDS

All student records at Saint Christopher School are confidential. A parent must complete a release of records form before any copies of school records can be forwarded to another educational institution, including high schools.

The school follows the 1975 Buckley Amendment, which gives parents and students the right of access to records. The school asks parents who wish to view their child/children's records to make the request in writing to the principal.

TRANSPORTATION

Change of Transportation for All Grades

If your child is going home in a manner that differs from his/her usual method of transportation, please inform the teacher of this change with a written note on the morning the change will occur. Please write two notes one for the teacher and one for the bus driver.

If a transportation change must be made during the school day, please do so before 1:30 p.m. It is necessary to speak to the administrative assistant about the change. Please do not leave the message on the answering machine.

Your child's safety and protection are important to us and for this reason we cannot accept a child's word that he/she has your permission to go home with a classmate in a car, on the bus or walking. Students from Kindergarten through Grade 8 need to have the written permission of a parent concerning any change in transportation.

East Hartford Bus Policy

By state law, bus transportation is provided to students who live in East Hartford and are eligible based upon the transportation policy of the East Hartford Board of Education. Bus transportation however, is not an unlimited right granted a student. Acceptable conduct is developed by the cooperative efforts of the principal, parents, bus drivers and students. Students being transported on a school bus are under the supervision, direction and control of the school bus driver and shall be subject to reasonable regulations, which if abridged, may cause the student to be suspended or excluded from bus transportation.

The Board of Education shall provide bus transportation of school children when the student's place of residence is in excess of the mileage limit for a given grade level group:

Grade K - 6 (1 mile)

Grade 7 - 8 (1.5 miles)

Handicapped and physically handicapped students may be offered special transportation arrangements if deemed appropriate by their school's Planning and Placement Team and approved by the Central Planning and Placement Team.

Saint Christopher School Bus regulations

Student behavior on the school bus shall conform to those standards maintained in the classroom.

Saint Christopher School abides by the Public School transportation regulations.

TUITION

Tuition Schedule

Catholic Affiliated with a Parish

One child	\$4,250
Two children	\$8,075
Three children	\$11,475

Unaffiliated Catholic/Families of Other Faiths

One child	\$4,700
Two children	\$8,930
Three children	\$12,690

Tuition rates are established according to the following:

Catholics affiliated with a parish are those families whose pastor has identified them as active participants in the parish, are registered members of the parish, and follow the guidelines as established by the pastor. The principal cannot determine if a family is a Catholic family in good standing in any parish.

The term “unaffiliated” is used for Catholics who:

- Are not active members of any Catholic parish.
- Are not registered in a parish or have not been identified by a pastor as active Catholics, for the purposes of this tuition policy, are considered to be in the “unaffiliated” category.
- Are enrolled at Saint Christopher School, even though their home parish has a school.
- Are members of a parish other than Saint Christopher Parish, should their parish not pay the assessment for the student.

Saint Christopher School welcomes families of other faiths into our school family. Diversity of all kinds enriches our lives.

Tuition Payment Options

- Pay in full by July 1: A \$50.00 credit will be given for each child in the family. If payment is received after July 1, no credit will be given. This credit applies only to Kindergarten through Grade 8.
- Enroll in SMART Tuition Program: There is an annual non-refundable administrative fee for enrollment in the SMART program. This fee is assessed separately through the SMART program.
- To reduce the monthly payment, partial tuition may be paid directly to the office before July 1: This partial payment will be reflected in the monthly payment to SMART.

Tuition Agreement

Each family is required to sign a tuition agreement form, indicating the expectations of payment and the financial requirements in the case of withdrawal.

Preschool Tuition

Both full day and half-day options are available, as well as partial week attendance. Please contact the school office for more information on the preschool program.

VACATIONS

Student success in school is dependent upon consistent attendance on every school day. *Saint Christopher School strongly requests that parents schedule family vacations to coincide with the school calendar.* If a family vacation involves missing school days, these absences are considered *unexcused* and the student is expected to arrange to make up the missed work. No teacher is required to provide make up work for unexcused absences. If there is a family emergency, the parent should see the principal so that appropriate arrangements can be made.

VISITORS

Visitors to Saint Christopher School are required to use the main school entrance and proceed directly to the office to sign in. Upon leaving the building, visitors must sign out. Under no circumstances is a visitor to go directly to the classroom. Necessary materials will be given to the student by school staff. Teachers and staff have the right to question any unauthorized visitor's presence in the building.

VOLUNTEERS

We invite all parents to become involved in Saint Christopher School to the greatest extent possible for the benefit of their family. Each family is expected to support the various activities and fundraisers that are offered during the year by volunteering their time. There are numerous opportunities by which families can meet this expectation. Volunteers are requested to dress appropriately and behave in manner that is in keeping with the mission of Saint Christopher School.

We follow the Archdiocese of Hartford "Protection of Youth" policy (found on their website) and the policies of the Office of Catholic Schools (3.211 & 3.212). All personnel (including volunteers) must undergo a Criminal Background Check and attend a Protecting All God's Children (Virtus) Training session before any direct or indirect interaction with the children. The fee for the background check is \$18.50. Please meet with the principal if this fee is a financial burden. If the background check and the Virtus training is not completed, the parent or guardian **may not** chaperone or volunteer if children are involved. Please understand this policy is for the protection of all of our children.

CURRICULUM & INSTRUCTION

ACADEMIC INTEGRITY

As Saint Christopher School is committed to both academic excellence and Christian values, the community strives to ensure academic honesty in all school work. Pride and confidence in one's work is emphasized and individual effort is commended. Mistakes are acceptable, as they lead to further learning. The meaning and action of academic dishonesty will be discussed in class to ensure student understanding. Therefore, dishonesty of any kind, including plagiarism, will not be tolerated. A student who is dishonest in presenting school work as original thoughts or ideas will receive a failing grade on any test, project, essay, research paper or homework. Any student assisting another will also receive a failing grade. If there are any further instances of cheating, consequences are determined by the principal.

