

# FAMILY HANDBOOK

2011 - 2012

## SAINT GABRIEL SCHOOL

1 Tudor Road, Milford, CT 06460

(203) 874-3811

(203) 874-0416 (FAX)

<http://www.stgabrielschool.com>

### **HOURS OF OPERATION**

The school day runs from 8:15 a.m. to 3:00 p.m.

Early Dismissal is at 12:45 p.m.

Delayed Opening due to inclement weather is 9:45 a.m.

After School Program: Dismissal – 6:00 p.m..

Before School Program: Times to be determined in the fall if enough interest is expressed

Preschool hours are from 8:15 a.m. – 11:15 a.m. (morning session)

8:15 a.m. – 2:45 p.m. (full-day session)

### **SUMMER HOURS**

Office Closed for Month of July

August Hours: 9:30 – 1:00 (Tuesday, Wednesday & Thursday)

**Please do not drop your children off at school before 8:00 a.m.**

**Teachers are not on duty until that time.**

## INDEX

Academic Honor Roll.....	7	Health Programs .....	14
Admission of Students .....	4	Homework .....	8
Afterschool Program .....	6	Honor Society .....	9
Appearance .....	10	Hours of Operation .....	Cover
Attendance .....	5	Infractions .....	12
Bicycles, Skate Boards, Roller Blades .	14	Insurance .....	15
Bullying .....	12	Interim Reports .....	7
Buses .....	6	Library .....	9
Care of Books & Supplies .....	17	Lunchroom Policies .....	17
Child Abuse / Neglect .....	15	Marking System .....	7
Christmas Show/Art Show/Musical	8	Mission Statement/Philosophy.....	3
Communications/Special Info.....	16	Nurse .....	14
Conferences .....	9	Nut Policy .....	4
Deficiency Reports .....	7	Parent Volunteers .....	18
Demerits .....	13	Public Relations Policy .....	17
Diocesan Vision Statement .....	3	Punctuality .....	5
Discipline Policy .....	11	Records .....	15
Dismissal .....	6	Respect for Teachers .....	4
Dress Code/Uniforms.....	10	Retention .....	10
Early Dismissal & Cancellation..	5	Role of Home & School Association	3
Effort Award .....	7	Role of Parent .....	3
Electronic Devices .....	14	Role of Principal .....	3
Eligibility Policy .....	9	Role of Student .....	3
Emergency Contact Forms.....	17	Role of Teacher .....	3
Entry Into School Building .....	4	Safety Regulations .....	13
Expulsion .....	13	Snacks .....	17
Extracurricular Activities .....	9	Sociedad Hispanics de Amistad ..	9
Family Life Program .....	9	Special Dress Days .....	11
Field Trip Policy .....	18	Suspension .....	13
Finances .....	15	Team & Group Conduct .....	11
Funding .....	16	Termination of Enrollment .....	10
Fundraising Obligation.....	15	Testing Program .....	7
Goals and Objectives .....	3	Threats .....	12
Graduation .....	9	Truancy .....	5
Harassment .....	12	Weapons/Dangerous Instruments ..	13

### **ARCHDIOCESE OF HARTFORD MISSION STATEMENT**

The Mission of the Office of Catholic Schools is to further the advancement of Catholic education for students in the Archdiocese of Hartford by providing service, support, guidance, and direction to pastors, presidents, principals, teachers, boards, parents, and other stakeholders of Catholic Schools.

Henry J. Mansell  
Archbishop

Dale R. Hoyt  
Superintendent of Catholic Schools

### **SAINT GABRIEL SCHOOL MISSION STATEMENT**

Saint Gabriel School provides a quality Catholic education in a safe, prayerful and disciplined environment.

### **SLOGAN**

Personal excellence - Accept nothing less.

### **PHILOSOPHY OF EDUCATION**

Saint Gabriel School educates the whole child thus enabling each child to develop spiritually, morally, intellectually, socially, physically, and emotionally. As a result, students are challenged to regard the dignity and worth of each human being with an intrinsic respect for life. The clearly defined objectives of Saint Gabriel School adhere to our mission statement.

### **GOALS AND OBJECTIVES**

In keeping with the mission and philosophy of Saint Gabriel School, the following goals have been established.

**1. To Foster a belief in and love for God**

Saint Gabriel School imparts knowledge and practice of the Catholic faith through daily religious instruction and weekly, monthly and seasonal liturgical celebrations.

**2. To Foster love for one another**

Saint Gabriel School acknowledges the spirit in each individual through respect, acceptance, kindness, patience, and perseverance

**3. To Provide a Quality Education That Fosters Personal Academic Excellence.**

Saint Gabriel School provides highly qualified, motivated and spiritual teachers who build a strong foundation of independent thinkers by utilizing Archdiocesan guidelines/standards.

**4. To Provide Service To The Community**

Saint Gabriel School teaches volunteerism through service-learning projects in response to the needs of our local, national and global neighbors.

### **ROLE OF THE HOME & SCHOOL ASSOCIATION**

Through the Home & School Association, the adult segment of the school community: parents, guardians, faculty, staff and benefactors, have the opportunity to share interests, talents and resources for the good of Catholic education and, in particular, Saint Gabriel School. The supportive efforts of working committees and projects strengthen the school community.

Each family must join the Home & School Association and pay a yearly membership fee. This fee is established and collected by the Home & School Association Executive Board. A parent/guardian is invited to attend all meetings the Home & School Association has each year. The dates of the meetings are published well in advance of the actual dates. Because these are business meetings, it is expected that children will not attend the meetings.

### **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 for 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 actions at all times should reflect love for Jesus and His teachings.

### **ROLE OF THE TEACHER**

The teachers of Saint Gabriel 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 respect for each other. Each student is treated as an individual who has special concerns and needs.

### **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 paramount concern to the principal. The responsibilities also include supporting teachers in their efforts to be stimulators, developers, and empathizers, in order to assist the student in reaching his/her potential.

The principal is available to parents whenever they have a concern. Please call for an appointment to ensure that sufficient time may be scheduled. However, if there is an emergency, call immediately.

### **ROLE OF THE PARENT / GUARDIAN**

Parents/Guardians are the primary educators of their children. They should regard the school as a support and aid in the important task of education. Parents/Guardians must belong to the Home & School Association. Parents/Guardians should attend all Home & School Association meetings and all Parent/Guardian/Teacher conferences.

Parents/Guardians have the duty to be informed on school policies and to support these policies. They should be aware of how their attitudes and actions in the home affect the behavior of their children in school. Parents/Guardians should be supportive to school personnel in working with their children. Parents/Guardians should be aware of their legal responsibility for their children's actions.

**RESPECT FOR TEACHERS**

**Parents/Guardians are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/guardians and child. If the partnership breaks down, parents/guardians can be required to withdraw the child from school.**

**NUT FREE POLICY:** Please Note that Saint Gabriel School is a nut-free environment. All food must be free of nuts or nut oils. Please check the ingredients of any food item sent in for lunch, bake sales, parties, etc. Labels including the warning “packaged in a facility that processes nut products” indicate that there may be cross-contamination and those products are also banned. We thank all our families for their help in keeping our school safe for children and adults with allergies.

**ENTRY INTO THE SCHOOL BUILDING**

All visitors are required to use the main entrance when coming into the school building during school hours. The entrance doors are locked. All visitors to the building must sign in the Visitors Book when entering the building. Visitors must obtain a visitor’s badge, which is to be worn during the entire visit. **Under no conditions are parents or visitors to go beyond the office without adhering to the above policy. Visitors observed without a Visitors Badge will be stopped and escorted to the office. This is a safety measure that must be strictly adhered to at all times for the protection of the children.**

**ADMISSION OF STUDENTS**

Saint Gabriel School admits qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship, athletic or other school administered programs. **Students who have been withdrawn by their families are not eligible for readmission.** (Special circumstances may apply).

