

Southington Catholic School

Creative Minds, Compassionate Hearts, Courageous Acts



Parent/Student Handbook

2017 – 2018

PRE-K through GRADE EIGHT



Founded in 1885

New England Association of Schools and Colleges Accredited Member

MISSION STATEMENT

Southington Catholic School is a Christ centered, nurturing learning community that fosters Catholic faith based values in our students while achieving academic excellence. Our students will become responsible and faith filled leaders with creative minds, compassionate hearts, and the courage to act on their beliefs.

VISION STATEMENT

VISION

The school's vision is to create a strong Catholic school by providing impactful faith formation for youth, academic curriculum with rigor and relevance, extra - curricular activities that excite the interests of our students, leadership opportunities for students, a unique middle school challenge, state of the art technology, and outstanding parent/community communication.

Our Guiding Principles

*Southington Catholic School inspires our students to develop a personal faith relationship with God, exemplified by participation in the Mass and sacraments, a strong commitment to service to others and focused attention to the principles of Catholic Social Teaching.

*Southington Catholic School provides a well-rounded, challenging curriculum that reaches across all age groups to prepare successful and responsible members of society.

*Southington Catholic School is a nurturing environment where everyone is known, welcomed and valued.

Our Strategic Priorities

*We seek to provide an environment where we live out and bear witness to Gospel values as an inter-parish school community.

* We aim to nurture a student body that encourages participation, inclusion, diversity, a sense of belonging and a desire to learn through student-led activities.

* We will showcase high academic excellence through collaboration, communication, and creativity.

* We will provide students with the opportunities for leadership training, academic competitions, peer mentoring, and creative arts.

*We will implement best practices for 21st. century learning skills and avail faculty and staff opportunities for continued professional growth and development.

* We will partner Middle School students with younger children to mentor and inspire them at school Masses and social events.

* We will foster a willingness to celebrate each other's uniqueness.



Southington Catholic School

2017-2018 Student/Parent Handbook

Quick Reference

Address

Southington Catholic School
133 Bristol Street
Southington, CT 06489

Main Office	860-628-2485
Fax	860-628-7341
Nurse	860-628-2485
Website	www.southingtoncatholicschool.org

Administration

Office of the Principal

Mrs. Eileen Sampiere 860-628-2485
esampiere@southingtoncatholicschool.org

Administrative Assistant

Mrs. Loretta Putala 860-628-2485
lputala@southingtoncatholicschool.org

Office of Advancement

Mrs. Mary Alexander, Director 860-628-2485
malexander@southingtoncatholicschool.org

St. Dominic Parish

Reverend Ronald May, Pastor 860-628-0349
1050 Flanders Road
Southington, CT 06489

St. Thomas Parish

Reverend Joseph Cronin, Pastor 860-628-4713
99 Bristol Street
Southington, CT 06489

Message from the Principal

Dear Parents and Students:

The goal of Southington Catholic School is to inspire our young students to become confident leaders now in their young lives and also for the future. I believe that students learn best in a peaceful environment where they feel they can express themselves and be accepted.

I believe that most parents choose a Catholic School for its religious values, its strong academics, and for the general order that exists in our Catholic Schools. It is my hope that the rules and regulations expressed in this student/parent handbook help to provide that environment for our students.

Speaking for the faculty, I share with you our hope to work in partnership with you, the parents and guardians of these students. I thank you for choosing Southington Catholic School for your child, and we pray that everyone has a successful year.

Sincerely,
Eileen Sampiere
Principal

Message from the Pastor

Dear Parents and Students:

Three years ago, St. Thomas and St. Dominic parishes began a new endeavor. We collaborated in creating a new school. We sought to build upon the strengths of what each had offered in the past and move forward with a new, dynamic model of education for our future. What we created was Southington Catholic School.

We welcome you to this wonderful community serving Sothington and our surrounding towns and cities. Our school is founded upon the core tenants of our Catholic faith to nurture compassionate hearts and creative minds in all of our students. We offer a wonderful academic experience rooted in traditional educational principles enhanced with the new understanding of adapting to the needs of our students. We look forward to working with you in the education of your children and the formation of their spiritual lives.

What began just a few years ago is thriving and growing. Southington Catholic School is committed to providing the best education of mind, heart, and soul. We are glad that you have come to share in that journey. With God's blessings and our sharing in the Lord's ministry, we look forward to many happy and productive years ahead.

Sincerely,
Fr. May, Fr. Joe Cronin
Pastors

School Day Schedules

Gr. K-5 Regular Schedule 7:45a.m.-2:07p.m.

<i>Period</i>	<i>Time</i>
Morning Prayer	7:45a.m.
Start time	7:45
Lunch gr. K-2	11:15-11:45
Recess	11:45-12:15
Lunch gr. 3-5	11:45-12:15
Recess	12:15-12:45
Dismissal	2:00
Specials:	
Spanish	Once a week
Gym	Once a week
Art	Once a week
Music	Once a week
Band	Optional

Gr. 6-8 Regular Schedule 7:45a.m.-2:07p.m.

<i>Period</i>	<i>Time</i>
Morning Prayer	7:45a.m.
1	7:55-8:30
2	8:30-9:30
3	9:30-10:30
4	10:30-11:30
5	11:30-12:10
Lunch	12:10-12:40
6	12:40-1:20
7	1:20-2:00
Specials:	
Spanish	Four times a week
Gym	Once a week
Art	Once a week
Music	Once a week
Band	Optional

K – 8 Full Day Session

7:45 a.m. - 2:07p.m.

7:45 a.m. Tardy

K-8 Half Day Session / Early Dismissal

7:45 a.m. - 12:05 p.m. dismissal-- NO LUNCH

School Hours for Pre K Three and Four

Full Day Session

7:45a.m. – 2:00 p.m.

Early Dismissal

8:00 a.m. - 12:05 p.m. dismissal—NO LUNCH

Half Day Session

8:00 a.m. – 11:30 a.m. (Not affected by early dismissal)

Main Office Hours

School year: 7:15a.m. – 3:15p.m.

Summer: 9:00a.m. – 1:00p.m. Monday, Tuesday, Wednesday, Thursday

About Southington Catholic

The History

Southington Catholic School, established on July 1, 2015, was the fulfillment of a vision of St. Dominic Parish and St. Thomas Parish in Southington and The Office of Education, Evangelization, and Catechesis (OEEC) for the Archdiocese envisioning the future of providing high quality, affordable Catholic education for the families and students of their community. Their collaboration resulted in a single campus, located at 133 Bristol Street, offering pre- kindergarten through grade eight classes. His Excellency, Reverend Leonard Blair, Archbishop of the Hartford Archdiocese, officiated at the blessing and dedication of Southington Catholic on August 23, 2015.

Southington Catholic School now begins its third year with a dedicated faculty and staff, dedicated pastors, a well-established school board, and an active Home and School Association.

The School Seal



School Board Members

Reverend Ronald May, Pastor, St. Dominic Parish – *Ex Officio*
Reverend Joseph Cronin, Pastor, St. Thomas Parish – *Ex Officio*
Mrs. Eileen Sampiere, Principal, Southington Catholic – *Ex Officio*
Mrs. Mary Alexander, Advancement Director, Southington Catholic – *Ex Officio*
Mr. Paul Raymond, President of the School Board

Principal	Mrs. Eileen Sampiere	esampiere@southingtoncatholicschool.org
Advancement Director	Mrs. Mary Alexander	malexander@southingtoncatholicschool.org
Administrative Assistant	Mrs. Loretta Putala	lputala@southingtoncatholicschool.org
Pre K Three	Mrs. Mia Lombardi	mlombardi@southingtoncatholicschool.org
Pre K Four	Mrs. Leslie Masse	lmasse@southingtoncatholicschool.org
Pre K Four	Mrs. Robin Skoglund	rskoglund@southingtoncatholicschool.org
Kindergarten	Mrs. Marge Markowski	mmarkowski@southingtoncatholicschool.org
Grade 1	Mrs. Maureen Lewis	mlewis@southingtoncatholicschool.org
Grade 2	Mrs. Carolyn Antonazzo	cantonazzo@southingtoncatholicschool.org
Grade 3	Mrs. Allison Whittle	awhittle@southingtoncatholicschool.org
Grade 4	Mr. Patrick Hergott	phergott@southingtoncatholicschool.org
Grade 5	Mrs. Patricia Whalen	pwhalen@southingtoncatholicschool.org
Middle School Language Arts	Mrs. Candida Muro	cmuro@southingtoncatholicschool.org
Middle School Math and Science	Mrs. Shoukralla	mshoukralla@southingtoncatholicschool.org
Middle School Religion & Social Studies	Mrs. Patricia Carroll	pcarroll@southingtoncatholicschool.org
Spanish	Mrs. Adriana Cawley	acawley@southingtoncatholicschool.org
Music	Mrs. Raimonda Jalinskas	rjalinskas@southingtoncatholicschool.org
Art	Mrs. Courtney Drechsler	cdrechsler@southingtoncatholicschool.org
F.M.I Band	Mr. Leo Lavalle	Please call the school office
Physical Education	Mr. Sangeloty	Please call the school office
Nurse	Mrs. Kathy Laviana	klaviani@southingtonschools.org
Resource Teacher	Mrs. Joan Byrne	Please call the school office
After Care Director	Mrs. Darylanne	
Teacher Aide Pre k 4	Archambault	
Teacher Aide Pre k 4	Mrs. Margaret Condon	Please call the school office
Teacher Aide Prek 4	Mrs. Kyla Quinn	kquinn@southingtoncatholicschool.org
Teacher Aide Pre k 3	Mrs. Carolyn Napierski	Please call the school office
School Custodian	Miss Bonnie Guimond	Please call the school office
Lunch provider	Mrs. Doreen Zukaskus	Please call the school office

The Purpose and Vision of Catholic School Education in the Archdiocese of Hartford

“EDUCATION FOR A LIFETIME”

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,**
Jesus Christ, who 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,
innovative 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.