BOOKS

All textbooks, workbooks and trade books used during the course of the school year are the property of Saint Christopher School. School textbooks must be covered with an appropriate book cover at all times. Each student is responsible for the books and materials that are given out for use during the school year. Should a student lose or destroy school books, that student and family will be responsible for the cost of the book replacement plus shipping and handling.

CONFERENCES

The elementary schools in the Archdiocese of Hartford have adopted a Trimester schedule beginning with the 2016-2017 school year. This decision was made after much study and discussion, with the expected results of greater opportunity for learning during each trimester. Parent conferences will be scheduled in October, with report card distribution in early December, to give more opportunity for struggling students to recover their grade, after a sincere effort based on the discussions at conferences. These conference dates are noted on the school calendar. Families will sign up for conferences at the Meet the Teachers Night held in September. There will be a second opportunity for a conference during the second trimester, at the end of January. **Students in grades 4-8 are expected to attend their conferences and be part of the conversation about their progress.**

Parents may request a conference whenever the need arises. The parent is asked to contact the teacher through email or call the office and the administrative assistant will forward the message to the teacher. Teachers will contact parents by email or phone calls during school hours.

Respect for confidentiality of each child is important to all the staff. Parents are asked not to engage teachers in conversation when they are on the playground, supervising students, preparing to escort their classes into the building, or during class time.

CURRICULUM

Saint Christopher School follows the curriculum standards and guidelines established by the Office of Education, Evangelization and Catechesis for the Archdiocese of Hartford. Textbooks are chosen from those approved by the OEEC.

The curriculum standards may be reviewed on the Saint Christopher School website or the OEEC website: www.catholicedaohct.org.

Saint Christopher School offers students opportunities for growth in the subject areas including religion, language arts (English grammar, reading, phonics, handwriting, spelling, oral language, written language and vocabulary), science & health, mathematics, social studies, physical education, the arts and world language. Technology is integrated into all content areas.

Cooperative learning, a 21st century skill, is emphasized throughout the grades. Teachers, as well, collaborate to show learning relationships across the curriculum.

Prayer and Religion

The school day begins and ends in prayer. Many individual classes also begin in prayer. Catholic students receive the sacraments of Reconciliation and Holy Eucharist after appropriate preparation with their teacher and the pastor in Grade 2. Opportunities for service learning and education in Catholic Social Teaching is found throughout the curriculum rather than being compartmentalized in religion classes alone. It is essential that students make the connection between their faith in action and the social justice needs taught by the Church.

By enrolling their children in a Catholic school, parents have recognized the significance of religion in their children's education. Parental example and the experience of Sunday worship and reception of the sacraments are essential parts of children's religious formation and growth in faith. For Catholics, the Eucharist is their central act of worship. Regular church attendance provides children with one of the greatest sources of strength and understanding for their religious life. It also conveys to children the message that worship of God and participation in the Eucharist is of great importance. This coincides with the values and attitudes which the school is trying to foster in students, and which parents have acknowledged by enrolling their children in a Catholic school. It is expected that parents will see enrollment of their children in the school as their acknowledgment of the importance of their commitment to attend church regularly with their children.

Lures Program

The Lures Program, Protecting God's Children, is taught annually in Grades K-8, as mandated by the Archdiocese. Parents will be notified prior to the start of the program in each grade and can opt-out of their child's participation in the program.

EXTRA HELP

Extra help will be available from each classroom teacher one day per week for 30 minutes. If further help is needed, please consult with the classroom teacher. This time is meant to help students to be more successful in their areas of need. It is the student's responsibility to seek extra help.

FIELD TRIPS

Field trips are designed to complement the curriculum standards for a specified subject area and achieve curricular goals. **All students are expected to attend these trips since they occur during the school day. In the case of financial need, please see the principal.** Parental permission is required for each trip; please see the sample form in Appendix III. Each teacher is encouraged to explore field trip opportunities, but there is no requirement that every class participate in field trips. There are no mandated field trips, based on field trips held in prior years. A field trip is considered a privilege for students, not a right. A student may be denied the privilege of participation if he or she fails to meet academic or behavioral requirements, or if the signed permission form is not returned. In the event that a student cannot participate in the field trip, he or she is expected to attend school in full uniform to work on assigned lessons.

Transportation for all field trips is provided by a public carrier, usually a school bus, or coach bus for out-of-state trips, or by walking with appropriate chaperones. No private transportation can be used for liability reasons.

All monies for field trips are non-refundable, including those students who were not able to attend because of illness or poor conduct.

HOMEWORK

The continuation of study at home is necessary to a student's academic progress. It reinforces what is learned each day in the classroom setting. Each student is expected to spend time on school work at home. All homework is to be completed diligently, to the best of the student's ability. This practice leads to greater academic success overall. The expectation is for students to have daily homework. Assignments on the weekend might be fewer, but will happen, particularly as students reach middle school. The weekend and school vacation is an ideal time to spend on long-term projects, and reading should occur, and be encouraged, at all times.

Students in grades 3-8 are required to use assignment books, to be purchased from their homeroom teacher during the first week of school. Students are responsible for writing down all homework assignments, even if the teacher also posts assignments on the Educonnect portal.

Homework will be meaningful and will serve the purpose of practice, review, enrichment or expansion of knowledge. Homework includes reading assigned pages, silent reading, and studying for tests or quizzes, as well as any written work the teacher assigns.

Although homework will vary, a reasonable guideline is listed below. Teachers consider the ability of the group and the assignments of other teachers when requiring homework.