Admission to the school is offered to qualified applicants whose needs can be met by the school and program. Admission is granted to qualified applicants in the following order:

- |  |                              |
|--|------------------------------|
| 1. Siblings                            | 4. Children of Alumni        |
| 2. Children of employees of the parish | 5. Catholic non-parishioners |
| 3. Parishioners of St. Gabriel Church  | 6. Non-Catholics             |

Please note: 7th and 8th grade applicants are not accepted for admission unless the student is moving in from out of town or due to extenuating circumstances as determined by the principal. The principal will contact the current school for information on the student’s academic and disciplinary record.

Prior to consideration for admission, all of the following documents are required to complete the application process:

- a. Application form
- b. Tuition contract outlining the financial responsibilities of the family
- c. Letter from current principal or teacher (where applicable) outlining the strengths and needs of this child
- d. Birth Certificate and Baptismal record (if appropriate)
- e. Necessary deposits and fees
- f. Signed release of records / sharing of information

Applications for admission are considered in the following order:

1. November 1 – Siblings, current students (preschool students), and children of employees of St. Gabriel School and Parish.
2. December 1 – Parishioners and children of alumni in that order.
3. January 1 – Catholic non-parishioners and non Catholics.

No applications will be considered until the appropriate application dates as noted above. All completed applications will be considered for admission. All of the applicants in grades K – 8 will be screened and evaluated. Parents and students will be notified of the decision of the Admissions Committee no later than two weeks after the admissions process has been completed.

In the event there are more applicants than open positions, students who are not accepted will be placed on a waiting list. As seats become available, wait listed students will be contacted in the order in which their application was received to determine if there is still interest in attending Saint Gabriel School. If the family is still interested in admission, the application procedure will continue. Applicants not in the original pool will be screened at established times to be determined if and when a position in the class becomes available. Each applicant for admission will be screened using the following:

- |              |  |
|--------------|--|
| K, & Grade 1 | Grade appropriate Brigance Inventory     |
| Grade 2      | Screening prepared by Grade 2 teacher    |
| Grades 3-8   | IOWA Test of Basic Skills Survey Battery |

All applicants for grades 1 -8 are required to visit the class of the grade they are currently attending (not the one they will be entering). This will give the teacher(s) an opportunity to see the child interact with classmates and staff members. During the classroom visit, time is set aside for those students who can write to compose an “essay” response to a question provided by the principal. For applicants seeking admission during the summer, all admission decisions are probationary.

All students (except Preschool and K) and parents will be interviewed by the principal prior to admission. Preschool and K applicants will be “interviewed” by the teacher during the screening process. During the interview, expectations, guidelines, etc. will be discussed. This will provide an opportunity for parents to obtain information and for the principal and/or teacher to get to know the student and family. During the interview, a copy of the school handbook will be given to the family so that they can become familiar with the school policies.

All inquiries regarding preschool enrollment will be directed to the Preschool Director. The Preschool Director will arrange a short (usually 1 hour) visit for all prospective applicants. At that time any questions or concerns can be discussed. Applications will be given at that visit. A letter outlining the admission decision will be sent from the Preschool Director. Once all the admission requirements for grades K - 8 are met, an Admissions Committee comprised of teachers and the principal will review all applications.

Transfer students during the year will be accepted upon a space available basis only. All admission requirements must be met as noted above for admission to be considered. Admission at all grade levels is considered probationary for the first 60 days of school attendance. If, in the judgment of the principal and teacher, continued enrollment will not benefit the student or if behavior (academic or social) is not acceptable, enrollment will be terminated.

### **ATTENDANCE**

If a student is absent, the school should be called by 9:00 a.m. Upon returning to school, the student must present a written excuse from the parent/guardian in compliance with state law. This written excuse is kept on file. If a student absence is not called in by 9:00 a.m. the school nurse will call to verify the absence. Again, this is for the safety of the children.

Regular attendance is of the utmost importance. Grades are based on class participation, tests, quizzes, and exams. Therefore, if a student is absent frequently, grades will be affected. Face-to-face instruction can never be “made up”. It is vital that the student attends school regularly to receive this instruction. Excessive absenteeism is monitored by the secretary and reported to the principal. When excessive absenteeism, or a pattern of absenteeism is noted (for example, every Monday, every Friday, etc.) a parent / teacher / principal conference will be requested. Parents and students will be required to show good cause for repeated absences of this nature. **All doctor or dentist appointments, unless emergencies, should be made outside of school hours.**

When a student must be dismissed early, a written notice must be sent to the office before he/she will be excused. A student who leaves before noon and does not return that day will be marked absent for 1/2 day. The parent must come into the school to get their child(ren) and they must sign the office late entry - early dismissal book when taking the student out for early dismissal. **If a student accrues 20 absences, a referral is made to DCF**

**No general school work or assignments will be prepared ahead of time by the teacher for unscheduled vacations. Parents may choose to take the books with them on vacation. Teachers do not always know the exact content they will be covering ahead of time.**

### **TRUANCY**

#### **Policies and Procedures Concerning Truants: Excerpts from: Section 10-198A, 10-200 Connecticut General Statutes**

“ ‘Truant’ means a child age five to sixteen, inclusive, who is enrolled in a public or private school and has four unexcused absences from school in any one month, or ten unexcused absences from school in any school year.”

“ ‘Habitual truant’ means a child age five to sixteen, inclusive, enrolled in a public or private school who has twenty unexcused absences within a school year.”

For purposes of this policy, “unexcused” is defined as any reason other than reported illness or bereavement. By law, all students determined to be truant are reported to the proper officials from the town in which the students reside. Action taken by the town officials is pursuant to state law and is required by such law.

### **PUNCTUALITY**

#### **Tardiness disrupts the entire class and interferes with the teaching / learning process.**

It is the responsibility of the parent to be sure their child arrives on time for school. A student is considered late if he/she is not in the classroom prior to the opening prayer at 8:15 a.m. When a student is late he/she must report to the office before going to the classroom. Whenever a student is late, for whatever reason, he/she is considered tardy and it is marked as such on the child’s attendance record. The only tardies that are considered excused are those accompanied by a medical practitioner’s note or when school busses are delayed. All other tardies are considered unexcused. It is the responsibility of parents to ensure that day care providers bring their child to school on time. Students arriving late from day care providers are marked tardy. PLEASE NOTE THAT IN ALL CASES TARDIES ARE INDICATED ON THE ATTENDANCE RECORD OF THE CHILD. In the event a student has no absences but does have tardies, recognition for perfect attendance is not granted. Excessive tardiness will also be reported to the appropriate school officials.

### **CANCELLATION AND EARLY DISMISSAL**

Saint Gabriel School follows the Milford public school decision when inclement weather warrants cancellation or early dismissal. **PLEASE DO NOT CALL THE SCHOOL.** Radio stations WELI, WEZN, and WICC announce this information. In the event of a delayed opening on a scheduled half-day **school will be closed for the day.**

Please make a plan with your child for the possibility of an early dismissal due to weather conditions. Make sure your child knows where he/she will be going and knows that you are aware of where he/she should go. **The children become very upset when the routine is disrupted and they are unsure of where they should go.** A form will be sent home at the beginning of school so that you can file the plan in the office. This will ensure that the early dismissal will proceed smoothly for all concerned. Please remember that we need written permission to release a child to someone other than the parent. These emergency plans should be made ahead of time.

**DISMISSAL**

The safety of the children is of paramount importance during dismissal time. For this reason, the following safety procedures are in place to assure a safe dismissal from school.