Notice of Non-discriminatory Policy as to Students

Southington Catholic School does not discriminate on the basis of sex, race, creed, or national origin.

Standards for School Parents and Guardians

It is the parents’/guardians’ responsibility to cooperate with school staff for the welfare of students.
If, in the opinion of the school administration, parent/guardian behavior seriously interferes with
teaching, learning, and the orderly operation of the school, the school may require parents/guardians
to withdraw their children and sever their relationship with the school.

General Policies

Admissions

Schools shall adhere to the age of admission for Kindergarten established by the State of Connecticut Department of Education. Students must be 5 years old by or on January 1st. Admission to the school is offered to qualified applicants whose needs can be met by our school and programs. Admission is granted to qualified applicants in the following order: siblings, parishioners, other Catholic non-parishioners, and non-Catholics.

The dismissal of a student would only take place if the pastors and the principal agreed on the action.

Visitors

All visitors, including parents, must stop in the school office and obtain a visitors pass. No one is to go directly to any classroom or other areas of the school campus without this pass.

Only peace officers actively involved in the performance of their duties may carry a weapon onto school grounds.

Access to Records

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.

Non-Custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school asks that a copy of the custody section of the divorce decree be furnished to the school. This information will help in determining when, if ever, the child may be released to the non-custodial parent.

Crisis Plan

Southington Catholic School has implemented a Crisis Plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your child safe. Throughout the school year we will conduct fire drills and lock down drills.

Mandated Reporting

By the laws of the State of Connecticut, teachers and school personnel are mandated reporters of suspected abuse or neglect of a child.

Safe Environment Policy

Southington Catholic School follows the Archdiocese of Hartford “Protection of Youth” policy (found on their website) and the policies of the OEEC (3.211 & 3.212). All personnel (including volunteers) must undergo a Criminal Background Check.

All personnel (including volunteers in any capacity such as field trip chaperones, chairs of social events, classroom volunteers, etc.) must participate in the Protection of God’s Children training (Virtus). There are Virtus training sessions held in the Archdiocese of Hartford. You can visit www.virtus.org for sessions that are available. Participation in the Child Lures Program is a school requirement. Parents/guardians have the right to have their child opt out of this program. Most of the school’s personnel are considered mandated reporters and will adhere to legal and Archdiocesan requirements for reporting inappropriate conduct with/against children.

Archdiocese of Hartford
Office of Safe Environment
467 Bloomfield Ave.
Bloomfield, CT 06002

HOW TO REPORT AN INCIDENT OF SEXUAL ABUSE TO THE ARCHDIOCESE OF HARTFORD

If you have knowledge or suspect that a minor or vulnerable adult (an adult with an intellectual disability) has been sexually abused, in any manner, by personnel of the Archdiocese of Hartford, you are urged to report this information to: Kathleen D. Nowosadko Victim Assistance Coordinator 860-541-6475 kathleen.nowosadko@aoht.org In addition, you will be asked to follow up in writing with a detailed description of the facts involved in the incident. Specifics of this written report can be found in the Policies and Procedures section of the Safe Environment Handbook for the Protection of Minors and Vulnerable Adults, 2016. This document is also available online at www.archdioceseofhartford.org. The Archdiocese of Hartford will report any and all incidents to the proper civil authorities. Mandated reporters in the State of Connecticut are required by law to report any incident of sexual abuse involving a minor or vulnerable adult. We encourage any Non-Mandated persons to report such incidents to the proper authorities as well. We support your right to do so. Incidents involving sexual abuse of minors (persons under the age of 18) should be reported to: State Department of Children and Families Care-line 1-800-842-2288 Incidents involving sexual abuse of vulnerable adults aged 18 – 59 should be reported to the: Abuse Investigations Division of the Office of Protection and Advocacy for Persons with Disabilities 1-800-842-7303 Incidents involving sexual abuse of vulnerable adults aged 60 and over should be reported to: Department of Social Services for the Elderly 1-888-385-4225 Once a written report of an incident of sexual abuse of a minor or vulnerable adult has been received, an investigation will be undertaken by, or on behalf of, the Archdiocese of Hartford.

Internet/Intranet Ethical Use Policy

The OEEC 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 Southington Catholic 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 Southington Catholic School and the OEEC,
- 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.

E-mail Usage

Southington Catholic School teachers have been equipped with laptops and e-mail addresses. The e-mail address is to be used for ***non-urgent communication with parents***. Teachers will answer all emails within a 48-hour period.

GUIDELINES FOR E-MAILING YOUR CHILD'S TEACHER

- The white "School Note" is the primary method to let your child's teacher know if there is a change in:
 - Pickup and dismissal information
 - Aftercare
 - Leaving school for an appointment
- Email cannot be used to make mid-day changes in pickup status. The office must still be called 860-628-2485.
- Email cannot be used to call your child out sick from school. Please call the office in the morning as usual.

Cell phone usage

Use of any technology-oriented device in schools must have an educational focus and purpose. (policy 5.509)

The use of electronic communication devices during normal school hours is prohibited. If a student has a cell phone in school, it must be stored away and may not be visible during the day without authorization from a faculty member.

Users must adhere to local school policy regarding the use of electronic devices

The use of camera features on any electronic or communication device to take unauthorized pictures/and or videos at any time is prohibited.

Southington Catholic School assumes no liability for technological devices that may be confiscated, lost, or stolen from classrooms, school grounds or school events.

Parent/Teacher Conferences

Teachers will conference with parents during the first marking period. At that time an in-depth review of progress and concerns will be addressed. However, parents should feel free to call to set up an appointment to see a teacher regarding the progress of their child or concerns they may have if they feel there is a need. Teachers may also request parents to meet with them. Courtesy demands that parents/teachers be notified in advance if parent/teacher cannot keep an appointment.

Protocol for Addressing Concerns

From time to time during the school year issues arise either directly or indirectly relating to your child's education. Church policy states that Catholic schools follow the principle of subsidiary (which states that matters need to be handled by the lowest competent authority.) The following is the chain of command that must be followed:

- For student issues in the classroom - address concern directly to the classroom teacher;
- For student issues in "specials" classes - first address concern with the respective special subject teacher/advisor/coach/extra-curricular activity;
- For student issues on the bus - first address concern with the respective bus driver;
- For issues dealing with tuition, lunches, aftercare, before-care, nursing or miscellaneous situations - first address concern as follows: Mrs. Putala-tuition and miscellaneous; Mrs. Archambault- After School program; Mrs. Quinn-Before School program; Mrs. Laviana-Nursing;
- School Policies or procedures - first address concern with the principal.

If you are not satisfied with the outcome of your initial inquiry you should contact the administrator who meets with the pastors on a regular basis. All parental concerns are discussed with the pastors at these meetings. Your cooperation in adhering to this chain of command is expected and appreciated.

Attendance and Punctuality

Regular attendance is of the utmost importance. Face-to-face instruction can never be “made up”. It is vital that the students attend school regularly to receive this instruction.

If a student has more than 10 unexcused absences, he/she may not be able to be served by the resources at Southington Catholic School, and will need to choose another educational setting.

Absences are monitored. If a student is absent, the school should be called by **8:00a.m.** If a student is absent for three (3) days in succession, we request a note from the doctor indicating the illness and treatment. This written excuse is kept on file.

When students are absent, parents are to contact the child’s classroom teacher to arrange when and how the make-up of written work, homework, or testing should be done. A student has as many days to make up work as he/she was absent.

When a student must be dismissed early, a written notice must be sent to the office before he/she will be excused. If a child leaves for an appointment during his/her lunch time, it is the parent’s responsibility to feed the child before returning to school.

Early Dismissal for Inclement Weather

SCHOOL CLOSINGS OR DELAYS

Southington Catholic School follows the Southington Public School schedule when inclement weather warrants cancellation or early dismissal. Visit southingtoncatholic.eduk12.net or listen to the local TV stations. In the event of a delayed opening on a scheduled half-day, Southington Catholic School will not have school. Please make alternate transportation plans for your child in the event of an early dismissal due to weather conditions.

The Southington Public Schools will call a two or three hour delayed opening if necessary. On these days, there will be no school supervision, including the before care program, before the opening of school.

Make sure your child knows where he/she will be going. The children become very upset when the routine is disrupted, and they are unsure of where they should go.

EARLY DISMISSAL DAYS DUE TO INCLEMENT WEATHER

When school has an early dismissal due to inclement weather, there will be no aftercare program. When school closes early (12:05p.m.) or is cancelled, everything is cancelled for the day. All extra-curricular activities, and special events, will be cancelled. For a delay of school, children should not report to school any earlier than the delay time indicates.

After Care Programs

Southington Catholic School operates a Before and After Care Program.

THE AFTER CARE PROGRAM – The program begins immediately at the close of the school day and ends at 5:30pm, and the program will be located in the cafeteria.

The cost for this program will be \$7.00/per hour per child. There will be an additional charge of \$5.00 for every five minutes a parent is late. Bills are sent out weekly and parents are asked to make payment on Fridays. Late payments could affect a student attending after care in the future.