Recommended daily homework:
Kindergarten 10 to 15 minutes
Grades 1-2 20 to 40 minutes

Grades 3-4	40 to 60 minutes
Grades 5-6	60 to 90 minutes
Grades 7-8	90 to 120 minutes

Students may not call a parent or guardian to bring in any forgotten homework or binders. There is a lesson to be learned from the consequence of not being prepared for class. Parents are asked to allow their child to learn this lesson so that it might not happen again.

Absence-illness

If a student is not in school due to illness, a parent may check the teacher's website for the homework. If a parent wants to pick up his/her child's homework, please request this when your child's illness is reported to the school nurse or when calling the office to report the absence.

Class work and homework for students who are absent is expected to be submitted in a reasonable amount of time, within two days after a brief absence. The more time that is taken, the more the student falls behind in the current learning. In the case of a lengthy illness, arrangements for submitting homework and taking missed tests/quizzes can be made with the classroom teacher.

Homework on Educonnect Portal

Each teacher maintains a website through Educonnect. Homework is posted on the website each day. It also states long term assignments and test dates.

HONOR ROLL

Students in the Middle School program (Grades 6-8) are eligible for the Honor Roll.

High Honors: No grade lower than an A- in all major subjects and no grade lower than an A- or S in all minor subjects

First Honors – No grade lower than an A- in all subjects, with the exception of one grade not lower than a B-.

Second Honors – No grade lower than a B- in all subjects.

Minor subjects are those that meet two or fewer times per week.

If a student in grades 6 - 8 receives a "U" - Unsatisfactory grade in any subject or in conduct, he/she will not be eligible for the Honor Roll.

LIBRARY

Saint Christopher School maintains classroom libraries. All library books in those libraries are the property of the school. They are on loan to the student and must be signed out in the classroom. The expectation is for books to be treated with care and returned in a timely manner and in good condition. Students are expected to pay for lost or damaged library materials. Reading is an essential skill that aids a student in all subject areas. Daily reading is a habit that can lead to a lifelong love of learning. Happy Reading!

PHYSICAL EDUCATION

Physical education is an important aspect of the curriculum at Saint Christopher School. Each student is expected to participate to the best of their ability in this class. Students are required to wear the appropriate gym uniform on their scheduled gym day. In the case of a medical limitation, a doctor's note must be presented to the school office/nurse.

PROMOTION & RETENTION

Students will typically progress from one grade to the next. Promotion is based on constant monitoring of academic success throughout the year. Retention of a student is a serious academic decision. Retention is considered if repeating a grade will benefit the student academically or socially. Conferences are held throughout the year once a student has been identified with academic or social needs that may require retention. Any student who fails two or more academic subjects for the year will be recommended for retention. The parents will be notified prior to the last month of school if their son or daughter will be retained. Ultimately, the principal in consultation with the teacher(s) will make the decision based on documented academic achievement.

When a student is promoted over the advice of school staff, parents must submit the request in writing which will include a statement that the promotion is against the advice of professional staff.

An Eighth-Grade student who fails a major subject for the year may not receive a diploma from Saint Christopher School at the end of the school year. Summer school attendance may be required in order to be promoted to ninth grade.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued three times per year in grade 1-8 and twice per year in Kindergarten and PreK. Specific end-of-term dates are noted on the school calendar. Report cards are sent home one week after the end of term and grades are available for viewing at all times on the Educonnect portal. The following grading scale is used in this school and is in keeping with the grading system used in the Archdiocese of Hartford.

Kindergarten

M = Meets grade level expectations

P = Progress noted toward grade-level expectations

T = Time and experience required for skill to develop

ED = Experiences Difficulty

NI = Skill Not Yet Introduced

Grades 1 – 3

The purpose of grades is to measure and report learning. Grading practices must enhance, not hinder, teaching and learning. (Policy 4.134) In the primary grades, the main purpose is to report progress of the development of the whole child: academically, socially-emotionally, and in terms of work skills/habits. The goal is to strengthen the home-school partnership and to inform parents concerning their child's progress in school. Teachers use classroom assignments, assessments, and observation of your child to determine progress made or how close he/she is to meeting criteria for grade level expectations. Each term, the teacher will report to parents/guardians of each student a numbered descriptor that best reflects this progress.

- 5** Consistently exceeded grade level expectations for this term.
 - This is not to be confused with an "A". This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level.
 - The students at this level have mastered **95-100%** of the objectives taught at a mastery level.
- *4** Consistently achieved developmentally appropriate skills and/or expectations for this term.
 - This indicates consistent performance at achieving grade level mastery. This is where we would expect all student to achieve in a given grade level.
 - Students at this level have demonstrated a mastery of **87-94%** of objectives taught.
- 3** Approaching mastery of developmentally appropriate skills and/or expectations for this term.

- Indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level.
 - Students at this level have demonstrated a mastery of **80-86%** of objectives taught.
- 2** Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.
- This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area.
 - Students at this level have demonstrated a mastery of **70-79%** of objectives taught.
- 1** Difficulty meeting developmentally appropriate skills and/or expectations for this term.
- Indicates student needs intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency.
 - Consistent support and intervention strategies required to meet expectations.
 - Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.
- I** Incomplete work for this term.
- The students did not do enough work or submit enough work to assess a level of mastery.
 - Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining Inc.

Descriptors:

*An indicator of **4** shows the expectation of mastery and is the goal for students to receive by the end of the year in any subject area. **A 4** indicates students are doing well and reaching or exceeding grade level expectations.

An indicator of **5** is for a student who is consistently exceeding standards and specific objectives. Students receiving a **5** are being provided with extended learning opportunities to ensure intellectual growth.

A descriptor of **3** or **2** indicates areas where growth is possible. It should be perceived as an area where goal setting and extra focus/practice is needed.