**Bus Students:** Students who ride the bus are dismissed as their bus arrives at school. All of the students are escorted to the bus by a teacher assigned to that bus. No changes from riding the bus are allowed without a written request from the student's parents. Please use the school note to let us know of any changes

**Walkers:** The following procedure will be adhered to by all families (and those picking up the children):

- Adults parking on the Saint Gabriel School side of Tudor Road (the north side) MUST leave their car and meet the child. A staff member is on duty at each driveway and will cross your child to you. Please understand that you are asked to meet your children as they are required to cross the busy driveways.
- Adults parking on the Simon Lake side of Tudor Road MUST make some contact with a staff member on duty so he/she knows who is picking up the child. This may require you to roll your window down, leave your car or come to the crossing guard. Once the children are crossed by the guard, they are the responsibility of the adult who is picking them up. **IT IS IN THE SAFETY INTEREST OF EACH CHILD TO BE MET BY A RESPONSIBLE ADULT.**

Students waiting for a ride must keep off the rocks, the hill and the stair railings for their own safety. Violations may result in disciplinary action. Students not picked up in a timely fashion will be escorted back to the school office to await your arrival. If there is a chance that a delay will make it necessary for your child to be enrolled as a "drop-in" at any time during the year, you must register with the Afterschool Program.

When picking up students, please do not park in the driveways of the school and do not block the driveways of our neighbors. WE NEED YOUR FULL COOPERATION TO ASSURE THE SAFETY OF EVERY CHILD. PLEASE LISTEN TO THE INSTRUCTIONS OF THE STAFF MEMBERS ON DUTY AND THE CROSSING GUARD. Parents who are picking up their child(ren) should wait outside. **Parents may not come into the lobby or the office at dismissal time. Additional people in the lobby and main office cause confusion for the children, interrupt the traffic flow for dismissal, and present a serious security problem.**

**Siblings may not be left to wait, unattended, in the hallway while a brother or sister attends a music lesson, scout meeting, sport practice, or any other function. While we realize that it may be inconvenient to make two trips to pick up the children, please understand that we cannot be responsible for unsupervised children. To ensure their safety, if you want a child to wait for a sibling; you must enroll that child in the After School Program for that day.** The same applies to children waiting for a parent who is having a conference or working on an activity. All children must be directly supervised by their parent or enrolled in the After School Program.

**AFTERSCHOOL PROGRAM:**

Saint Gabriel School provides an afterschool daycare program for students enrolled in the school. The program is run by the Afterschool Director and she is the sole person responsible for establishing and following its guidelines, fees, and payment requirements. Please contact the Afterschool director for information relating to this program.

**BUSES:**

In all instances, the bus company is responsible for all issues related to the bussing of students. Parents should call the bus company for all questions/comments regarding transportation. On occasion, officials from Durham Bus Company may send a different bus or combine students from two busses onto one bus to accommodate a situation where the assigned bus is not available.

**THE DURHAM BUS COMPANY DOES NOT ALLOW STUDENTS TO RIDE A BUS TO WHICH THEY ARE NOT ASSIGNED. NOR DOES THE BUS COMPANY ALLOW STUDENTS TO GET OFF THEIR BUS AT A DIFFERENT STOP.**

All day-care bus changes must be made on the proper form and must pertain to the whole week. Durham Bus Company does not make different arrangements for different days of the week. The form must be submitted to the school office and we will submit the form to the bus company.

The bus driver is in complete charge of the bus and must be respected and obeyed. Students will not be allowed to ride the bus if any of the following occurs:

1. Shouting or screaming,
2. Throwing things in the bus or out of the windows,
3. Obscene language or gestures,
4. Discourtesy or disobedience to the bus driver,
5. Vandalism,
6. Eating or chewing gum on the bus (including field trips)

Both the principal and the bus authorities have the right to suspend students from the bus.

## **ACADEMIC**

### **INTERIM PROGRESS REPORTS AND REPORT CARDS:**

Note: Children in Preschool - Grade 3 do not receive deficiency reports or interim progress reports.

**Preschool** parents will receive a phone call in the fall and a conference evaluation will be scheduled in February.

**Kindergarten** report cards are distributed three times per year (a parent/teacher conference will be held for the first marking period instead of a report card).

#### **Grades 1 - 3**

Formal report cards are given to students in Grades 1 - 3 at the end of each marking term. Conferences may be scheduled at any time by calling the teacher at the school. Scheduled conferences are held after the first marking period report card is issued.

#### **Grades 4 - 8**

We aim to encourage and develop each child's academic growth and sense of responsibility. In addition to report cards at the end of each term, Interim Progress Reports and Deficiency Reports will be sent home. Interim reports are given to the student on a date noted on the calendar. **IT IS THE RESPONSIBILITY OF THE STUDENT TO GIVE THE REPORT TO HIS/HER PARENT. IF YOU DO NOT RECEIVE THE REPORT, PLEASE CALL THE SCHOOL IMMEDIATELY FOR ANOTHER COPY.**

Deficiency notices will be sent at any time an unsatisfactory grade (i.e. D, F) is probable and has not been reported on the Interim Progress Report. Since student performance can change during the very last week of a marking period, deficiency notices will be sent until the end of the marking period. Deficiency notices will be sent to the parents via the U.S. Mail. Parents are asked to sign and return the notice to the school.

Formal report cards are distributed four times per year for students in grades 1-8. Parent conferences will be held on designated days and times following the first report card. Teachers are available for conferences at any point during the school year to discuss a student's performance. Please call the school to schedule an appointment if needed.

### **MARKING SYSTEM**

#### **Primary Grades (1-3)**

The primary progress report emphasizes the progress of the young child. Recent, sound research indicates that young children should not be labeled by numbers. Therefore, the primary report of progress is based on:

VG	Above average progress
G	Good
M	Meets Grade Level Expectations
I	Improvement is needed

#### **Grades 4 - 8**

All subjects receive a letter grade of A - F according to the following marking code.

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

### **ACADEMIC HONOR ROLL (Grades 5 - 8)**

#### **High Honors**

Students in grades 5 - 8 may achieve this status by obtaining a B+ or better in all subjects (except handwriting).

#### **Honors**

Students in grades 5 - 8 may achieve this status by obtaining a B- or better in all subjects (except handwriting). Students may not receive honors if they have report card comments numbered 7, 13, 14 or 15.

#### **Effort Award**

The Effort Award is issued at the discretion of the teacher. It is given to those students who may not reach honor grades but who have displayed great effort in all areas. Effort Awards are given to students in Grades 5 - 8.

**TESTING PROGRAM:** The IOWA Test of Basic Skills is administered to Grades 1 - 7, and the Cognitive Abilities test is administered to Grades 5 & 7 in the spring. Midterm exams will be administered to students in Grades 7 & 8 before the close of the second marking period. Final exams will be administered to students in Grades 7 & 8 at the end of the year. 8<sup>th</sup> Grade students who have maintained an average of "A" will be exempt from the final exam. The absence of a student during the weeks of testing will require the student to make up the tests.

**HOMEWORK**

Homework is assigned to reinforce what is learned in the classroom. In Grades 1, 2, & 3 homework will take approximately 1/2 hour. In Grades 4, 5, & 6 it will take approximately 1 hour. In Grades 7 & 8 it will take approximately 2 hours or more. **It is expected that students will print all homework at home unless specific arrangements have been made with the principal.**

An agenda planner is provided to students in Grades 1 - 8. In order to ensure that both teacher and parents are confident that the student is using the agenda planner, it should be signed each day by the parent. This indicates their awareness of the homework that was assigned. This will greatly reduce the number of questions parents often have concerning homework.