The program normally operates every full day that school is in session. Please check the monthly calendar for any changes. Students attending after care are asked to bring in a snack.

On normal early dismissal days students staying for After Care are asked to bring a brown bag cold lunch with a drink (no glass).

When school is cancelled for inclement weather, parents are to make other arrangements for their children, **as After Care will also be cancelled.**

THE BEFORE CARE PROGRAM -The before care program begins as early as 6:45am every morning and will be held in the gym. The students who are in the before care program will join their classmates in the gym at 7:25am when other students begin to arrive. The cost will be \$5.00 per day. Students arriving before 7:25am must participate in the before care program.

Public Relations Policy

Permission to Use Photo Likeness

Permission is given to Southington Catholic School, and/or the OEEC to use students' pictures or any school work in any general publicity including school publications, websites or other media presentations of or for Southington Catholic School, OEEC, or any affiliated agency of the Archdiocese of Hartford, as well as for any television, radio, newspaper or other form of media presentation. It is recognized that such use will be without compensation to families or students. Before posting pictures of students or samples of student work on social media, we require that the parent(s)/guardian(s) sign a photo permission form. We will keep this signed form on file for this school year.

Address and Phone Number Release Form

Due to the many requests we received for names and addresses of our students and families for birthday parties, after school home play groups and Home/School Association, Southington Catholic School is following the correct legal procedure in order to provide this service. **Permission is given** to publish Father's, Mother's and/or Guardian's Name, Address and Phone Number for publications concerning Southington Catholic School, Church and Home/School Association. Such information may be distributed only to Southington Catholic School, Church or Home School Association and shall result in no compensation of any kind for such use. Southington Catholic School and Home School Association is released from any and all liability resulting from the use of parents' addresses

and phone numbers. A letter will be sent home at the beginning of October so that families will be able to access the student directory on our EduConnect website:

<https://southingtoncatholicct.eduk12.net>. Parents who do not wish their family name, address or phone number to be published must notify the office in writing.

Winter Weather Clothing

When the colder weather approaches, we ask you to supply your child with a warm coat, hat, mittens and boots as needed. **(All items should be labeled with child's first and last name).** Children will go outdoors for recess unless the conditions are such that outdoor play is inadvisable. Only children with a doctor's note will be allowed to remain indoors during the winter recess. If a child is not able to participate in the program, he/she should remain at home until his/her condition allows full participation in the school program. If students wear boots to school, they should be prepared to change into school shoes.

ASBESTOS NOTICE

In compliance with AHERA regulations, we are required to inform all parents, students and employees associated with Southington Catholic School of the Asbestos Inspection Report and Management Plan. This Report/Plan is on file at the school office and is available for review by any parent, teacher, etc. during normal business hours of the school. Please make your request for reviewing this file to the Principal.

SCHOOL HEALTH

School Health Services

The nursing and health services for Southington Catholic School are provided by the Town of Southington. Therefore, Southington Catholic School follows the school health services and health regulations as dictated by the town.

Health Requirements

The State of Connecticut requires each pupil to have a complete health examination before entering preschool and kindergarten including immunizations mandated under CT State Law. Completed health forms must be on file before the first day of school. Physicals should be done within one year of school entrance. ***No student may start school without proof of the required immunizations prior to the first day of school. Immunization requirements are subject to change in accordance to State laws. Consult your child's physician at time of visit.***

If immunizations are contested, a written document by the prescriber/parent must be on file with the school health record stating the reason for deferment.

Sick Children

The school nurse will ask parents/legal guardians to pick up a student who becomes ill during school hours or who has an illness or injury that, in the professional judgment of the school nurse, needs to be observed at home or assessed by a medical doctor.

AN ILL CHILD CANNOT ATTEND AFTERCARE AND/ OR SHOULD NOT RETURN TO SCHOOL FOR ANY SPECIAL EVENTS.

Injuries

Students who suffer an injury causing them to use any type of appliance, including but not limited to, crutches, casts, special shoes, slings, ace bandages, or have had sutures or staples must have a statement from a licensed health care provider explaining the nature of the injury and any cautions or limitations the student needs to follow during school hours. Upon returning to school, the child must be seen by the school nurse.

Distribution of Medicine

Any medications to be given during school hours, including prescription medication and non-prescription medication i.e. lotions, creams etc., must be accompanied by the state issued form signed by the physician and/or licensed designee. Do not send in any medications, lotions, creams, etc. with your child. Consult with the school nurse regarding the medication policy.

Health Services

Screenings conducted by the school nurse in accordance with CT STATE LAW include:

1. Vision Screening
2. Audiometric Screening
3. Postural Screening

Parents/Guardians will be notified **ONLY** if any student fails to meet the standards of screening tests.

Emergency Medical Form

Emergency medical forms are e-mailed during the summer. It is important that you complete the information asked and be sure to sign on the indicated signature line. This will ensure the safety of your child in case of an emergency.

ANY CHANGES IN A STUDENT'S OR DOCTOR'S ADDRESS OR THE TELEPHONE NUMBER ON THE EMERGENCY MEDICAL FORM SHOULD BE REPORTED TO THE OFFICE IMMEDIATELY.

CONDUCT

EXPECTATIONS OF THE STUDENTS

The faculty and administration of Southington Catholic School expect the students of our school community to behave in a responsible and caring way. The students shall:

- accept the leadership and authority of teachers, principal, pastors and other staff members;
- cooperate with teachers and other students;
- cooperate with parent volunteers;
- be courteous;
- be honest in all class work and homework;
- use acceptable language;
- remain on school property until dismissed by a teacher or the principal;
- not chew gum in the building, on the school bus, or on school property;
- not eat or drink in bus lines, the library, hallways, or while riding the bus.
- be in the school building before or after school only with the permission of a teacher or the principal;

- be in proper school attire while on school property;
- show consideration and care for school property;
- complete all assignments on time;
- return any test or assignments requiring a parent's signature;
- not carry matches, knives, guns, tobacco, alcohol, or illegal substances of any kind or anything that a reasonable person would deem dangerous. This applies to an object that is acceptable but is used or displayed in a dangerous manner. (Failure to comply may result in expulsion);
- obey all rule and regulations pertaining to transportation;
- not verbally or physically abuse another student at any time. If an act is severe, with the intent to humiliate, harass, ridicule or intimidate a child, it may be reported in a log that may be used over time to prevent and/or identify a pattern of bullying behavior. Information in the log is confidential and will not be part of a student's school record;
- assume responsibility for learning:
 - Be attentive in class.
 - Come to school on time, and be prepared and ready to learn.
 - Be organized.
 - Use time wisely
 - Cooperate with peers and teachers.

Inappropriate behavior may be handled in a variety of ways. Based on the misdeed, the student may:

- be denied recess time;
- be assigned a writing punishment, which may require a parent's signature;
- be removed from the class for a specified period of time;
- be required to remain after school (parents will be notified);
- receive a detention;
- receive an in-school suspension;
- be suspended from the school;
- face expulsion.

CONDUCT/DISCIPLINE POLICY

Southington Catholic School provides an atmosphere whereby students will learn to conduct themselves as young Catholic Christian ladies and gentlemen. The Gospel message of loving God above all things and loving one's neighbor as well as self is the underlying principle in forming the foundation of good conduct and behavior. Students are expected to demonstrate this Gospel mandate in all that they do both on and off campus. Students will have due respect for both staff and fellow students. Courtesy and good manners are the hallmark for demonstrating this love of God, neighbor and self. While at Southington Catholic School our goal is that this fundamental value will become a priority in the student's life both on and off campus.

Students should always address teachers, staff and administration with respect. Likewise, they should be courteous and show good manners toward their fellow students in the school. Students are expected to be respectful and courteous at all times, especially while on school grounds, on school buses to and from school, during school related activities, and whenever representing Southington Catholic School. Failure to do so may lead to a detention or suspension.

The ideals of discipline within Catholic education are to enable students to move from externally imposed discipline to self-discipline to discipleship. Children must first learn appropriate behavior through someone or something outside of themselves. As soon as they sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which will lead them to look beyond themselves to Gospel valued living, as exemplified by Jesus Christ. It is the desire of the administration, faculty and staff to have each child learn how to become a responsible Catholic Christian.

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

Detention

Detentions will be held after school from 2:15p.m. to 3:00.p.m. depending upon the infraction. A teacher will proctor this detention period. A student who has been issued a detention will be expected to serve the detention on the following day it is issued. *Students are expected to arrange for their own transportation home following their detention.*

Detention policy

A homework detention slip will be given out if a student arrives at school without his or her homework assignments.

- 1) Parent must sign the slip
- 2) No detention will be assigned if the student returns to school the next day with the signed slip and the homework done. The student will receive 50% credit towards the homework.
- 3) If the detention slip is signed and no homework turned in then the student will stay after school for the detention. The detention slip must be signed.

Ordinarily, detentions are given to those students with incomplete assignments, improper conduct, disregard for school policies, regulations, etc. Students should fully realize that any teacher, staff member or administrator has the authority to correct misconduct at any time. The following offenses **may** constitute a detention:

- Continual disruption of the class
- Dishonesty/lying
- Improper school uniform
- Disrespect of teachers and staff
- Use of obscenities (spoken or gestures)
- Lunchroom violation
- Unauthorized entry into the school building, classroom, teacher's desk or closet
- Gum chewing on school grounds
- Violation of hands-off policy (elbowing, shoving, pushing, etc.)
- Other inappropriate behaviors

Suspension

A student who is suspended from school will not be allowed to participate in any school related activities during the term of suspension. **Suspensions may be in-school or out of school.** The number of days for a given suspension will be determined by the principal, and the parents will be notified of the action. The administration reserves the right to determine the severity of the situation. The following infractions may constitute a suspension or any single incident not listed below that the administration deems deserving of a suspension.