A descriptor of **1** indicates significant attention is needed. It is important for the teacher and student’s family to meet to discuss and devise intervention plans and support.

If at any time you have any questions regarding your child’s performance in school, please contact your child’s classroom teacher. Thank you for supporting your child’s journey during these formative and developmental years.

Grades 4 - 8

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

Subjects Taught Less Than Three Times a Week

Art, Music, Phys. Ed., World Language grades 1-5:

O = Outstanding 94-100

S = Satisfactory 70-93

U = Unsatisfactory for this child 0-69

All teachers use electronic grading which generates interim reports and report cards.

Grades 6-8

All assignments are expected to be completed. Any student who ends the term with incomplete assignments will receive an "I" for the subject until the work is completed and a grade can be determined. Sixth and Seventh grade students will not be promoted to the next grade and Eighth grade students will not be able to be promoted to high school until the work is completed. The grade earned and the overall graded progress for the year will also determine promotion.

Access to grades

Every family in grades four through eight receives an access code for your child's grades on the Educonnect portal. This access identifies any missing assignments as well as achievement on all assignments and tests. The access code is sent home with your child at the beginning of the school year. A parent may also call the office for the access code.

Progress Reports: Grades K-3

Progress reports inform parents of a child's academic progress prior to report cards being issued.

Parents of students in grades K-3 will receive Progress Reports approximately half way through each marking period. Parents of students in grades 4-8 may check academic progress through the Educonnect portal.

Academic Probation

The principal and staff at Saint Christopher School want all students to perform to the best of their ability. In order to help those who are struggling, a student whose academic performance shows that focused attention to academics would be beneficial may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan, after which there will be further assessment and discussion by the principal, teacher(s) and parents. Depending on the student's progress, further interventions may be defined. Any student receiving a failing grade for a term will not be allowed to participate in any extra-curricular activities, including sports, until the student shows improvement and earns a passing grade.

Standardized Testing

Students in Grades 3-7 take the Iowa Test of Basic Skills annually in the spring. Parents and guardians are sent the test results when received from the testing service.

Student Folders

Teachers will send home test/quiz papers on a regular basis. Parents might be required to sign and return test/quiz papers to the classroom teacher. Each teacher will explain to parents, in writing, at the beginning of the school year, his/her specific expectations regarding the materials sent home. Student folders are often used in grades K-5.

SUPPLIES

Each child is given the list of classroom supplies that are needed at each grade level. This supply list may also be found on the school's website. Parents should check with their children each week regarding the replacement of supplies, especially pens and pencils. When purchasing markers and crayons, please be sure they are non-toxic.

DAILY ROUTINES & PROCEDURES

ARRIVAL & DISMISSAL PROCEDURES

Arrival

All students in Grades K-8 join their classmates upon arrival at school between 7:15-7:30 am. When the weather is nice, students line up outside in the barricaded, designated area. In the case of inclement weather, students will gather in the school gymnasium. Students will line up by grade level and will be escorted to class

by their teacher after Morning Prayer and announcements in the gym. Once a student enters the building, he/she may not leave until dismissed by a teacher or according to sign out procedures by a designated adult. (See below) During the school day, the only entry to be used is the front door by the office. All visitors and tardy students must use this entry and report to the school office upon arrival.

PreK students will enter and exit through the door in the PreK wing. PreK students who are more than 10 minutes tardy will sign in at the main office and then will be escorted to the PreK class.

Parking Lot

The parking lot must be a safe place for our students and families. Therefore, the following procedures are to be followed at all times:

- **The school bus entrance is the driveway closest to the school building, next to the school sign. *No cars may enter this driveway from 7:15-7:45 am and 1:45-2:30 pm.*** School bus drivers will proceed in the parking lot parallel to the K-8 wing and exit the parking lot via the middle driveway.
- The entrance for cars is the driveway closest to the church. Cars may proceed parallel to the church building to a parking spot or may drive around the parking spaces to the next aisle to drop off the student next to the barricaded area. Drivers will then proceed straight to the middle driveway to exit the parking lot. ***If you park your car, please walk your child to the barricaded safety area.***
- Please notify all potential drivers of the parking lot procedures.

At all times, please drive slowly and be aware of all people using the parking lot. Safety is our main concern.

Dismissal

It is necessary to provide a smooth and orderly dismissal for the safety of the children. All early dismissal requests must be made by 1:00 and occur by 2:00. After 2:00, all parents are asked to remain outside by the back door to the parking lot. Children in Grades K – 8, who are car riders exit through the door leading directly to the parking lot.

If a child needs to be dismissed early for any reason, please send in a note to the teacher stating the child's name, reason for and time of early dismissal, and the person who will pick up the child. The parent or designated adult must report to the main office to sign out the student. The administrative assistant will inform the classroom teacher to send the child to the office. The parent or designated adult must wait in the office area for the child.

If it is necessary that a child is dismissed early because he/she has become ill at school, a parent will be called. If the parent cannot be reached, the designated person on the Emergency Card will be called. It is expected the parent or any other person will come to the school in a timely manner.

Please complete the Permission to Release Form identifying those who have permission to pick-up your child/children. If there are any individuals who are not allowed to pick-up your child, please indicate that as well. If the person is not known to the office staff or teachers, the person must present a valid photo id to school officials.

Leaving School Grounds

No student is to leave the school grounds without permission once he/she has arrived at school. Any student who leaves the school grounds will be subject to suspension or dismissal from school.

Returning to School after Dismissal

Students at Saint Christopher School are expected to develop a sense of responsibility. They should have all of their belongings with them upon leaving school. It should be a rare occurrence that a student needs to return to school for a forgotten item. The school office is open until 3:00 pm. After 3:00 pm, access to the school building is restricted.