**GENERAL SCHOOL REGULATIONS CONCERNING HOMEWORK GRADES 4 - 8**

1. Homework is to be handed in on the day it is due. A student may be given permission by the teacher to submit the assignment on the following day, however there will be a grade reduction to a full grade lower. For example, if a student is late with an assignment and receives an "A" or a "93" on the assignment, the grade will be reduced to a "B" or an "83" if it is submitted the next day. Homework not handed in or completed as noted above will receive a grade of zero "0". There will be no amnesty days or other opportunities to make up work.

2. Homework will not be accepted on torn-out, spiral notebook paper. To encourage good work habits now and for the future, only neatly done homework on appropriate paper will be accepted. If a teacher determines that the assignment is unacceptable, he/she will ask the student to resubmit the assignment and the above guidelines will apply in determining the grade.

3. Students are responsible for seeing that they have their homework assignments. Teachers give the assignment orally at which time students are asked to place the assignment in their agenda planner. The assignments are written on the board. In addition, homework is posted online on the school website. If a student has a question on an assignment, he/she should see the teacher before leaving for the day. If he/she cannot locate the teacher, he/she should ask to have the teacher paged from the office. There is virtually **no reason** for a student not to have the assignment completed.

4. **Any 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade students that does not have their homework done and turned in on the day it is due will have to call home and make arrangements to stay after school on that day from 3:00 until 4:00 (Monday through Thursday). If an assignment is not turned in on Friday, the student must stay after on the next available day. No student will be permitted to participate in extracurricular activities in the evening of the day the assignment was due.**

5. Teachers are **not** responsible for reporting each missing homework assignment to parents. Such information is reported on interim reports and deficiency notices. However, work cannot be made up at that point. **AGAIN, IT MUST BE EMPHASIZED TO THE STUDENTS THAT THE COMPLETION OF HOMEWORK IS THEIR OWN RESPONSIBILITY AND NOT THAT OF THE PARENT OR TEACHER.**

6. Teachers will establish individual classroom homework policies. Students will be notified in writing of such policies.

**Parents are expected to:**

1. Provide suitable study conditions
2. Check the student's homework for completion, accuracy, neatness, and legible writing
3. Sign the assignment book each day to ensure that they are aware of the completion of work

**Students are expected to:**

1. Have assignments written in their agenda planner
2. Choose a quiet place for study
3. Have all necessary books, notes, and materials available
4. Budget time wisely
5. Complete the assignments competently

**Teachers are expected to:**

1. Be certain that all students understand the assignment
2. Provide meaningful and appropriate assignments
3. Be certain that all students are aware of what is to be written in the assignment book

Long term assignments or projects should be started early enough to eliminate doing the entire assignment the night before it is due. In the event there is difficulty with a long-term assignment, the teacher or principal should be notified at once. Homework grades are part of the overall grade average as determined by the individual teacher's grading policy.

**CHRISTMAS SHOW / ART SHOW / SPRING MUSICAL**

Each year the school presents a Christmas Show in December the Spring Musical in May and an Art Show Night in May. The dates are given to families on the tentative schedule in August. All of these productions involve the entire student body (K-8) and are part of the curriculum for both music and art. Attendance is mandatory at the Christmas performance and the Opening Night performance of the musical. Failing grades are issued if a child does not participate. Please make sure to clear the calendar when you first receive the dates so that there are no conflicts. Sport practices, games, dance classes, etc are not excusable conflicts.

### PARENT / TEACHER CONFERENCES

1. Open House Night, which is scheduled in August, is an opportunity to meet your child(ren)'s teachers and become familiar with the program and curriculum. **THIS MEETING IS NOT AN APPROPRIATE TIME TO DISCUSS PROGRESS.**
2. Parent-Guardian /Student / Teacher conferences are scheduled following the distribution of the first report card. The conferences will be held the week after report cards are issued at various times as determined by the teachers. This assists us in accommodating all parents. Kindergarten report cards are distributed three times per year (a parent/teacher conference will be held for the first marking period instead of a report card).
3. Conferences may be initiated at any time throughout the year by the parent/guardian, teacher or principal. Please do not hesitate to contact the teacher to schedule an appointment if you have any concerns. All questions should be addressed to the teacher first. If a parent/guardian feels that the question has not been resolved, he/she should then make an appointment to meet with the principal. This meeting will include the teacher so that the question may be resolved in a timely manner.
4. Preschool parents will receive a phone call in the fall and a conference evaluation is scheduled in February.

**FAMILY LIFE PROGRAM (BENZIGER):** Diocesan policy requires teaching the Benziger Family Life program in all elementary schools. The program fosters child growth through instruction and discussion of moral development, etc. Family component material is sent home so that you may guide your child through the program.

**SCHOOL LIBRARY:** In order to make the library more accessible to the students, we have moved age appropriate books into each room and established classroom libraries. Books of varying reading levels are thus available at all times to the students and may still be borrowed. If a student loses, misplaces or defaces a book the cost of replacement will be paid by the student.

**GRADUATION:** There is a formal graduation ceremony at the completion of Grade 8. Therefore a separate 8th grade graduation fee, determined by the principal, to cover graduation expenses is charged. **All tuition, fees, and fundraising obligations must be paid by May 30.** In the event tuition, fees and fundraising obligations are not met, the student will not be allowed to attend end of year activities including graduation and the diploma will be retained until financial obligations are met.

### NATIONAL JUNIOR HONOR SOCIETY

Saint Gabriel School has a local chapter of the National Junior Honor Society for students who have achieved superior academic success. They have been recommended by their teachers as students who serve their school community in terms of leadership, character, and service. Induction into this prestigious society takes place at a special ceremony at a date determined by the advisor.

The following are the academic requirements for consideration for election to the National Junior Honor Society.

#### Grade 8:

1. A student must have a cumulative average of B+ for the 7th grade and first and second marking period of grade 8.
2. A student must have an average of B or above for final 6th and 7th grade marks.

#### Grade 7:

1. A student must have an average of B+ for the first and second marking periods of 7th grade.
2. A student must have an average of B or above for final 6th grade marks.

Academic eligibility is only the first factor in consideration for admission to the Honor Society. In addition, a faculty council is appointed by the principal and it will consider each candidate in terms of leadership, character, discipline, and service.

### SOCIEDAD HISPANICA DE AMISTAD

Saint Gabriel School has a chapter of the Sociedad Hispanica de Amistad. Students are eligible for induction during the second year that they study the Spanish language on the middle school level. Students must maintain an "A" average in Spanish each marking period of the year of induction to be eligible.

### EXTRACURRICULAR ACTIVITIES

When a child signs up for a sport or activity that meets after school, it is expected that the child will stay after every time that the activity meets (for example: Basketball practice every Thursday, etc.). The child's name will be placed on the team or group list and announced at dismissal each time. If, for some reason, your child is not staying on any given day, a note should be sent in notifying us of the change. **Again, unless we receive a note saving the child is not staying, we will always assume that he/she is.**

**Eligibility Policy:** The intent of this policy is to encourage the children to achieve the best they can in academics in order to qualify for extracurricular participation. If a student has any grade lower than a "C-" for any subject on a report card, that child will not be allowed to participate in ANY extracurricular activity until the interim report indicates the absence of any grade lower than a "C-". This includes athletic participation, student council, clubs, etc. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.** Eligibility for participation in fall sports will be determined by 4<sup>th</sup> marking period grades from the previous year.

Students who are in special learning programs involving IEP's will be evaluated on an individual basis by the principal, athletic director, activity advisor, and appropriate personnel. A student who receives two demerits in one marking period will be suspended from the team or group activities for a period of one month. Reinstatement will depend on the outcome of a parent/teacher/principal and student conference.