- Fighting
- Truancy
- Forgery
- Defacing or destroying school property or the property of others
- Stealing: taking anything belonging to another without permission; removing anything from the teacher's desk or closet without explicit permission
- Skipping classes
- Leaving the school building without permission
- Improper use of Internet

Expulsion

Expulsion will be seen as a last resort to correct a particular negative pattern. Ordinarily, a student will be expelled from school upon the third suspension or for any single incident that the administration deems an extremely serious incident.

Harassment

Southington Catholic School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment includes unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning environment.

Verbal harassment includes derogatory comments, jokes, or slurs. It also can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement. Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

Students involved in harassing behavior face detention, suspension, and/or expulsion.

Bullying Policy

Bullying or bullying type activities are prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds.

Bullying and bullying type activities which do not directly involve the school, but which create a hostile environment at school, infringe on the rights of students at school, or substantially disrupt the education process, or the orderly operation of a school, or which are perpetrated by a student at a Catholic school in the Archdiocese may result in disciplinary actions.

These may include detentions, suspension or expulsion from school. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church. Bullying and bullying type activities are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

This bullying policy is to be applied to Kindergarten through Grade Eight at Southington Catholic School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the "Expectations of the Student" section of this policy.

This policy will not apply to the Pre-School programs. It is recognized that these children are very young and are learning social skills. Unkind acts that occur at the Pre-School level will be handled by the child's teacher. The teacher will work with the student, family and principal (as needed) to address these situations.

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are repeated against the same student over time. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

Bullying in violation of school policy must be "repeated against the same student over time." An isolated incident, however egregious, is not "bullying" under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of

misconduct against different students will be appropriately addressed under the school's discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

Complaint Process

Formal complaints

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

Informal complaints

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

Anonymous Complaints

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s), administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Staff responsibilities and intervention

Teachers, administrators and other professional staff such as teacher's aides, the school nurse, and librarian who witness bullying, as defined above, shall promptly notify the principal of the events observed. Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or

intimidating another student, even if such conduct does not meet the formal definition of “bullying”.

Investigation of Complaint

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the log to see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

Consequences of Actions

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying,” as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

Non-disciplinary interventions

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the

loss of recess, detention, in-school suspension, suspension at home, and expulsion. An in school/out school suspension given as a result of bullying shall be reported to the Assistant Superintendent for Elementary Schools, for the Office of Education, Evangelization and Catechesis (OEEC). Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

Educational Measures

The faculty of Southington Catholic School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate.

Reporting Obligations

Report to the parent or guardian of the student involved in acts of bullying

If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

Report to the victim and his/her parent or guardian

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

CODE OF CONDUCT FOR STUDENTS ATTENDING AND PARTICIPATING IN SCHOOL ACTIVITIES

HELD OFF SCHOOL GROUNDS

Teamwork involves sharing and practice. It means not just thinking of yourself but what is right for the team. Each participant has a job to do. Do it to the best of your ability.

Someone who is a "good sport", plays by the rules, helps other team members, and controls his or her emotions. He/she does not criticize others and is not a "sore loser".

Rules are for your protection and your enjoyment of the sport or activity. They keep things organized. Each sport or activity participant must attend practice, listen and respect coaches, organizers, and maintain academic and behavioral standards.

REMEMBER: YOU REPRESENT THE SCHOOL AND SHOULD BEHAVE IN THE MANNER EXPECTED OF YOU.

You have been chosen to participate on a school-sponsored extracurricular activity. Being a member of a team is hard work, this is not just a fun activity. While playing is fun, it requires hard work and dedication.

Students shall:

- Start every competition with a team prayer.
- Act in a Christian manner exhibiting good sportsmanship both on and off the court/field keeping in mind that he/she is an official ambassador of the Catholic school.
- Respect opponents, officials, coaches, teammates, and spectators at all times.
- Remember that participation is a privilege not a right.
- Remember that participation in these activities is an opportunity to learn and have fun, and not focused on winning or pleasing other people.
- Welcome opponents when they arrive and congratulate them sincerely at the end of the competition.
- Be a “good sport”; applaud all good plays regardless of which team made the play.
- Accept both victory and defeat with pride and honor – never be boastful or bitter.
- Maintain grades (class work, homework, projects, and tests) giving the best effort in academics and in the life of the school.
- Maintain good behavior in school and at all school-sponsored events.
- Listen to and learn from coaches or organizers.
- Work hard to improve skills and help the team.
- Follow all the rules and regulations set by the coach, school, sport/league, and Archdiocese.
- Co-operate with officials, coaches, teammates, and opponents as without them there would be no competition.
- Respect the judgment of the officials. Never argue or show disrespect to the officials or opposing coaches. Only the coaches should ask the officials for a clarification of the rules.
- Attend all practices and competitions. If not able, a parent/guardian should notify the coach or chaperone in advance.
- Respect school property at all venues and refrain from damaging or destroying that property.
- Return all school property including uniforms in a timely manner and in good condition.

CODE OF CONDUCT FOR PARENTS/SPECTATORS

The parents/guardians of a student-athlete in a Catholic school shall:

- Model Christian behavior for all students, spectators, and coaches, remembering that they represent the school and their child/children in the community and at the sporting venue.
- Encourage good sportsmanship, effort and teamwork from the student athletes, coaches and spectators.
- Remember that a ticket or admission to a competition is a privilege.
- Learn the rules of the sport so that the parent/ may understand and appreciate why certain situations take place or respectfully inquire of the coach about such situations after the competition.

- Respect the judgments of the officials and efforts and strategies of the coaches by refraining from yelling, shouting, arguing, gesturing or inciting other spectators to such behaviors.
- Remember that athletic experiences are learning opportunities for the players.
- Make sports a part of the child's life, not everything in his/her life.
- Keep winning (and losing) in perspective; help the child to do the same.
- Help the student-athlete meet academic requirements as well as meeting the responsibilities of the team and coach.
- Let the coach guide and instruct your child during competitions and practices.
- Compliment and encourage all participants. Never ridicule or yell at a child for making a mistake or losing.
- Support all efforts to remove unsporting behavior from children's sporting events.
- Refrain from the use of alcohol, drugs, or tobacco before and during competition and/or after competitions while still on or near the site of the competition.
- Ensure that the student-athlete has returned all school property including uniforms in a timely manner and in good condition. Parents are responsible for replacing or repairing any missing, damaged, or destroyed property.

A student can be dismissed from a team if:

- **A parent should question the ability of the coaching staff or organizer at a competition or in front of the students, with derogatory comments.**
- **A parent is not encouraging team play, or undermining the efforts of the coaches or organizers.**

All problems or issues should be brought to the attention of the Athletic Director, Mr. Patrick Hergott in a professional, Christian manner.

It is also the parent(s) obligation to see to it that team uniforms are returned clean and close to the condition received.

Our children should respect another team's efforts and successes. Sport players, parents and spectators should not "boo" others' successes.

The athlete's behavior and that of parents, students, and other spectators in the stands can effect how they are viewed as a team and as a school.

If any parent insists on coaching the team from the stands, vocally criticizing a player or coach from either team, or using inappropriate language, the coach has the right to approach the parent and ask him/her to stop. If this behavior continues, the parent may be asked to leave or the child will be benched.

All children in the stands are the responsibility of the parent. They should not be present without an adult. They should be seated at all times and should be there to watch, cheer, and support the athletes. They should not interfere with the teams or their abilities. They should not distract others who came to watch a game. They should be escorted to the lavatories.

Field trips that are planned by the teachers and approved by the principal as an integral part of the instructional program will be permitted in accordance with Archdiocesan guidelines.

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet behavioral requirements. In certain circumstances, a parent may be required to go on the class trip in order for the child to attend.

Parents/guardians must complete the permission slip and instruction sheet even if the parent/guardian acts as a chaperone. A **telephone call will not be accepted** in lieu of proper permission slips.

Only a licensed public carrier may be used for transportation. Overnight trips are not permitted. (Policy Number 4.125)

The permission slip for field trips follows the Archdiocesan Insurance Carrier format.

All chaperones, including parents, must be Virtus trained.

Chaperones may not use drugs or alcohol while chaperoning a school trip.

Fire Drills

Monthly fire drills are required that conform to Connecticut Fire Safety Code Sec. 31-3.1.2 and Office of Catholic Schools 5.613.

All students are to adhere to FIRE DRILL RULES: stay in line, no talking, no running and listen to directions.

Finances

The operating expenses of Southington Catholic School are met by:

1. Advancement Income, which includes money raised during the Annual Advancement Fund Drive and through special events and fundraisers, which are sponsored by Parent Volunteers, such as the Apple Harvest Festival, Walkathon, Annual Auction, Golf Tournament and Raffle.
2. Tuition. The school uses two sources of payment:
 - Payment in full by the end of July of the current school year or
 - FACTS Tuition Management Payment Plan.
3. Subsidy from Catholic Parishes.
 - Catholic parishes subsidize \$250 of a student's tuition when the Pastor of the parish verifies that the family is registered in the parish, are active participants in the parish, and financially support the parish through the envelope system; meaning you use your envelopes on a weekly basis and must be an active parishioner for a minimum of a year. Students who

cannot provide verification from their parish are responsible for the tuition fee for Unaffiliated Students.