BICYCLES

Bicycle riding is not permitted on school property. Please “walk” bicycles to the bike rack, chain, and lock the bicycle to the rack. The school is not responsible for the loss, damage or theft of any bicycle on school property. Students must wear helmets, as required by law. If a student rides a bike to school without a helmet the student will call a parent or guardian for a helmet. The student will not be allowed to leave the school property at dismissal if he/she does not have a helmet.

BIRTHDAY CELEBRATIONS

We encourage students to celebrate their birthday with their classmates. *We ask parents to contact the teacher prior to sending in treats in order to be made aware of any allergy restrictions.* We do encourage healthy snacks when possible. If the student cannot carry the treats to school, they may be dropped off in the school office.

Unless the entire class is invited, no party invitations may be given out in school.

EARLY DISMISSAL

Several early dismissal days are scheduled throughout the school year. These are noted on the school calendar. Dismissal on these days is at 11:30 am. Lunch will not be served on early dismissal days.

When an *unscheduled* early dismissal occurs, such as in the case of inclement weather, students will be dismissed at 11:30 am. Parents will be notified of such dismissals via School Messenger communications (text, email). *It is extremely important for all emergency information to be up-to-date so that such notifications are successful.* The After School Program will only be available until 3:00 pm on *unscheduled* early dismissal days. All parents are encouraged to pick up their children as soon as possible after the 11:30 am dismissal due to inclement weather.

LOCKERS

Sixth, seventh, and eighth grade students are assigned lockers in which to store clothing and textbooks. Students are allowed to go to their lockers at specified times. Lockers may not be decorated either inside or out. Schedules and holders for pencil or pens may be posted on the interior of the locker. Anything posted must be attached with a magnet or other non-damaging attachment. Only school issued locks may be used. The school maintains a universal key and reserves the right to inspect the lockers at any time.

LOST & FOUND

Parents are requested to label all personal items with the child’s name. Any items found in the school building or on the school grounds should be given to the administrative assistant to be placed in the Lost and Found basket. The items remain in the Lost and Found Basket for ten school days at which time they will be discarded or donated to charity.

OFFICE HOURS

The school office is open from 7:00 am to 3:00 pm, Monday through Friday, during the school year. Please conduct all business during these hours. The office is not open when classes are not in session due to vacations, holidays or inclement weather.

SCHOOL CLOSING/DELAYED OPENING

In case of inclement weather, the East Hartford Public School administration determines school closing, delayed opening, or early closing.

Please listen to WTIC-AM, WTIC-FM or WFSB-TV, Channel 3, or NBC-30 for school information for closings, delayed opening, or early closing. If East Hartford Public School is announced, Saint Christopher School is included in that announcement.

It is sometimes necessary to dismiss school early due to inclement weather. The decision regarding early dismissal is made by the East Hartford Public Schools. Students will be provided with regular school bus transportation in the event of early dismissal.

Saint Christopher School uses the School Messenger system for mass communication. All families receive a call indicating no school, delayed openings or early closings. The call identification is Saint Christopher School. The message is activated when the person answering says, "Hello." Please listen to the message.

Parents are also encouraged to enroll in the contact programs offered by the various television stations.

In the event of an early closing due to weather, the After School Program will provide staffing and supervision only until 3:00 pm.

STATUS CHANGE

Should there be any change in your phone number, email address, home/work address or in your marital status while your child is in this school please inform the school office immediately.

TARDINESS

Students must arrive at school on time. Tardiness should be a rare occurrence. A student is considered tardy if he or she enters the building after 7:30 am. If a student enters the building after 7:30 am, he/she must report to the office with a parent to be signed in and provide an explanation for the late arrival before going to his/her classroom. It is very important that students enter the building by 7:30 am to begin the academic day. The time between 7:30 and 7:40 is a significant part of our school day and is used to organize for the rest of the day. *Repeated tardiness will necessitate a conference with the principal, parents and student in attendance to explain the reason for the consistently late arrival and plan for a change in habit.*

TELEPHONE USE

Students may use the office phone if there is an important reason to speak to a parent or guardian. The student would come to the office, request the use of the phone, and then use the phone in the presence of an adult. If a child is requesting permission to remain after school or to change the way a child typically goes home, the parent must speak to either the administrative assistant or the principal to verify any changes made.

Students may not use the phone to request a parent/guardian bring in forgotten homework or binders.

If it is necessary for a parent to contact a child during the day, please call the office and the administrative assistant will forward the message. ***Students are not allowed to take a phone call during the school day since they are busy learning.***

HEALTH & SAFETY

ASBESTOS INSPECTION REPORT

Saint Christopher School follows the state guidelines in inspecting for asbestos and removal of any items identified as containing asbestos. Every family receives a letter informing them about the availability to review the inspection report which is maintained in the school office. Please make your request to view the report to the principal.

CHILD ABUSE LAWS

Saint Christopher School abides by the child abuse laws according to the State of Connecticut. Any staff member identifying a suspected case of abuse or neglect is mandated to report the abuse to the Department of Children and Families.

This required reporting is part of the public policy of the State of Connecticut which seeks:

- To protect children whose health and welfare may be adversely affected through injury and neglect;
- To strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care;
- To provide a temporary or permanent nurturing and safe environment for children when necessary.

CRISIS PLANS

Medical Emergencies

School personnel will call 911 if a student is determined to be in need of emergency medical attention or is in a life-threatening situation.

Safe Place

In the event that the school must be evacuated, students will be brought to the church or another safe place designated by the East Hartford emergency personnel. Parents will receive information through the media or by the School Messenger system.

Fire Drills and Lockdown Drills

Fire drills are held regularly and are an essential practice for students in the case of a true emergency. Evacuation instructions are posted in all rooms. Students must evacuate promptly and in an orderly fashion. There is no talking or running during a fire drill.