**RETENTION**

Students will be retained if two or more major subjects (Math and Reading in particular) are failed for the year. Major subjects are defined as those subjects in grades 4-8 that receive a letter grade of “A” - “F”. Grades of “I” in the primary grades are considered reflective of a need for improvement work and may be used as the criteria for retention. Retention may also be recommended by any teacher or the principal for reasons that may indicate that promotion to the following grade may not be in the best interest of the child. All such decisions are made in a collaborative way in consultation with the parent, teacher and the principal.

**TERMINATION OF ENROLLMENT**

Primarily, students may be dismissed from the school when we are no longer able to meet the needs of the child. This encompasses a wide range of scenarios including academic, social and special education needs. When the teacher, parent, principal or other qualified education representatives (i.e. Special Education personnel from the City of Milford) feel that such a case has arisen, all of the parties will meet to discuss the situation. If it is determined that all attempts have been made to rectify the underlying problem, the principal may recommend termination of enrollment. Alternative placements and resource personnel may be suggested for parents to pursue at their expense. **In addition, illegal activity outside of school resulting in police action may result in termination of enrollment.**

**DRESS CODE POLICIES**

To foster pride in being a student of Saint Gabriel School all students must wear the Saint Gabriel School uniform, which may be purchased at Dennis Uniform Store (500 Boston Post Road, Orange) or at Blakes ( Stratford).

**WARM WEATHER UNIFORM****Boys and Girls: Kindergarten - Grade 8**

Navy blue pullover shirt with school logo, **uniform** khaki shorts, navy blue socks (2 inches above ankle) and regulation school shoe. This warm weather uniform may be worn from the start of school until October 15 and from May 1 until the close of school.

**DRESS UNIFORM****Boys: Kindergarten - Grade 8**

Blue oxford shirt ( **tucked in**) (short or long sleeve), navy blue/khaki striped or plaid tie, **uniform** khaki dress pants, navy blue socks( 2 inches above ankle), regulation school shoe.

**Girls: Kindergarten - Grade 8**

Blue/khaki plaid skirt (no shorter than 2” above the knee) with navy blue over-blouse (long or short sleeve - school logo imprinted on shirt), navy blue **knee** socks or navy blue tights, regulation school shoe.

**All students** may wear any style **plain** navy blue sweater (v-neck, crew neck, cardigan, etc) during the cold weather. No insignia, stripes, logos, or designs are allowed on the sweater except for the St. Gabriel School logo if you choose to have it.

**GYM UNIFORMS**

Navy blue shorts [**the correct size**] with school logo imprinted and a light blue T-shirt with school logo imprinted. Navy blue sweatshirt with school logo imprinted. Navy blue sweatpants with school logo imprinted. . **White sport socks** are required. The physical education teacher is the final authority in deciding if gym shorts are the proper type and fit. Sneakers are part of the gym uniform. **NO PLATFORM SNEAKERS “WHEELIE SNEAKERS” OR SLIDES ARE ALLOWED.** Students are to wear the gym uniform to school on the designated gym days. Students will be informed of the gym schedule in September. The gym uniform may not be altered. Students will not participate in gym if they are not attired in the proper uniform.

**UNIFORM SCHOOL SHOE**

All students are required to wear a standard uniform shoe with their uniforms. The only acceptable uniform shoe is a sandy (tan) suede buck that is available from many retailers including the uniform companies. Sketcher Shoe Company has a shoe with a heavier sole and will hold up to continuous wear. There are also some variations for girls (loafers or buckled suede bucks). These shoes will be available at Dennis’ Uniforms, Lands End, and Arciuolo’s shoe store. **NO WHEELIE SHOES OF ANY KIND ARE ALLOWED.**

Students who arrive not wearing the proper uniform will be issued a uniform violation notice which must be signed by the parent. **Parents will be called to bring the proper uniform to school or the child can be excluded from class if he/she does not confirm to the required dress code.**

**PERSONAL APPEARANCE**

No tattoos (permanent or temporary) are allowed on boys or girls. Body piercing of any type other than earrings is prohibited.

**Girls:** No make-up, hanging earrings or ornate jewelry is permitted. Only one earring per ear is allowed. Hair styles and haircuts are to be age appropriate for school. **No bleaching, coloring or highlighting** of hair is permitted. Clear nail polish may be worn.

**Boys:** Hair must be no longer than the top of the buttoned uniform shirt collar. No shaved designed cutting, long-hair styles, tails or pony tails are allowed. **No coloring, bleaching or highlighting of hair** is permitted. No earrings are allowed.

**SPECIAL DRESS DAYS**

Special dress days may be offered throughout the school year. These are days when the students get a break from wearing their uniform. Generally these days will have a theme or special cause. A donation of \$1.00 is asked from each child who participates. While the children enjoy these days, it is not mandatory that they participate. However, if they do participate, it is expected that they pay the \$1.00. If you do not want to make the donation, please send your child in uniform that day. No clothes that are unnecessarily short, tight, or low-cut will be allowed. **No ripped jeans or shirts** are allowed. **AGAIN, NO WHEELIE SNEAKERS ARE ALLOWED.** Parents will be called to bring appropriate clothing if a child arrives at school dressed in a manner unbefitting Christian decorum on a dress down day.

On occasion, a student may be awarded a “free dress down day” certificate. This entitles the student to wear dress down clothing on the day of his/her choice. **Please note that the certificate may not be redeemed on any day that we are attending Mass (here or at the church) or that the children have been asked to dress up.** When in doubt, the child should check with the school office first. When a student dresses down using a pass, he/she must report to the office and present the pass to the principal. The student’s name and date must be written on the pass. A record will be kept of students who have permission to dress down each day. If the principal is not in the building the pass should be presented to the secretary. If a student does not have the pass, he/she must call home to have the proper uniform brought in. All dress code policies (**including the No Wheelie Sneakers policy**) remain in effect. Parents will be asked to bring proper shoes to school if a student arrives wearing any of these items.

**DISCIPLINE POLICIES**

**NOTE:** The principal is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause at his or her discretion. A faculty committee will review all students before the second marking period to determine if the student is conforming to policies and guidelines set forth by the school. If it is determined that a student and/or parent is not willing to follow school policies, the child can be asked to withdraw from the school.

**TEAM - GROUP CONDUCT:**

Team coaches or supervising adults will have the authority to suspend a student from the team or group they are in charge of when a student fails to display proper behavior while being supervised by said coach or supervising adult. A student who receives two (2) conduct referrals from a coach or supervising adult may be suspended from the team or group for one month. Reinstatement will depend on the outcome of a parent/student/principal/coach conference.

**DISCIPLINE (GRADES 3-8)**

Please note that Preschool, Kindergarten, Grade 1 and Grade 2 have their own discipline program, which is developmentally appropriate. Please refer to the specific guidelines distributed by these teachers. Students attending Saint Gabriel School should give evidence of a living faith in Jesus. All words, works and actions should tell others “I believe in Jesus, I love Him and I try to act as He would”.

When a child causes a disruption in a classroom, that student is infringing on the rights of the other students to learn and also on the teacher’s right to teach. With the cooperation of both student and parents, we can maintain an environment that will permit all students to learn. If a child is asked to leave a classroom due to behavior, he/she will report to the principal. At that time, the parents will be called and the child may be sent home for the day. This will count as a suspension. If a child is sent home three times during the year, he/she may be asked to leave the school.

Demerits will be issued by the teacher for infractions. However, repeated offenses will not be tolerated no matter how minor they may seem. Every four demerits will result in an automatic suspension. Twelve demerits in one year will result in expulsion. Suspensions may be in-school or out-of-school as determined by the principal.

**Any student who continues to not follow classroom rules after being given two warnings, will be issued a detention with the principal or teacher from 3:00 until 4:00 (Monday through Thursday). If the detention is issued on a Friday, it will be served on the first available day. No student is permitted to participate in any extracurricular activity in the evening of the day the detention is given.**

The following are classroom infractions. They will be enforced according to the standards established in each individual classroom.