We do not give receipts for any type of payments made to the school. Your check is your receipt.

When we receive a check returned for insufficient funds we are charged a fee. We, in turn, charge the parent the fee (\$25.00) plus the amount of the check. We request that we be reimbursed through a bank check or cash if a check is returned.

Parents are expected to volunteer their services for 15 hours per year or pay \$24.00 per hour.

Student withdrawal during the school year

Parents are responsible for their child/ren's tuition to the end of the month in which they withdraw.

Local and State Funding/Services

Southington Catholic School participates in the following programs:

1. Health services - school nurse
2. Bus transportation

Role of the Pastors

The pastors, in accordance with Canon Law, have overall responsibility for the inter-parish school.

The pastors work cooperatively with the school administration in matters concerning the everyday operations of the school.

The pastors will particularly attend to matters within the school which affect worship, the ministry of the word and the spiritual welfare and moral formation of the students.

Role of the Principal

The principal is responsible for leadership in instruction, supervision and evaluation of teachers, maintaining discipline and identifying and correcting situations at variance with the Christian principles on which Catholic education is founded. The welfare of each student is of concern. The responsibilities also include supporting teachers in their efforts to be stimulators, developers, and empathizers in order to assist each student in reaching his/her full potential. The principal is available to parents whenever they have a concern.

Role of the Teacher

The teachers of Southington Catholic School are devoted professionals who assume the responsibility for the solid Christian education of our students. The teachers are concerned for the welfare of the entire student body. Students should feel free to approach any teacher for advice or help. Teachers and students should have a mutual appreciation for each other. Each student is treated as an individual who has special concerns and needs.

Role of the Parent

Parents are the primary educators of their children. They should regard the school as a support and aid in the important task of educating their children spiritually, socially, and academically. It is the role of the parent to enforce the goals and objectives of Southington Catholic School, namely, to live by its philosophy and, if Catholic, practice the teachings of the Church faithfully.

- Parents belong to the Home - School Association, and should attend all Home - School Association meetings and all Parent/Teacher Conferences.
- Parents have the right to be informed on school policies and the duty to support these policies.
- Parents should be aware of how their attitudes and actions in the home affect the behavior of their children in school.
- Parents should be supportive to school personnel in working with their children.
- Parents should be aware of the legal responsibility for their children's actions.
- Parents should promote the school and speak well of it to others.
- Parents, relatives, and other persons are not permitted to observe classes, recesses, cafeteria, or other school related events unless the event is open to the public.

The education of a student is a partnership between the parents and the school. Parents are held to the same standard as students with regard to respect for faculty. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Role of the Student

All students are expected to develop their abilities to the fullest. Students are responsible for knowing and obeying all school rules and regulations. Respect of self, authority and peers is imperative.

Discipline that is imposed is of no value unless it leads to inner control. We encourage students to take pride in themselves and the school. The student's action at all times should reflect love for Jesus and His teachings.

Role and Responsibility of the School Board

Southington Catholic is required to have a consultative school board and follow Archdiocese of Hartford and School Policy in all matters related to the operation of the school. This consultative school board participates in the policy-making process by formulating, adopting, and recommending policy to the Pastors and Principal. The specific responsibilities and functions of the Board include the following:

- Mission Statement - adoption of the school's Mission Formation and Evangelization Policy and monitor the implementation of school policy and procedures.

- Planning - the development and regular updating of a three plan for the school; annual goal setting for the school and for the Board. The long-range plan should follow the guidelines of the OEEC.
- Advancement - the formation and implementation of an advancement program for the school, following Archdiocesan guidelines and in cooperation with the OEEC to promote the school and speak well of it to others.
- Budget - adopting the school's operational budget, according to the format specified by the OEEC; receiving periodic reports from the principal on the implementation of the budget.
- Appointment of the principal (when a vacancy occurs) - the Pastors will appoint board members to participate in the search process.
- Evaluation - systematically evaluating the school's mission statement, goals and policies, the principal and the Board itself and in accordance with the directives from the Office of Education, Evangelization, and Catechesis (OEEC).

Role of the Home School Association

The Home-School Association is to promote communication and cooperation between parents and the school staff. It is not formally involved in the educational policy process, but it does provide for the school board information about the values, convictions, needs and desires of parents concerning educational matters.

Membership shall consist of parents/guardians of Southington Catholic students as well as members of the faculty.

The responsibilities of the Home-School Association are:

- To provide a vehicle for promoting communication and cooperation between the school and the home
- To foster a better understanding of the goals and spirit of Catholic education in the school and parishes.
- To assist parents in fulfilling their role as primary educators.
- To influence public opinion and support federal and state legislation for the benefit on nonpublic schools through uniting with the efforts of the Connecticut Federation of Catholic School Parents.
- To help meet the annual budget objectives by conducting fund raising projects.

In addition to fund raising projects, the HSA supports activities and events whose goal is to build and foster a sense of community among our families and students.

Advancement

In order to meet the current and future needs of providing up-to-date teaching materials, equipment, extra-curricular activities, as well as, maintaining a well-cared for physical plant, additional money must be raised. Parents are expected to take an active part in the Advancement

Program. This program will include special event money-raising projects such as our Apple Harvest Festival, Annual Auction, Raffle, Golf Tournament, and an Annual Appeal.

Matching Gifts

Parents may wish to make a donation to the Advancement Fund. Your employer may wish to match your gift to Southington Catholic School. Please check with your company concerning matching gifts. **ALL DONATIONS TO THE ADVANCEMENT FUND ARE TAX DEDUCTIBLE.**

Parent Volunteers

The Southington Catholic School Board believes that volunteers serve a useful purpose in advancing the educational interests of Southington Catholic. Promoting volunteerism serves to encourage the participation of parents and the community at large in the school and fosters parent-teacher and parent-school cooperation and communication. Increasing community involvement in the school and encouraging community residents to take an active part in improving the school and to become school volunteers is essential to the school's mission.

Parents are expected to volunteer for HSA activities, school functions that contributed to advancement, and development activity for 15 hours per school year or pay \$24.00 for hours not served.

Since the action of the volunteers may be attributed to the school, the school must maintain suitable safeguards and procedures regarding the use of volunteers.

Each volunteer shall serve under the direction of the school principal and comply with all directives of school staff members. Volunteers are expected to follow all school policies, procedures and regulations. The failure by a volunteer to comply with such rules and/or failure to follow directives from a staff member will not be permitted to continue to volunteer.

Volunteers/chaperones/parents found in possession of alcohol or illegal drugs when on school property or at school functions, including field trips, will be asked to leave the premises immediately. Any volunteer or parent not in compliance with this policy will no longer be allowed to volunteer or chaperone. Repeated offenders of this policy may lose the privilege of attending school functions.

Various events

During the school year there are various school events such as the Apple Harvest, Auction, Golf Tournament, etc.

Library Aide

The library aide assists on library day by reading stories and helping students pick out books to take home and cataloguing books into the database.

Room Parents

Parents sign up at our first parent informational meeting in September to help out with special events in their child's classroom.

Parents in Partnership Program

Parents are invited to share with their child/ren's class special talents that they or someone you know can share. Parents should contact their child's teacher to discuss the project and arrange an appropriate time/day to visit the classroom.

All parents who volunteer **must** attend a Virtus Training session provided by the Archdiocese of Hartford and the OEEC and have a criminal background check performed by the OEEC.

POLICIES FOR KINDERGARTEN –GRADE EIGHT

At the time of registration all families of students are required to give a \$225.00 tuition deposit per family which is deducted from total cost of tuition. For all new registrations, there is the \$75.00 registration fee deposit per family. All registration fees and tuition deposits are non-refundable.

Kindergarten Admissions

Kindergarten students must be five years old by or on January 1st. Students will be screened to determine their readiness for the All Day Kindergarten Program.

Screening information is interpretive and is for school use only. The school shares with the parent(s) a general overview of the screening and/or the principal for readiness screening interpretive and is for school use only.

Grades 1-8 Admissions

A copy of the student's permanent records and a signed records release form must be presented with the application. The Principal of Southington Catholic School will talk to the Principal or Administrator of the child's former school. The parents will be notified as to whether or not their child is accepted. All tuition information will be given to the parent at the time of formal registration.

Curriculum

Curriculum design shall be understood to include every learning experience (academic and co-curricular) sponsored by the school.

The subjects included in the curriculum shall meet and/or exceed the requirements of Connecticut state law, as applicable to private schools and Archdiocesan policies and procedures. (4.101)

Progress Reports

An interim progress report is available on line for students in grades 4 – 8 midway through each trimester.

Retention

Students are promoted once a year based on the student's satisfactory completion of the grade requirements.

The school may retain a student in a grade for a second year if the administration, faculty, and parents/guardians agree that it would contribute positively toward the personal development and academic progress of the student. (5.302)

Since parents have the primary responsibility for the education of their children, the school is expected to share with the parents its information concerning the intellectual, religious, social and emotional development of their children.

The report card (grades 4-8) or report of progress (Grade K – 3) is the official communication from the school to the parents. It gives as accurate an account as possible of the student's:

- Academic achievement
- Attitude and conduct
- Effort and study habits

Formal report cards are distributed three times each year for students in grades K – 8.