As part of our Crisis Management Plan, we are required to conduct Lockdown Drills. Several drills are held each year. Faculty will review the plan each year and emergency personnel will be consulted when necessary for plan updates.

CUSTODY ARRANGEMENTS

It is necessary that the school is informed of any custody arrangement that might impact the school and the education of the child involved. *If visitation is limited or restricted, or the non-custodial parent is prohibited from leaving the school with the child, the office must have a copy of the court-certified document that identifies parental rights.* The school must be informed about custodial and/or visitation arrangements, as it affects the educational setting.

The school needs to be informed if the non-custodial parent is to receive pertinent academic information, such as copies of progress reports and report cards and notification of scheduled conferences. Saint Christopher School follows the Buckley Amendment concerning the rights of non-custodial parents. Weekly information is posted on the school's website.

It is the parent's responsibility to notify the school immediately if there are any changes in a custody agreement.

HEALTH REMINDERS

Allergies

If a student has a diagnosed food allergy or any type of food intolerance, the parent must present information about the allergy/intolerance from the doctor to the school nurse. The school nurse will present the information to the faculty and staff following the protocol of the East Hartford Public Schools.

The parent of a child with food allergies is responsible for providing food for snacks or classroom parties. Snacks will be kept in a container provided by the parent in the classroom, marked with the child's name. This is the only food the child will be allowed to eat for snack or parties.

Illness

A child must be kept out of school if he/she has a fever, diarrhea, or is vomiting. *The child must be symptom free for twenty-four hours before returning to school.* If the child has a persistent cough, excessive sneezing or symptoms of severe cold, it is strongly recommended that the child remain at home to recuperate. If the school nurse determines the child is unable to actively and fully participate in the educational process because of coughing, sneezing, or other symptoms without fever, vomiting or diarrhea, she may request the child be picked up from school and remain at home.

A doctor's note is required after all visits to the emergency room and after doctor's visits resulting in a contagious disease diagnosis such as strep throat. The doctor should detail care instructions and time frame for a return to school.

MEDICATION

The guidelines for dispensing medication are established by the State of Connecticut. In the event your child needs prescription or non-prescription medication, a standard form must be completed by your physician and given to the nurse with the medication. The form is available from your physician or the school nurse.

Please contact the school nurse to discuss any medications your child may need during the school day.

No child may take medicines during the school day without the knowledge of the school nurse. Please do not give your child any prescription or non-prescription medications, *including cough drops*, to bring to school. A parent or guardian will be contacted immediately if a student is found taking medication without the appropriate form or knowledge of the school nurse.

The school nurse is the only person permitted to receive prescription or non-prescription medicines. No medication can be given to the office personnel or teachers.

PHOTO AUTHORIZATION

Parents/guardians must complete the form indicating their permission for Saint Christopher School to publish their child's picture in press releases, school publications or on the school website. All students' pictures will be included in the school yearbook, unless specifically requested not to by parents or guardians. *Please complete the photo authorization at the end of this document and return the form to the school office.

SCHOOL DOORS

The school doors are kept locked at all times. Parents and visitors must report to the office, and sign in. Visitors and volunteers are required to wear a badge during the time they are in the building. Children are not allowed to open the doors at any time.

SCHOOL NURSE

School nurse coverage is consistent with the laws of the State of Connecticut. Please call the school nurse at 568-4860 to report absences or medical concerns.

SCHOOL PHYSICALS

Under Connecticut State Statutes, the East Hartford Board of Education requires a physical examination upon entrance into school, in Grade 6 and in Grade 10. Grade six physicals have to be within fourteen months of the

first day of seventh grade. Sports physicals are thirteen months within the time of the sport played. All required immunizations must be completed at the appropriate times. Failure to have the required health assessment and immunizations will result in exclusion from school.

STUDENT PICK-UP/RELEASE AUTHORIZATION

The safety of the students is our utmost priority. For your child's safety, we need documentation of parental permission for all people allowed to pick up a student. This type of formal documentation is in the best interest of the student. Your child *will not* be released to anyone who is not authorized. Authorization will be determined based on the Student Pick-Up/Release Authorization Form submitted and signed by both parents. A single signature will be accepted in the case of a deceased parent or documented legal action for custody. It is the parents' responsibility to keep this information current.

Any authorized persons who are not recognized by school personnel will be asked for photo identification. Please inform the person on the list in advance of this precautionary measure. *Persons may be added to the list or removed at any time during the school year. Please inform the office of any changes to this form by email, using an email address that the school already has on file. The email must be copied to the student's other parent.*

VISION AND HEALTH SCREENINGS

Vision and hearing screenings are done every year. The hearing screening is omitted in Grade 4 and Grade 7 except when medically necessary. Scoliosis screenings are done every year in Grades 5 - 8. Parents will receive notification before these screenings are scheduled to take place and will have the option to opt-out.

EXPECTATIONS FOR STUDENT BEHAVIOR

CELL PHONES

If a cell phone is brought to school, it may not be used on school property without permission from school personnel. If a cell phone is seen or heard by any staff member during the school day, the staff member will retrieve it and send it to the office. The first time this occurs the device will be returned to the student at the end of the day. If there are additional occurrences, a parent must come to the office to pick up the cell phone.

Parents should not communicate with their son or daughter during the school day using a cell phone or other communication device. If it is necessary that the son or daughter receive a message, the parent must call the school office to leave a message.