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 1. Failure to complete homework | 5. Lack of cooperation             |
| 2. Lack of class materials      | 6. Inattentive behavior            |
| 3. Annoyance to classmates      | 7. Inappropriate lavatory behavior |
| 4. Excessive talking            |                                    |

The following are infractions of general school rules:

1. Conduct or behavior unbecoming a Catholic student (both in and out of school)
  2. Excessive tardiness
  3. Repeated violation of the dress code, which includes defacing the uniform,
  4. Cheating / Plagiarism (will result in a failing grade for the assignment).
  5. Rude, discourteous behavior or annoyance to other students
  6. Mischief
  7. Gum chewing is not allowed on school property
  8. Swearing or inappropriate language
  9. Misconduct on the bus. (Bus conduct slips may be issued by the driver)
  10. Throwing of ANY objects including, but not limited to, food, pencils, crayons, etc.
- Demerits for any other reason may be issued at the discretion of the teacher.

**SERIOUS INFRACTIONS - SUSPENSIONS**

The following violations are considered serious infractions and will result in automatic suspension or possible expulsion due to the seriousness of the offense:

1. Any disrespect to principal, teachers or staff members
2. Stealing of any nature
3. Fighting
4. Altering of report card grades
5. Truancy
6. Use of tobacco, alcohol or drugs
7. Vandalism: defacing or damaging school or church property
8. Suspension for any other reason may be issued at the discretion of the principal.

NOTE: When suspension occurs, a parental conference will be required immediately. The length of the suspension will be determined by the principal or his/her designee. During the period of an out-of-school suspension, the student is not allowed on school property or at any school sponsored event. In the event of any damage, the student will not be permitted to return to school unless compensation or arrangement for compensation is made for the damages incurred.

**BULLYING**

Bullying behavior will not under any circumstances be tolerated. Students should feel safe in their environment. It is up to the staff here at Saint Gabriel to ensure their safety. With this in mind, any student caught bullying another student will be subject to the following disciplinary action: The first offense he/she will have detention with the principal after school the day of the offense and be dismissed from any extracurricular activities (Junior Honor Society, Drama Club, Cheerleading, Sports, Student Council and Natural Helpers.) A second offense will lead to a three-day suspension. A third offense will lead to expulsion from Saint Gabriel School.

**HARASSMENT**

For purposes of this policy, harassment is defined as the purposeful intent to intimidate, exploit or hurt another. Such behavior will not be tolerated. Violations of this policy may result in a demerit, suspension or expulsion depending on the nature of the harassment. The principal or his/her designee will determine the action to be taken.

**THREATS:****Saint Gabriel School has a ZERO-TOLERANCE policy on threats and violence:**

Any threats made in writing, discussion with other students, texted, e-mailed, or in any other fashion will be dealt with immediately. **All threats to any person or object will be considered valid and sincere.** For clarification purposes, the term threat is viewed by the principal as any indication of intent to cause harm to another person, the student, or any physical property. No threats are considered to be “pranks” or “jokes”. When the threat becomes known to the principal, the child will be removed from the classroom. The parent/guardian will be contacted immediately to meet with the principal. Depending on the nature of the threat, the local law enforcement authorities may be contacted to assist in the case.

Whenever a child indicates in words, writings or drawings (or any means of communication) that he/she is a potential harm to his or herself or to others, it is the policy of the school to immediately refer the child to the pediatrician or other appropriate medical practitioner (including hospital emergency rooms) for further evaluation. For the safety and well-being of the child and others, parents are expected to comply with this request. At an appropriate time (in all likelihood, the same day or evening), the teacher, principal or nurse will contact the family to determine the outcome of the follow-up. In addition, any further plan of action will be discussed with the parents. Depending on the nature of the threat and the outcome of the investigation by the school principal, recommendation for suspension or expulsion will be given to the student and parent.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The administration is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason it prohibits student possession and/or use of weapons or other dangerous instruments in any school building, on school grounds, in any school vehicle, bus, or at any school sponsored activity. Also prohibited are instruments which may be perceived as dangerous or used in a dangerous manner, such as pocket knives, razor blades, starter guns, air pistols, air rifles, laser pointers, and other items which may be used to threaten or inflict harm. Possession and/or use of any such dangerous weapon by a student, is grounds for expulsion of the student. NOTE: In order to avoid confusing messages to the children, please do not send in any toy weapons. They will be confiscated and returned to the parent.

## **DEMERIT, SUSPENSION AND EXPULSION**

To preserve a faith centered school, which pledges quality education, justice mandates that the following procedures be implemented.

### **1. Demerit**

Any student who violates any of the school rules as outlined in the discipline policy of the school will be issued a demerit. The student is sent to the principal with the demerit. At that time, the student is given the opportunity to present his/her side of the situation. If the information is in conflict with the teacher's information, the principal will meet with the student and teacher to discuss the discipline. At that time, the principal will determine if the demerit is warranted and he/she will sign it.

When a student receives a demerit, a copy is given to the student to bring home for a parent's signature. A copy is retained by the teacher and one by the principal. The pink copy should be signed by a parent and returned to school the next day. Parent signatures indicate that you are aware of the action and have discussed this with your child.

### **2. Suspension**

If a student's behavior fails to comply with the accepted standards of respect as shown by evidence of harassment of a fellow student or a staff member, disrespectful physical contact, or he/she accrues four demerits, a suspension is given at the discretion of the principal. Parents are notified by phone immediately. At that time, the parent/student/principal will discuss a means of behavior modification and responsibility of the student. If appropriate, parents, student and principal will meet to discuss long-term behavior goals for the student. During the time of a suspension general school work will be assigned. All other work must be made up. In the event of cancelled school, suspensions will be served on the next scheduled school days.

### **3. Expulsion**

When a student repeats a behavior that is unacceptable following a suspension, the student is subject to expulsion. In addition, use or possession of a weapon (gun, knives, razor blades, sharp metal objects of any kind) and use or possession of alcohol/drugs (including cigarettes), are grounds for immediate expulsion. The student will be removed from the classroom and parents will be notified by phone immediately. Parents must come to school to take the student home. Parents/student/principal will meet to discuss an alternate placement and further psychological evaluation and counseling services as warranted. The Principal is the final recourse in decisions regarding grounds for expulsion. Once a student has been expelled from the school, he/she will not be allowed on school property or at any school sponsored function.

## **CONSEQUENCES:**

Four demerits (except those issued for tardiness) will result in a suspension. Three suspensions in a school year may result in expulsion.

## **GENERAL SAFETY REGULATIONS**

1. **No cars** are allowed in the school yard **or either driveway**. Children should be dropped off at the street. Please do not pull into the driveway at any time — **not even for just a minute**. Parking spots are reserved for staff members.
2. No student may go into the woods or on the rocks without a teacher's permission.
3. Once a student has arrived at school, he/she may not leave the school yard without permission.
4. Rough games, e.g. "Keep Away" and any personal contact games are not permitted. The purpose of recess is a break from studies, a time to relax and a time for strengthening social skills.
5. Throwing unauthorized objects (such as stones or snow balls) on school property or when coming to or going from school is strictly forbidden.
6. Teachers should be notified **in writing** of a change in the transportation (i.e. when the student will be picked up by the parent or his/her representative instead of taking the bus). This should be done **in the morning**. Changes should not be called in during the day except in emergencies. **IF THERE IS NO NOTE THE STUDENT WILL BE SENT HOME THE USUAL WAY.**
7. All students are to adhere to **FIRE DRILL RULES: Stay in line, no talking, no running.**

**ELECTRONIC DEVICES:**

Electronic devices are not permitted to be carried, worn, or stored by students in any location inside or outside on school property. Such prohibited devices include, but are not limited to cell phones, pagers, (a.k.a. beepers), walkmans, radios, headphones, walkie-talkies, telephones, earphones, laser pointers, hand held electronic games and any other device which may be deemed inappropriate by the school administration. Medical devices are not included in this ban. In the event that a parent requests a child be allowed to carry a cell phone because the child goes home to an empty house each day, the child will be required to leave the phone in the office and pick it up before going home for the day.