Marking System

The Primary Progress report emphasizes the progress of the young child. The primary Report of Progress is based on:

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 Not introduced at this time

Primary (Grades 1 - 3): Based on a 1 through 5 scale

5- 1 Grading Scale

- 5 Consistently exceeds grade level expectations 95-100
- 4 Consistently achieved appropriate skill 87-94
- 3 Approaching mastery of appropriate skill 80-85
- 2 Approaching proficiency toward appropriate skill 70-79
- 1 Difficulty meeting appropriate skill 69-0

Intermediate (Grades 4 - 8):

The Intermediate Report Card utilizes a grading system. Religion, Language Arts, Math, Science/Health, Social Studies receive a letter grade (A-F) Art, Music, Handwriting, Physical Education, and World Language receive O (Outstanding), S (Satisfactory) or U (Unsatisfactory).

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

Honor Program - Grade 4 - 8

Honor roll status is awarded to students in grades 4 – 8 who achieve the following requirements:

High Honors

No grade below an A- in all subjects. Conduct must be satisfactory in all areas of the school program.

Honors

No grade below a B- in all subjects. Conduct must be satisfactory in all areas of the school program.

Honorable Mention

A combination of A's and B's with only one C allowed. Conduct must be satisfactory in all areas of the program.

Southington Catholic School has a chapter of the National Junior Honor Society. The purpose of this organization is to:

- a) create enthusiasm for scholarship
- b) to stimulate a desire to render service
- c) to promote leadership and develop character
- d) to encourage good citizenship in the students life of the middle school.

Awards

Awards are given out at the end of the year.

Homework

Homework is assigned to reinforce what is learned in the classroom. The following homework times are suggested :

Grades One to Three:	30 minutes
Grades Four - Five:	30-60 minutes*
Grades Six – Eight:	90 minutes to 120 minutes

*In preparation for middle school this time may increase over the course of the school year.

The purpose of daily assigned homework is to reinforce concepts that have been presented in class. Assignments are given with the purpose of increasing knowledge and developing grade appropriate skills. Assignments should be completed thoughtfully and carefully. Written assignments are always to be done in neat writing or on a computer. Study work is as important as written assignments and should be done faithfully EACH EVENING.

Periodically no specific homework is assigned. Students may use this time to review math facts, word lists, spelling, read for book a report and work on long range projects.

Students in grades 2 –8 are to use the school approved assignment book, which will be issued during the first week of school.

Homework grades are part of the overall grade average. The classroom teacher will notify the parents when a student does not hand in homework assignments.

Long Range Assignments

Long range lessons or projects are given a due date and should be started early enough to eliminate doing the whole assignment the night before it is due. In the event there is difficulty with a long range assignment, the teacher should be notified at once.

Difficulty in Doing Homework

If a child is having difficulty with a homework assignment, parents are asked to sign the homework and indicate that the child had difficulty with the worksheet or homework. This will help the classroom teacher understand and recognize the areas that need to be reviewed and the students who need more time in understanding a new concept.

Parents are encouraged to:

- Provide suitable study conditions.
- Check the student’s homework for completion of assignments, accuracy, neatness, and legible writing.

Students have the responsibility to:

- Have assignments written in an assignment notebook.
- Choose a quiet place for study.
- Have necessary books, notes, and materials available.
- Budget time wisely.
- Complete the assignment competently.

If parents wish to request homework for a child who is ill, they should call the school office before 9:30a.m. Work will be ready to be picked up at dismissal which is 2:15 p.m.

EXTRA HELP

All classroom teachers are available for extra help after school hours until 2:45 p.m. Parents are asked to make individual arrangements with your child’s teacher for extra help should the need arise. Teachers have placed their “hours of availability” on the outside wall of their classrooms.

Standardized Testing Program

Each school shall administer standardized testing according to the guidelines established by the Office of Education, Evangelization, and Catechesis. Parents may review results of testing by meeting with the classroom teacher.

The Testing Program consists of the following:

	<u>Grade</u>
Cognitive Abilities	2, 5 & 7
Iowa Tests of Basic Skills	3-7
ACRE (religion test)	5 & 8

The absence of a student during the weeks of testing results in incomplete testing records.

Prayer, Sacraments and Religious/Spiritual Exercises

Religion Program

All those involved in a Catholic school - parents, pastor, teachers, administrator, and students must earnestly desire to make it a community of faith, which is indeed “living, conscious, and active”, **To Teach as Jesus Did.**

Mass Attendance

All Catholics are expected to attend Mass in their respective churches. Persons of other faiths are expected to practice as their faith dictates. Children learn through example and practice. Therefore, active church involvement is an essential part of parental responsibility. Southington Catholic School students will participate in monthly Mass, Eucharist Adoration, Prayer Services and Social Justice projects.

Sacramental Program

The Sacrament of First Reconciliation is administered in Grade 2. The Sacrament of First Eucharist is administered in grade 3.

Family Life Program (BENZIGER) (K-8)

Diocesan policy requires the Benziger Family Life Program be taught in all elementary schools. The program fosters child growth through instruction and discussion of moral development. Parents are welcome to review the textbooks used.

Altar Server Program

Students in Grades 4-8 who have received their First Eucharist and Reconciliation may apply to become altar servers. The deacons of the parish are in charge of the altar server program.

School Library

The school library hours for each class in grades PreK through gr.5 are established according to Archdiocesan policy and class schedules. Books are taken out and returned on a weekly basis. If a student loses, misplaces or defaces a book, the student or parent will pay a replacement fee.

Students in Grades 4-8 are encouraged to join the school band. Certified teachers of Future Musicians, Inc. teach the lessons. FMI is an educational organization functioning within the Archdiocese of Hartford Catholic Schools. Along with the teaching of instrumental music, a vital goal of the program is the development of responsibility, self-discipline, respect, reliability and cooperation. Future Musicians Inc. will furnish information concerning time of lessons, tuition and rental/purchase of instruments during the month of September.

Care of Textbooks and Supplies

Each child must have a back pack. No books will be taken home except in a book bag. No student is to write in or deface a textbook. If a textbook is damaged, a fee for replacement of the book will be charged. All textbooks must be covered by the first week of school.

No White-Out is to be used at school. Spills from White-Out have caused damage to clothing, desktops, floors, and, more importantly, our textbooks. It is a toxic material which is harmful to children.

Students are not allowed to have staplers. Staplers are available in each class and may be used by the student under teacher supervision.

Communications and Special Information

- All visitors (including parents, sales people, etc.) must report to the office.
- Daily notes to the classroom teacher, the office or school nurse should be written in ink on the white "School Notes" form provided by the school,
- Classes may not be interrupted unless there is an emergency.
- Changes in transportation require a note from the parent. A reminder: Students are dismissed at 2:15p.m. **It is important that if a change in transportation is needed parents should call the school office by 1:30 p.m.** Students may not make plans during the day and call home to arrange after school activities. In an emergency situation, a phone call from the parent will be permitted.
- The office phone may be used by students in emergency situations with the permission of the office staff.
- Students are not allowed to return to the classrooms without permission from the office.

- The names, addresses and phone numbers of students and their parents/guardians will not be given to salesmen, commercial organizations, or any unauthorized persons or agencies.
- Most correspondence will be sent home via e-mail. Information may include, but not be limited to, communications from the office, teacher, Home School Association, etc.
- All payments: field trips, yearbook etc. should be placed in a separate envelope with the printed name of student, purpose of money, amount of money, and returned to school. Checks are preferred and should be made payable to Southington Catholic School. Cash payments should be in the exact amount.
- Hot lunch: Families with students attending school ALL DAY are eligible. There will be a few changes to the Hot Lunch program this year. We will no longer be using the federal milk program. The company that delivered milk to us in the past will no longer do so. Therefore, milk will be provided by LaFortuna Restaurant. Hot Lunch will be \$5.00 per day which includes a drink (milk, small water or juice). Milk and other beverages can be purchased separately for those students who bring in cold lunch. The hot lunch menu is on the left side of the front page of EduConnect.
- Field Trip money should be sent in by check separate from lunch money. One check per family is sufficient and should be sent in with your child. The money is given to the teacher who will mark off “paid” on his/ her sheet and then send the envelope to the office in the morning clear envelope.
- Invitations: Party invitations (birthdays, sleepovers, etc.) may be brought to school for distribution if they include the entire class or all the girls or all the boys. These are not school functions and can lead to embarrassment and hard feelings when everyone is not included.
- Birthday and Holiday Celebrations - due to the number of students with food allergies we limit the type of foods we allow in school. Please consult with your child’s classroom teacher by note to find alternative ways of celebrating students’ birthdays in his/her classroom.
- Backpacks and lunch boxes are to be labeled with the student’s name on the outside. All clothing should be labeled on inside collar with child’s name and grade.
- Rolling backpacks are not recommended due to safety hazards.

Family vacations should coincide with school vacations

A calendar is sent home during the summer months so that arrangements can be made in advance. For vacations taken other than school vacation time, *face to face instruction cannot be made up. Upon return to school, important assignments that were missed will be made up under the teacher’s direction.*

Arrival/Departure Procedure

Opening Exercises

We begin and end our day with a Gospel reading and prayer. Students take turns doing the morning readings and also the Pledge of Allegiance. There may be a few announcements and students with birthdays are recognized at this time. A simple ending prayer is said at the end of the day.

Walkers/Car Riders

Morning arrival - Car riders are asked to drop their students off at the proper cross walk area. If you choose to walk your child into school, please park on the other side of the bus lane area. Safety patrol students will be there for assistance.