CONDUCT/DISCIPLINE POLICY

Saint Christopher School provides an atmosphere in which students will learn to conduct themselves with dignity and decorum as young ladies and gentlemen. Each student is expected to behave in a manner in keeping with the mission of the school and with the lessons of the Gospel teachings, to love God and love neighbor. Students will demonstrate respect for all in the Saint Christopher School community, using courtesy and good manners towards adults and classmates alike. These mannerisms are the expectation at all times during the school day and when representing Saint Christopher School in the public arena. Our hope is to have this become an innate characteristic that is carried through the student's life.

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

Consequences

Detentions will be issued to any student who repeatedly does not do or turn in his/her homework, is disobedient to a teacher, uses inappropriate language, or behaves in a manner that interferes with the education of the child or others, as determined by the teacher or principal. Parents will be notified in writing 24 hours in advance about any detention and are expected to cooperate with the teacher and/or principal. The signed parent notice must be returned to the school the following day.

Middle School students who receive three detentions may lose social privileges such as attending dances, field trips, and involvement in extracurricular activities.

Suspension is barring a student from school activities for a specific period of time, for a serious infraction of school policy. It is considered to be a serious consequence for one's actions and should not be taken lightly. This process will be used at the discretion of the school principal. An in-school suspension is barring a student from participating in the daily routine of the school day, but the student is required to attend school. Suspensions will usually be in-school suspensions. The following infractions may result in an in-school suspension: fighting, truancy, forgery, defacing or destroying school property, stealing, leaving school grounds without permission, improper use of the internet. Other infractions may result in a suspension at the discretion of the principal.

Expulsion is a serious matter and will be invoked if the misconduct constitutes a continual violation of school policy, seriously disrupts the educational process, endangers others, or when all other means of discipline fail. In addition, a student may be expelled if serious misconduct occurs off school grounds and does not directly involve the school but can harm the educational process

Appeals Process

Parents may appeal to the school Pastor a Principal's decision regarding dismissal of their student. After hearing the appeal, the pastor shall inform the principal of his decision and shall help in the development of an alternative plan of action, if necessary. The Pastor shall make the final decision.

Harassment/Bullying

Harassment occurs when a person makes repeated verbal or physical contact with another person who does not want that contact. Sexual harassment is a particular type of harassment that involves sexual comments, innuendo, invitations and or request for sexual behaviors. Behavior of this kind will not be tolerated at Saint Christopher School.

Bullying is a type of harassment that involves some sort of force, overt or subtle. Exclusion is considered a form of bullying, even though there may be no apparent physical or verbal contact.

Every student is expected to respect the dignity of other students. If it is determined that a student is harassing or bullying another student, disciplinary measures will be taken.

School Property

Should any child be responsible for destroying school property that child's family will be responsible for the debts incurred for replacing the damaged property. The student will also be subject to disciplinary procedures, including suspension or expulsion. The school grounds may not be used for rollerblading, skateboarding, or bike riding after school hours or during vacations.

Social Networking

The engagement in any type of social networking, including blogs or photo postings will result in disciplinary actions if it is found that the content of such contains defamatory comments regarding the school, a person's dignity, bullying, harassment, threats or other inappropriate comments that are contradictory to Catholic teachings.

Substance Abuse

No student shall possess, use or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related function. A prohibited substance includes:

- Any controlled substance or illegal or dangerous drug as defined by law
- Alcohol or any alcoholic beverage
- Any abuse of glue, aerosol paint, or other chemical substance for inhalation
- Any other intoxicant or mood-changing, behavior altering drug
- Any prescription drug not used in its intended purpose
- Any tobacco or tobacco-related products

Students who violate this policy will be subject to disciplinary action, including expulsion.

Threats

If any student threatens to harm another student or a person in the school, or verbalizes any kind of threat, that student's parents will be notified and if necessary the East Hartford Police may also be contacted. Threats that a student identifies as "teasing" will be considered as a valid threat.

Weapons

Weapons of any kind, including Boy Scout pen knives and letter openers are never to be brought to school or onto school property. Any student violating this policy is liable for immediate expulsion from school. The principal determines what may be identified as a weapon.

EXTRACURRICULAR ACTIVITIES

ACTIVITIES OFFERED

School activities and athletics of Saint Christopher School

Band
Basketball
Cheerleading
Computer Coding Club
Cross Country
Karate
Middle School Dances
National Junior Honor Society
Soccer
Track
Yearbook Club

PARTICIPATION REQUIREMENTS

All students involved in extracurricular activities must be in good academic standing. If a student has an average below 60 in any major or minor subject, the student will be suspended from participation in all activities until improvement is shown and a passing grade is earned. All students participating in activities are expected to behave appropriately while representing Saint Christopher School.

Students are expected to attend all meetings, practices and games and support their team/activity. If a student is absent or leaves school because of illness, the student may not attend afternoon or evening activities that day.

Sports

Any student, who participates in any team sport, must have a SPORTS PHYSICAL form completed by his/her physician before practice sessions begin. This physical must have been completed within thirteen months of

the start of the sport season. If your child plays sports during two different seasons, the one physical form is adequate for both sports. These forms are available through the school and on the website.

All students who participate in sports must be covered by his/her family medical insurance.

INSTRUMENTAL MUSIC LESSONS

Saint Christopher School participates in the Connecticut Future Musicians program that is sponsored through the Archdiocese of Hartford. This is an instrumental music program open to students in Grades 4-8. Instrument rental or purchase and lesson payment is handled through Connecticut Future Musicians. A meeting explaining this program is held at the beginning of the school year. *Students involved in the Band program are required to make up all work that is missed during their weekly lesson.*

APPENDIX I TECHNOLOGY ACCEPTABLE USE AGREEMENT

INTERNET RESPONSIBLE USE POLICY

Each family is requested to discuss appropriate internet use at home and school. This policy must be signed and returned to the school immediately. If the policy is not signed and returned, your child/children will not be permitted to use the internet on any computer in the school. The school has safeguards to limit access to inappropriate sites. However, if any student accesses an inappropriate site, that student will not have access to the internet at Saint Christopher School for a specified period of time, as determined by the principal.