Failure to abide by this policy will result in confiscation of the device by the teacher or administrator discovering the device. The device will be returned only to the parent or guardian as soon as he/she is able to come into the school. Repeated offenses will be considered insubordination and will place the student at risk of disciplinary action, which may include suspension and possible expulsion.

**BICYCLES, SKATE BOARDS, ROLLER BLADES**

Families are reminded that children in Grades 4-8 may ride bikes to school only if they are wearing a safety helmet. Note: The helmet must be worn and not hung from the handlebars. Bikes should be locked to the bike rack outside the main entrance. If a student is found to be without the required safety equipment he/she will not be allowed to leave on the bicycle and the parent will be called to make other transportation arrangements. A note from the parent is required notifying us that the child will be riding the bike instead of the usual dismissal arrangements.

Skate boards and roller blades are not permitted to be brought to school. If skate boards and/or roller blades are brought to school they will be confiscated and returned to a parent or guardian. Repeated offenses will be considered insubordination and will place the student at risk of disciplinary action.

**SCHOOL NURSE**

The nurse is in school every day. The nurse is required to follow all policies established by the Health Department and those of Saint Gabriel School. Any medication to be given during school time must be accompanied by the appropriate required state form, filled out by a physician. The form may be obtained from the school office. All medications must be kept in the nurse's office and administered only by the school nurse or her designee. Cough drops, aspirin, and non-prescription drugs are not to be brought to school for use by students unless the above guidelines are followed.

Please keep your child home if he/she exhibits the following symptoms **the day before or the day of school:** fever, runny nose (green mucous), red, itchy and runny eye, persistent cough, cold sore, impetigo, sore throat, congestion, chicken pox, **or if they have vomited or had diarrhea the night before or the morning of school.** If you suspect strep throat, pink-eye or if a student has an undiagnosed rash, he/she is excluded from school until seen by a physician. Isolation of contagious disease is the best way to keep both staff and children healthy.

**HEALTH PROGRAMS****Dental Hygiene:**

1. Grades 2, 3, & 4 have a cleaning and exam offered at school.
2. Grades 1, 5 & 6 have an oral exam at school.
3. All grades have a classroom educational program in oral hygiene.

**Auditory Screening:**

Given in Grades K, 1, 2, 3, 5, & 8

**Visual Screening:**

Done in Grades K - 6

**Scoliosis Screening**

Done in Grades 5, 7, & 8

**Physical Examinations** are mandatory for entrance into Preschool, Kindergarten and Grade 6. If parents do not have their own doctor, a physician is available from the Milford Health Department. Please contact the nurse for further information and for specific immunization requirements. Note: If you prefer not to have your child examined by the dental hygienist or nurse, please submit this request in writing to the principal.

**REPORTING OF SUSPECTED CHILD ABUSE / NEGLECT:**

State of Connecticut statutes require all mandated reporters such as teachers, principals, nurses, doctors, etc. to report all cases of **suspected** abuse or neglect. For the safety of each child, all suspected cases are reported to the proper authorities such as the Department of Children and Families or local police. Such reports are a report of suspicion on the part of the reporter. At Saint Gabriel School, the principal is usually responsible for making the direct reports after consultation with the teacher and nurse. This allows for one central contact at the school.

ALL REPORTS ARE MADE WITH THE SOLE INTENT OF PROTECTING THE RIGHTS, SAFETY, AND WELL-BEING OF EVERY CHILD. Once the report is made by the school, all follow-up is in the hands of the Department of Children and Families. In almost all instances, families are notified by the principal, nurse, or social worker that such a report will be made or has been made. However, it is the sole discretion of the reporter to notify parents of such a report. Reports can be made anonymously by anyone. In all suspected cases of abuse or neglect, the school would very much like to assist parents and children in correcting the problem. Please note that all reports made are held in the strictest of confidence.

If at any time you feel that you may need the assistance of the school or the Department of Children and Families, please do not hesitate to contact the principal for a confidential meeting. Remember, the school and the State are interested in the safety of each child in our care.

**INSURANCE COVERAGE:** As stipulated in our General Liability Policy, students are not covered for medical expenses resulting from any injury received at school or in their participation in school-sponsored events away from school premises. Any medical bills or injury claims should be referred to your medical coverage in force for your child. Sports injuries should be immediately reported to the principal for referral to the proper insurance carrier.

**RECORDS:** The school follows the 1975 Buckley Amendment, which gives parents/guardians and students the right of access to records. The school asks parents/guardians who wish to view their child's/children's records to make the request in writing and give at least a twenty-four hour notice. Saint Gabriel 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, a 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 a copy of the court order.

**FINANCES:** The operating expenses of Saint Gabriel School are met by:

1. **Tuition**
2. **Fundraising Income** which includes money raised during the Annual Fund Drive and through special events and fundraisers sponsored by the Home and School Association and Development Office.
3. **Subsidy** from Saint Gabriel Church

Tuition payment dates must be met in order to meet the expenses of operation. Parents/Guardians may always discuss extenuating circumstances with the pastor or principal. Registration fees, deposits and all development monies are non-refundable. If a child leaves the school during the year, the tuition is pro-rated on a daily basis (based on a 180 day school year). The number of days enrolled times the daily rate is the tuition owed the school at the time of withdrawal. Any refunds will be based on that formula. **PLEASE NOTE: A STUDENT IS NOT CONSIDERED TO BE WITHDRAWN FROM THE SCHOOL UNTIL AN OFFICIAL RELEASE OF SCHOOL RECORDS IS RECEIVED. STUDENTS WILL BE MARKED ABSENT IF THEY ARE NOT IN SCHOOL UNTIL THE RELEASE IS RECEIVED. TUITION PAYMENTS CONTINUE UNTIL A STUDENT IS OFFICIALLY WITHDRAWN.**

**FUNDRAISING OBLIGATION:** Each family whose oldest child is enrolled Grades K - 8 is required to account for a minimum of 500 points for the year through participation in the various fundraising projects or through volunteering for certain events. Each family will receive 1 point for every dollar raised in fundraisers such as sales brochure (This is the dollar amount of the profit – not gross sales). Each family will also receive 5 points for every hour worked at an event (7 Points for Bingo). **THIS 500 POINTS MUST INCLUDE AT LEAST 5 NIGHTS WORKED AT BINGO.** Families who choose not to work at Bingo have the option of paying an additional \$ 1,350.00 in tuition. Such fundraising obligations may be fulfilled through participation in our fundraisers or direct payment (of \$1.00 per point not worked off) to the school. In fairness to all families, those who do not fulfill this obligation will be assessed the full amount or any portion not raised in addition to tuition. Fundraising obligations must be completed by May 31. You will begin working towards your fundraising obligation for the next year on June 1. There are many opportunities to participate in the fundraising program and each family is expected to find those areas that are of interest to them. We strongly encourage each family to work off at least half of your obligation in hours worked. Of course, in the event a student withdraws from the school during the school year, no part of this credit earned is refundable in any way, nor can it be applied to another family.

## **LOCAL AND STATE FUNDING:**

Saint Gabriel School participates in the following programs:

1. Health services: free physical examination by doctor, school nurse, dental hygienist.
2. Bus transportation (Milford residents)
3. Tutorial programs (Title I services and limited special education services)
4. Milk Program: Milk is available to all students at a minimal fee; free milk is available for those eligible. Forms are in the informational packet received in August.