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **Students who arrive after 7:45 a.m. are considered tardy. The exception is those students who are tardy due to a late bus.**

When a student is tardy, he/she must report to the office before going to the classroom.

Bus Riders

Morning arrival - buses will use the bus lane directly in front of the main school door. NO OTHER VEHICLE MAY USE THIS AREA.

Afternoon dismissal – Pre K students will be dismissed at 2:00p.m.

Grades K – 8 will gather outside their classrooms and wait for their bus number to be called and then be dismissed in an orderly quiet manner.

Bus Transportation Regulations

BUS RULES

These bus rules ensure a safe and efficient bus riding experience for the student. REMEMBER RIDING THE BUS IS A PRIVILEGE. Parents may not board the bus.

BUS RIDERS ARE REQUIRED TO:

- Listen to and promptly obey the bus driver.
- Remain seated at all times when the bus is in motion.
- Sit in their seat with their backs against the seat, facing forward, backpacks on laps, keeping the aisle of the bus clear of all obstacles. *The bus driver may assign designated seats to the students.*
- Be courteous to everyone.
- Walk to and from bus stops in an orderly manner without damaging property, disturbing the peace, or endangering themselves or others.

- Identify themselves upon request of the bus driver.
- Be at the bus stop four minutes before the bus is scheduled to arrive.
- When waiting to board the bus, the student should stay 12 feet away from the bus until it comes to a complete stop and the door opens to permit entry.
- Never cross the street on which a bus is stopped unless escorted by the bus driver. Students must cross in front of the bus and between it and the driver.
- Promptly leave the bus stop upon exiting the bus.
- Items left or lost on the bus are not the responsibility of the Driver, School or the District.

BUS RIDERS MAY NOT:

- Distract the bus driver.
- Create loud noise.
- Deface or tamper with the bus or the property of others.
- Put their hands, arms, or head out of the bus window.
- Use language or gestures that others might find offensive.
- Eat, drink, chew gum, litter, spit, throw or toss any item inside of or out of the bus.
- Behave in any way which is illegal or dangerous.

THE FOLLOWING ITEMS ARE NOT ALLOWED ON A SCHOOL BUS AT ANYTIME:

- Animals, except for those allowed by law, or insects, plants, skateboards, scooters, baseball bats, basket balls, toys of any kind, electronic game device, or any object or substance which might be dangerous or illegal.

BUS STOP USE:

- State law allows school buses to stop only at **designated** stops.
- Each student must use the stop assigned to them by the District.
- A student is not allowed to ride a bus in which he/she is not assigned.
- **KINDERGARTENERS** will only be released into the custody of a parent, guardian, or designated adult.

BUS DRIVERS MAY ISSUE CITATIONS FOR FAILURE TO ABIDE BY THESE RULES:

- A student's bus riding privilege may be suspended for serious offences or multiple citations.
- Suspensions will only take place after consultations with the principal, driver, and parent.

Recess Rules and Expectations

- Students must walk to the play area.
- Students should place lunchboxes in area designated by teachers.
- Students should leave objects such as pencils, pens, and markers in the classroom.
- Shoelaces should be tied at all times
- Students may not play in the dirt, landscaping, and wooded areas near the parking lot.
- Students must not play in puddles, rocks or on ice patches.
- No physical contact.
- Jump ropes may be used only for jumping, and not for playing tug-of-war and other games.
- Only soft balls are permitted during recess (no footballs).

- Students must obtain permission to retrieve balls that are off the recess area.
- Throwing or kicking of rocks, sticks, pine cones, snowballs, etc. is dangerous and not allowed.
- Students are not allowed to climb on the rocks.
- Students may not climb and hang on trees.
- Students are never to leave the recess area without permission from the teacher.
- Dangerous games are not allowed. These include tackling, kicking, piggyback, tripping, wrestling, pushing, games involving a ball being thrown at someone, and any other activity designated as dangerous by the teachers. No play or pretend fighting.
- All games and activities are open to anyone who wishes to participate.
- Students should speak to one another in a kind respectful manner. A courteous noise level should be used near the buildings.

School Uniform Code

Summer uniform can be worn between April vacation and Columbus day.

Uniform Do's and Don'ts

Students must wear the designated uniform from Donnelly's Uniform company. Hats may not be worn in school. Students are responsible for wearing their school uniforms in the proper manner. No rolling up of shorts, skorts or skirts is allowed. No coats or jackets are to be worn in the school building during the school day. Shoes must be black, brown, or tan Exeter nu-buck, black smooth leather, loafer (boat shoes permitted) or Mary Jane style. Shoes may not have black carbon in the sole as these cause marks on the floor. Shorts and skorts may not be hemmed higher than 2" above the knees. Hooded sweatshirts may not be worn in school.

Boys and girls may wear functional watches. They also may wear a religious cross or medal. No heavy chains or metal objects are to be worn on the neck, wrist or clothing. Girls may wear small stud or small hoop earrings (one pair only). Hair accessories should be kept to the uniform accessories sold, plain barrettes and ribbon. Please refrain from sending your child in with ornate hair accessories, make-up or nail polish.

The Principal will determine whether a student is in proper uniform and a detention may be issued to a student who continues to violate uniform policies.

Grooming

All students must be neatly dressed, clean, and adhere to the school's dress code. Hair should be clean, combed and neatly kept. Boys' hair is to be cut and trimmed above the collar. Faddish hairstyles for boys and girls are forbidden. Hair color that is not a normal hair color (red, pink, blue, green etc. is not allowed). Mohawk hair styles are not allowed. Inappropriate jewelry is forbidden. Girls may wear small stud or small hoop earrings (one earring per ear). Dangling earrings are forbidden for safety reasons. No make-up (cosmetics), lip gloss, colored chapstick or artificial nails, nail tips or French manicures for girls. Clear nail polish is allowed. Boys are not allowed to wear

earrings of any kind. No other body piercing is allowed. Tattoos, whether temporary or permanent, are also not allowed. Parents are to be sure that their children adhere to these grooming policies.

The principal reserves the right to decide if a student's grooming is not in accordance with school norms.

Casual Days

Casual days are strictly voluntary. The money raised is used to offset the expenses of field trips, charitable contributions and/or assemblies. Casual dress must be appropriate for school. Plain, sports, or appropriate cartoon character T-shirts are allowed. Backless or cut out backs on shirts is not allowed. Oversized pants, ripped jeans, tank tops, spaghetti straps, biker shorts and "goth" clothing or accessories are not allowed. Shorts may not be hemmed higher than 2" above the knees. Shorts are acceptable prior to Columbus day and after April vacation. Due to safety issues sandals and open-back shoes are not allowed. Students in violation of the dress code may be denied future casual day privileges.

Snacks

Students in grades Pre K - 5 will have a snack time every morning. Due to the many dietary restrictions and allergies, parents are requested to provide snacks for their children. Please keep snacks simple and nutritious. Fresh fruit, cut up vegetables and crackers are fine along with water or a small juice box. Do not send in canned soda, drinks in glass bottles or candy and no popcorn or nuts. Children are not allowed to trade or share snacks. Parents are asked to label their child's lunchbox and snack container. Please place the label on the outside of the box or bag.

Milk and Lunch Programs for Pre-Kindergarten – Grade 8

A certified Food Service Director is in charge of the Hot Lunch Program.

Southington Catholic School offers a hot lunch each full day of school. Hot lunch is NOT provided on early dismissal days (12:05p.m.). Lunch menus are found on our EduConnect website and parents are asked to place advance orders on this site. They can select the days that their children will purchase lunch.

Hot Lunch will be \$4.00. Water bottles are sold separately. We request that parents pay for lunch by check monthly.

If a child is sick or there is an unexpected day off from school, students will be given credit in the next month for the missed lunch.

Students are eligible to purchase milk. A choice of milk, white or chocolate is available for lunch. The cost of the milk program for the year is \$35.00 payable on the first day of school. Also, ice cream and assorted snacks are available during hot lunch at **\$1.00** each.

Please do not send in soda or any drink in a glass or metal container.

If a parent realizes that his/her child has forgotten lunch, it may be brought to the main office and it will be given to the student. It is the student's responsibility to bring his/her lunch to school with them each day. **Children are not allowed to trade or share lunches.**

Lunchroom Goals

- To improve structure and behavior of students.
- To teach or reinforce manners.
- To instill a sense of responsibility by enforcing clean up practices.
- To make lunch time a pleasant experience.

Lunchroom Procedures

While dining in the cafeteria, the following rules will be followed:

- Each class will line up for food.
- The lunch line must be orderly and quiet.
- All food must be eaten at the tables.
- No food may be taken from the cafeteria.
- Ordinarily, no food may be thrown away.
- No bags or cartons are to be popped.
- Deposit all litter into trash receptacles. Check the floor around the trash barrel area to make sure it is kept clean.
- Keep the tables, seats and floor around your area clean.
- Candy, gum and soda are not permitted.
- No food of any kind may be thrown.
- Remain in your same seat.
- The student needs to ask permission of the teacher on lunch duty before using the lavatory.
- Students are not allowed to return to their classrooms during lunch time in order to retrieve money, coats, playground equipment, or for any reason without permission of the teacher on duty.
- Students may not charge drinks or desserts.
- No books, toys, or school work should be brought to the lunchroom

POLICIES FOR THE PRE SCHOOL

Southington Catholic School is proud to provide a loving, structured, child centered program that fosters the teachings of Jesus Christ.