Internet Acceptable Use Agreement

For students to be able to utilize the tremendous resources the Internet provides, it is necessary to establish an acceptable use agreement between parents, students and the school.

The Office of Education, Evangelization and Catechesis in the Archdiocese of Hartford strongly believes in the educational value of electronic services and recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. Our school will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. This educational opportunity also demands personal responsibility. The student accepts responsibility to abide by the Internet Network Access policies of Saint Christopher School as stated in this agreement as follows:

In order for a student to use the Internet, as noted above, both the student and parent/guardian must sign this contract.

I agree to take personal responsibility for following the rules of this acceptable use agreement.

I will:

- Use the online resources provided by my school only for school-sanctioned projects.
- Use the online resources provided by my school only with the permission of a teacher.
- Use language online which is consistent with school policy
- Not tamper with equipment or software; nor alter the network interface; nor attempt to gain access to the data and files of others; not attempt to access information on the Internet, or other online services, not consistent with the educational goals of the school; nor violate any copyright laws.
- Report any problems or breaches of this agreement to a teacher.
- Not use the Internet inappropriately and understand that if I do, my behavior will result in:
 - Losing all online privileges within the school setting,
 - Being subjected to disciplinary measures under the school policies, and/or being referred to the appropriate legal authorities, if warranted

Name: _____

Grade: _____

Home Address: _____

Student Signature: _____

Date: _____

As a parent/guardian of this student, I have read the above contract and I agree that my child may use the online resources provided by the school if he/she follows the rules of the contract. I understand that any conduct by my child that is in conflict with the contract will result in termination of his/her access rights as well as possible disciplinary action.

Parent/Guardian Signature: _____

Date: _____

APPENDIX II

PHOTO/ PUBLICITY PERMISSION

Website and Other Publications Photo permission Guidelines

Dear Parent or Guardian,

Saint Christopher School hosts a website at www.saintchristopherschool.org Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work
- Personal information will not be published
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity

Before posting pictures of students or samples of student work, we require that the parent/guardian sign the permission form below. We will keep this signed form on file for this school year.

Photo Permission Form

I grant Saint Christopher School permission to use photo images of my son/daughter or a sample of work such as a poem, story or artwork on Saint Christopher School website or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

____ Saint Christopher School has permission to post samples of my child's schoolwork in its media.

____ Saint Christopher School has permission to post a picture of my child in its media.

____ I **do not** grant Saint Christopher School permission to use photo images of my son/daughter or a sample of his/her work on Saint Christopher School website or in other print or electronic media.

Print Name of Student _____

Print Names of Parent(s)/Guardian(s) _____

Signature of Parent(s)/Guardian(s) _____ Date _____

Note: This agreement will be in effect as of the date signed and may be revoked at any time by contacting the school principal.

APPENDIX III FIELD TRIP PERMISSION FORM

FIELD TRIP PERMISSION AND WAIVER

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's Name

Parent/Guardian's Name

Home Address

Home Phone

Business Phone

Cell Phone

I _____ (parent/guardian name) request that my
child _____ be included in the field trip and I grant permission for
him/her to participate in the activity identified below that requires transportation to a location away from the school/parish
site. A brief description of the activity follows:

Type of event

Destination of event

Mode of transportation to and from event

Date(s) of event

Expected Time of Departure

Expected Time of Return

As parent and/or legal guardian, I remain legally responsible for any actions taken by the above named minor (“participant”).

I agree to be responsible for any damages or costs incurred by or on behalf of my child of any nature arising from or in connection with my child attending the event, or in connection with any illness or injury or cost of medical treatment in connection therewith.

I hereby release and discharge Saint Edmund Campion Parish (name of Parish Corporation), the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liabilities, suits, claims, demands, actions or damages (including attorney’s fees) incurred by me or by my child or are in any way related to or arising out of participation in the above event, including, without limitation, all claims for property damage, personal injuries or wrongful death, including any claims which allege negligent acts or omissions of or by Saint Edmund Campion Parish (name of Parish Corporation), the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford), its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

I understand that by signing this form I am releasing Saint Edmund Campion Parish (name of Parish Corporation), the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/ their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

Should I choose not to sign this form, I recognize that my child will not be able to participate in the above event. If the event takes place on a school day, my child instead will attend school at Saint Christopher School and will participate in the school program of that day.

Signature: _____ Date: _____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child, and for the cost and expense of any medical treatment should such become necessary while my child is participating in the field trip.

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of my child by a physician, qualified nurse and/or hospital or other health care facility while my child is participating in the field trip. Further, I hereby release and discharge Saint Edmund Campion Parish (name of Parish Corporation), the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/ their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liability arising out of such medical treatment.

The field trip supervisor should be aware of the following special medical conditions of my child:
(Describe condition with particularity, including any warning signs, medications, or special instructions.)

- Allergic reactions
- Asthma
- Diabetes
- Medically prescribed diet
- Medications that may need to be taken on an emergency or routine basis while my child is at the site
- Physical limitations
- Other conditions

Type of insurance – Please check _____ Blue Cross/CMS _____ Connecticare _____ Other

Membership # _____

Name of child’s regular physician _____

Telephone # () _____

Emergency contact name: _____

Home phone: _____

Business phone: _____

Cell phone: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

APPENDIX IV HANDBOOK AGREEMENT

Parent Signature Page

I have read the 2017-2018 Family Handbook and agree to follow the school policies and procedures as stated.

Family Name: _____ (Please Print)

Parent signature Date

Parent signature Date

Student signature Date

Student signature Date

Student signature Date

Parents and students must both sign. Thank you.

Signed form due by September 1, 2017.