## **GENERAL SCHOOL INFORMATION & POLICIES**

### **COMMUNICATIONS AND SPECIAL INFORMATION**

- Classes may not be interrupted unless there is an emergency. When class is in session no unauthorized person is to disturb the process. Forgotten items can be left in the office and will be delivered to the children at a break in the class schedule.
- If a parent/guardian has a question, he/she should start by talking to or meeting with the teacher first. If the question remains unresolved, the parent/guardian should then make an appointment to meet with the principal. This meeting will include the teacher so that the question can be resolved in a timely manner.
- **No student may receive telephone calls or messages unless there is an emergency. The secretary should not be asked to deliver messages. Changes in transportation should be attended to before the student leaves for school in the morning. Changes in transportation require a note from a parent. Students may not make plans during the day and call home to arrange after school activities.**
- In emergency situations, and with permission, students may use the office phone.
- Each week the principal posts a newsletter online with schedule changes, news items, and important information.
- Notices will be posted online each week. Parents should be aware that this information is vital and will be posted each week. **Communication is a two-way process. We cannot get vital information to you without the cooperation of everyone (parents, students, staff). Please be sure to download, read, print out, sign and return all necessary paperwork each week.**
- The names and addresses of students and their parents or guardians will not be given to salesmen, commercial organizations or any unauthorized persons or agencies. The only exception is the names of 7<sup>th</sup> and 8<sup>th</sup> grade students may be sent to Catholic High Schools upon request.
- Notices of special importance are sent home with the student. The form or notice should be signed by the parent/guardian and returned even if the answer is “NO” or “DOES NOT APPLY”.
- All money (milk, yearbook, etc.) should be placed in an envelope in the exact amount needed: the student’s name and the reason for payment should be indicated on the envelope. All checks should be made payable to Saint Gabriel School. If one check per family is sent, please clearly indicate the other children (and their grades) that the payment applies to. **Please do not mix payment for several items on the same check. Often the checks go to different people and are deposited into different accounts.**
- Invitations: Party invitations may not be brought to school for distribution. These are not school functions and can lead to embarrassment and hard feelings. Additionally, parents may not stand in the schoolyard and hand out invitations to students in their child’s class. For confidentiality, telephone numbers or addresses will not be generally distributed for these purposes except through the information provided in the HSA family directory. Inclusion in the directory is optional. Details on the directory will be sent home by the HSA in the summer packet.

**EMERGENCY CONTACT FORMS**

An emergency form must be filled out for each child. Copies of these are kept on file in the office, classroom, and nurse's room. Only those persons named on the emergency form are authorized to pick up your child. Please make sure that the persons named are available during the day. Also, please provide a daytime phone number (as well as any beepers or pagers or cell phones) where you and/or they can be reached. **ANY CHANGES IN A STUDENT'S ADDRESS OR THE TELEPHONE NUMBERS ON THE EMERGENCY FORM SHOULD BE REPORTED TO THE OFFICE IMMEDIATELY.**

**CARE OF BOOKS AND SUPPLIES**

Each student must have a book bag. No books will be taken home except in a book bag. All books must be covered. No student is to write in or deface a textbook. If a textbook is damaged or lost the cost for the replacement of the book is the responsibility of the student. The average book price for a hard cover text is \$50.00. A soft-cover text averages \$20.00.

Library books are school property. They are to be returned to the library on the due date. If they are lost or misplaced, the cost for replacement of the book is the responsibility of the student/parent. Each student is charged a book fee to cover the cost of consumable books and materials. All students in Grades 2 - 8 are required to have the authorized school assignment notebook.

**PUBLIC RELATIONS POLICY**

Saint Gabriel School makes it a policy to publish the honor roll, lists of award winners, and promotional pictures of the children at various times throughout the year. Pictures of the children may be used in videos, newspapers, and printed materials. A permission slip is included in the August packet and should be signed and returned to the school immediately granting us permission to use such photos. **Students without permission slips are removed from all planned photo sessions. We are also unable to list honors and awards for students who do not return the permission slip.**

**LUNCHROOM POLICIES****GOALS**

1. To improve structure and behavior
2. To teach or reinforce manners
3. To instill a sense of responsibility by enforcing clean-up practices
4. To make lunch time a pleasant experience for students, teachers, and staff

**REGULATIONS**

1. The Food Services Director will send home policies for ordering and paying for lunches.
3. Children will remain in seats.
4. No snacks will be sold until all lunches have been distributed. Only one lunch snack per student will be sold. Chips and ice cream are both considered snacks.
5. Children are to remain in the lunchroom after receiving their lunch. Children are never allowed behind the food counter or in the food preparation area at any time.
- 6. Peanuts or products containing nuts are not allowed.**
7. No glass bottles will be allowed in the classroom or cafeteria. Soda may not be brought for lunch, but may be allowed for special occasions as directed by the teacher.

**SNACKS**

All grades will have a 10-minute snack time every morning. Snacks should be simple (not lunch) and healthy. Some suggestions are: fresh fruit, cut up vegetables, crackers, small boxed juice, or students may participate in the SNACK ATTACK program.

**FIELD TRIP POLICY**

Field trips that are planned and approved by the principal as an integral part of the instructional program will be permitted in accordance with diocesan guidelines. (Policy # 4190.4)

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 field trip to accompany their child. Since Field Trips are scheduled to compliment the subject matter being studied, participation is mandatory for children (unless denied because of behavioral issues). If, for any reason, a child does not attend the field trip, there will be an alternate assignment to be done to fulfill the requirement. Parents/Guardians must complete permission slips even if the parent/guardian acts as the chaperone. Telephone calls or notes will not be accepted in lieu of proper permission slips and the wording on the permission slip must not be altered in any way.

Only a licensed public carrier may be used for transportation. The Archdiocesan School Office does not permit overnight trips. During the year, the students may walk to church to attend Mass. Parents will be informed of these days through notification on the calendar or special notice. A special one-time permission slip will be sent home to cover these days.

**Sample Permission Slip**

I, the parent/guardian of \_\_\_\_\_, request that the school allow my son/daughter to participate in \_\_\_\_\_ and I give permission for my child to participate in the trip to:

Scheduled for: (date) \_\_\_\_\_. Grade: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

**Method of Payment: Amount:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Check #** \_\_\_\_\_

Please list any medical problems, allergies, etc. \_\_\_\_\_

In consideration for the making of arrangements for this trip, we hereby release and save harmless Saint Gabriel School, Milford, CT and any and all of its employees from any and all liability for any hard arising to my son/daughter as a result of this trip.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Work Phone Number)

\_\_\_\_\_  
(Home Phone Number)

**PARENT/GUARDIAN VOLUNTEERS**

Parents/Guardians are encouraged to take part in the daily programs of the school. This may be done by volunteering in their child's classroom or other grades where they feel comfortable. Suggestions for types of service include: teacher helper for a few hours during the day, library aide, helping to plan and implement special arts & crafts projects, room mother or room father; coaching sports teams or other areas of special interest to you. It is understood that this type of volunteering is made available for parents who wish to be involved in this manner and **does not qualify for fundraising credit.**

To ensure a complete understanding of the policies of Saint Gabriel School, a copy of this handbook is given to each family who enrolls a child in the school. The contents of the handbook should be read carefully and discussed by the parent/guardian with their child/children.

**THE PRINCIPAL RETAINS THE RIGHT TO AMEND THIS HANDBOOK FOR JUST CAUSE. PARENTS/GUARDIANS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE. THE PRINCIPAL IS THE FINAL INTERPRETER OF ALL POLICIES AND REGULATIONS CONTAINED HEREIN.**