Pre-K Admissions Policy

Southington Catholic School does not discriminate on the basis of race, sex, or national origin. Southington Catholic School gives preferences in admission to Catholic students of the parish, secondly, to Catholic students living outside the parish, and thirdly to non-Catholics. Students entering these programs must be three years old or four years old by December 31st.

Programs offered at Southington Catholic School

3 year old program

* **Child must be toilet trained (no diaper pull ups).**

* The sessions will be held on Monday through Friday from 7:45 a.m. – 2:00 p.m.

Half day sessions run from 7:45 a.m – 11:30 a.m.

4 year old program

***Child must be toilet trained (no diaper pull ups).**

*The sessions will be held on Monday through Friday from 7:30 a.m. – 2:00 p.m.

Half day sessions run from 7:45 a.m. – 11:30 a.m.

Pre Kindergarten Program

The content and teaching strategies of a quality early childhood program keeps in mind that young children learn by doing and through interaction with adults, other children, and materials.

The Catholic school setting at Southington Catholic School enhances a young child's proper attitude toward religion. Prayer and an introduction to Jesus in the life of a young learner add a special element to Early Childhood education.

For the 2018-19 school year, all students are encouraged to attend the 4 year old program for 5 days, either full days or half days.

Goals

- Facilitate opportunities in spiritual, physical, social, cognitive and language development.
- Initiate an atmosphere where children appreciate a quiet time preparing them to begin friendship with God.
- Generate in the early learner the value of life.
- Nurture a warm caring environment that develops self-esteem and a positive attitude toward learning.

- Develop play and work situations where the young child is kind to his/her peers and respects personal property and community property.
- Foster occasions for the child to solve problems without direct adult intervention.
- Provide an atmosphere of loving concern to enhance independence and cooperation.

Teaching Staff

The teaching staff of Southington Catholic School Program has a mission as Catholic educators to awaken the sense of joy and wonder in each child. He/she is committed to cultivate in the young learner a desire for knowledge and the freedom of creative expression. This is accomplished by:

- Viewing each child as a child of God with a unique personality.
- Respecting each child's gifts and allowing each child to progress at his/her own pace by providing a myriad of experiences and activities.
- Integrating the curriculum with special projects, learning centers, and multi-sensory activities that reflect children's interests.
- Encouraging children to work together in small groups.
- Setting clear behavioral limits in a positive, loving manner.
- Viewing parents as partners and encouraging their involvement.

Activities

Spiritual Development:	Religious activities
Music, Art, Literature	
Physical Development:	Table, sand and water activities Creative expression Block play Large motor activities Movement and free play
Language Development:	Oral language listening skills Finger play, puppets Imaginative, creative dramatics
Social Development:	Group activities, games, singing
Cognitive Development:	Manipulative math experiences Cooking activities Listening skills Hands on science Problem solving Making good choices experiences

Parent Participation

Parents are partners in learning and are encouraged to volunteer in classroom activities. Parents who volunteer **must** attend a Virtus Training session and have a background check. This must be done through the school or parish where you wish to volunteer. This is the policy for the Archdiocese of Hartford, and the school is obligated to follow this policy. Activities that parents may wish to be involved in are:

- Accompanying students when they attend special prayer services at Southington Catholic School.
- Accompanying students on field trips.

- Helping prepare for holiday celebrations.
- Collecting materials for children's craft projects.
- Furnishing clean dress-up clothes and costumes.
- Volunteering time at special events.
- Sharing hobbies and special talents with the children.
- Room moms and dads.

Communication and Special Information

- All visitors must report to the office.
- Classes may not be interrupted unless there is an emergency.
- Changes in transportation for dismissal must be cleared with the teacher in charge. Children will only be dismissed to a parent. Designated person(s) on the emergency medical form must provide a note from the parent indicating that they will be picking the child up that day. Parents must provide a note if there is a change in who is picking up the child on any given day, whether the person(s) is on the emergency card or not. (Persons unknown to the staff will be requested to show an I.D.)
- The names of students and their parents or guardians will not be given to salesmen, commercial organizations or any unauthorized persons or agencies.
- Most correspondence will be sent to you via email. Information may be sent by the office, teacher, for fund raising, or special events, etc. Any forms or notices that need to be returned should be signed by the parent/guardian, even if the answer is "NO" or "DOES NOT APPLY".
- All money should be placed in an envelope in the exact amount needed. The student's name and the reason for the payment should be indicated on the envelope. Checks are advisable and should be made payable to Southington Catholic School. Southington Catholic School will not be responsible for cash sent to school.
- **Invitations:** Party invitations may be brought to school for distribution **if** they include the entire class or all the girls or all the boys. These are not school functions and can lead to embarrassment and hard feelings. For confidentiality, telephone numbers and addresses will not be given out for these purposes unless you have signed the release form that was attached to the registration.
- No toys are to be brought to school unless it's approved by the teacher

Early Dismissal For Inclement Weather

Southington Catholic School follows the public school when inclement weather warrants cancellation or early dismissal. Please do not call the school or the rectory. Radio and TV stations announce this information. In the event of a delayed opening on a scheduled day, we will follow the public school announcement.

When Southington Catholic School has a delayed opening, Pre K will have the same delay. If school is cancelled, Pre K classes are cancelled. When Southington Catholic School closes early, Pre K classes will end at 12noon. Days missed will be made up at the end of the year.

Fire Drills

The fire department mandates that all students participate in fire drills. The teaching staff will spend time instructing the children on procedure, as this instruction is important for their well being and safety. Parents are asked to continue this instruction at home so that the children understand the

reason for the fire drill. The rules for a safe fire drill are as follows: stay in line, no running, be quiet and listen to your teacher's instructions. Be assured that the staff is close by during the drills.

Snacks

Due to the many dietary restrictions and allergies, parents are requested to provide snacks for the children. Please keep snacks simple and nutritious. Fresh fruit, cut up vegetables, crackers are fine along with a small juice box. Do not send in canned soda, drinks in bottles or candy, No popcorn or nuts. Children are not allowed to trade or share snacks. Please label your child's lunchbox and/or snack on the outside.

Clothing and Belongings

All clothing must be labeled with the child's name. Pre K students must wear the official Donnelly's uniform. Girls wear navy blue jumpers or gym clothes and boys wear sweat pants or shorts with tee shirts. Sneakers are to be worn or a closed-in shoe. Girls may wear navy blue, grey or white tights or leggings and socks. Patent leather, clogs, open toed sandals, or jellies are not considered safe footwear for many of the indoor and outdoor activities.

During the colder weather, please be sure your child has a hat, mittens and warm footwear. Students go outside most days. Rain jackets are also recommended; no umbrellas. Please provide an extra set of clothing in the event that they are needed. Clothing must be clearly labeled with your child's name and in a clear plastic bag. Be sure to include underpants and socks.

Special Safety

Children will not be dismissed with any person whose name is not on the Emergency Information Form. Telephone calls will not be accepted as a means of permission. In the event you wish to have your emergency person pick up your child, you must send in a written notice indicating the person. The note must be dated and signed by you. Only the persons whose names are on the Emergency Information Form will be allowed to take your child. Ex: If a grandmother's name is on the form and a grandfather comes to pick up your child, the school cannot release the child to the grandfather.

Field Trips

Field trips may include a trip to an apple orchard or the nature center. Transportation will be via parent transporting his/her own child or via bus (licensed public carrier).

Discipline

Students attending Southington Catholic Pre K program are expected to behave in a manner appropriate to the preschool setting. Young students are encouraged to act according to the way Our Lord asked us to live. All words and actions should tell others "I believe in Jesus, I love Him and I try to act as He would".

Should a child have difficulty with behavior, the teacher will provide steps to help the child understand that his/her behavior is inappropriate.

Steps for correcting behavior:

- The child will sit near the teacher.
- The teacher may find it necessary to change the tone of his/her voice.
- The child is placed in a time-out area for a short period of time (2 to 3 minutes).
- Good behavior is reinforced.
- The child is praised when he/she works well with others.

- At all times parents will be informed as to the behavior problem in order to work with the staff in helping the child improve.
- If a child's behavior is such that it cannot be addressed with the steps mentioned above, the parent may need to remove the student from the school.

IT IS OUR SINCEREST PRAYER THAT ALL PROBLEMS WILL BE HANDLED WITH THE CHILD'S BEST INTEREST IN MIND.



**SOUTHINGTON CATHOLIC SCHOOL
RECEIPT FOR HANDBOOK 2017-2018
Pre-Kindergarten – Grade Eight**

The contents of the handbook should be read carefully and discussed by the parent/guardians with their child/children.

This signed form will remain part of school records. The handbook is always available on our website and EduConnect for future reference.

We understand that the information and rules in this handbook are policies and procedures of the school and are to be followed. Please read and sign this handbook and return signed form below by September 20, 2017.

THE ADMINISTRATION RETAINS THE RIGHT TO AMEND THIS HANDBOOK. PARENTS WILL BE GIVEN PROMPT NOTIFICATION, IF CHANGES ARE MADE.

✂ Please cut here and return to school by September 20, 2017

We have read and discussed the contents of Southington Catholic School Handbook with our child/children. We understand that the information and rules in this handbook INCLUDING Internet Use Policy and Photo Likeness Policy are policies and procedures of the school and are to be followed. In addition, we commit to contribute to the success of volunteer and fundraising efforts of the Home-School Association to the best of our ability. Please sign and return, thank you.

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Print Family (Last) Name Here

Name of Students:

Grade:

Revised 9/17