

St. Gabriel School

Student/Parent Handbook



www.stgabrielschool.org

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Table of Contents

<u>Subject</u>	<u>Page</u>
MISSION STATEMENT	1
OUR VISION.....	1
CATHOLIC IDENTITY.....	1
OFFICE OF EVANGILIZATION EDUCATION AND CATECHESIS VISION STATEMENT	1
Accreditation	2
FOREWORD	3
MESSAGE TO PARENTS.....	3
ADMISSIONS POLICY.....	4
Non-Discrimination Statement.....	4
ACCEPTANCE REQUIREMENTS	4
General Admissions Criteria & Policy.....	4
Parish Affiliation	5
Refund Policy.....	5
Transfer (In or Out) Policies	5
State Health Requirements for Students Entering St. Gabriel School	6
TUITION RESPONSIBILITY	7
Tuition Assistance	8
Delinquent Tuition Procedures.....	8
Returned Check Policy.....	8
STUDENT CODE OF CONDUCT	9
DISCIPLINE POLICIES	9
Discipline Guidelines	10
The Component Parts of the System of Student Discipline	10
Detention	10
Suspension.....	11
Inappropriate Behavior.....	11
Probation Status.....	12
Dismissed from School	12
EXPECTATIONS OF THE PARENTS	12

PARENT – TEACHER PROTOCOLS	13
EXPECTATIONS OF THE TEACHER	13
Communication Procedures/Appointments with Staff.....	14
VOLUNTEERISM	14
SCHOOL OPERATIONS.....	15
School Year	15
Daily Schedule	15
Entrance and Dismissal Procedures	15
Curriculum.....	17
Textbooks	17
Library	18
School Cancellations/Emergency Dismissals	18
Insurance	18
Field/Class Trips.....	19
Personal Items/Money in School.....	19
Bus Transportation	19
Release of Records	20
Liturgy	20
Supervision.....	20
Yard Rules.....	21
Medical Appointments	21
Forgotten Items.....	21
Family Vacations/Trips	21
Building Security.....	21
Regulations for Attendance	22
Student Tardiness	22
Attendance Policy.....	22
Early Dismissals	22
Make-Up Policy for Class Work	23
Lunch Policy & Regulations	23
Bicycles/Skateboards.....	24
Change in Student Transportation.....	24
Students not picked up punctually from clubs or other after school activities will be put in the After School Program and be charged After School Program Fees.....	24

Birthday Acknowledgement.....	25
Allergies	25
Emergency Contact Form.....	25
Written Communications	25
School Supplies	25
Visitors	26
Telephone Calls.....	26
ST. GABRIEL BEFORE AND AFTER SCHOOL PROGRAM.....	27
Requests for Day Care.....	27
After School Program Schedule: Monday – Friday:.....	27
Before and After School Program Closings	27
Rates (per child) and Payment.....	27
Before School: \$7.00 per day (grades PreK-8).....	27
Insurance	28
Personal insurance will cover any situation of liability.....	28
HEALTH AND SAFETY.....	28
Allergies	28
Emergency Drills.....	28
ST. GABRIEL SCHOOL HEALTH SERVICES.....	28
General Illness or Injury.....	29
Injuries and Emergency Procedures	29
Accident Reporting.....	29
Medication.....	29
Vision/Hearing Screening	30
Scoliosis Screening.....	30
Immunizations	30
Communicable Diseases.....	32
ACADEMICS.....	33
Report Cards.....	33
Progress Reports.....	33
Homework Policy.....	33
Grading Scales.....	34
Honor Roll Requirements.....	35

Promotion/Retention Policy	36
Standardized Testing	37
SCHOOL UNIFORM DRESS CODE POLICY	37
General Appearance	37
Formal Uniform for Girls	38
Formal Uniform for Boys	38
Relaxed Uniform for Boys and Girls in Grades Kindergarten Through 5	39
Relaxed Uniform for Boys and Girls in Grades 6 Through 8	39
Physical Education Uniform (Gym day only)	39
Dress Down Days	40
GENERAL INFORMATION.....	40
Bullying Policy	40
Sexual Harassment	43
Child Abuse	43
Changes in Student Information.....	44
Parent #2 Notification	44
Eligibility for Extra-Curricular Activities	44
Computer Usage/Electronic Information Transmission, Reception, Storage and Retrieval	45
Use of Electronic Communication	46
Internet Engagement.....	46
ST. GABRIEL SCHOOL BOARD.....	47
HOME AND SCHOOL ASSOCIATION	47
St. Gabriel School Gift Card Program.....	48
Home and School Association Fundraising Policy	48
Right to Amend	49
Family Agreement Sign-off.....	50
APPENDIX A: CODE OF CONDUCT FOR REMOTE LEARNING.....	51

MISSION STATEMENT

St. Gabriel School is a Catholic community devoted to academic excellence and Christ's call to discipleship.

OUR VISION

St. Gabriel School empowers students to be informed, ethical and compassionate leaders who possess a lifelong love of learning, a dedication to service and a commitment to Catholic values, in an ever-changing world.

CATHOLIC IDENTITY

The inherent and basic purpose of Catholic schools is to assure that Catholic truths and values are fully incorporated into the student's life and academic program. Doctrines and practices specific to the Roman Catholic Church are taught to all students during daily religion classes. Although non-Catholic students are not expected to adhere to Catholic beliefs, they are expected to regard our practices and beliefs with respect. Everyone is expected to participate in class discussion. Non-Catholic students are expected to appreciate this religious dimension of Saint Gabriel School.

OFFICE OF EVANGILIZATION EDUCATION AND CATECHESIS VISION STATEMENT

VISION FOR CATHOLIC SCHOOL EDUCATION:

The Office of Education, Evangelization and Catechesis (OEEC) will collaborate with the faithful of the Archdiocese of Hartford so that Hearts are ignited, Minds are enlightened, and Lives are transformed in vibrant communities centered in Christ.

CATHOLIC IDENTITY:

We believe that the Catholic identity of our schools is richly expressed through the living example and actions of the members of the school community. Prayer, the sacramental life of the community, the celebration of our Catholic traditions, and the symbols of our faith are central to the mission of Catholic school education. The integration of moral teachings throughout the Catholic school curriculum and the commitment to living those teachings through social action are fundamental. Our schools are staffed by faculty members who give witness to their faith and call their students to do the same. In this tradition, Catholic schools embody the teachings of Jesus Christ and the mission of the Church. Our schools are open to people of all faiths, cultures, and socioeconomic levels. The schools strive to form a bond with the parishes and communities that they serve.

QUALITY CATHOLIC EDUCATION:

We believe that the unique value of a Catholic education stems from a program of studies integrating Catholic faith formation with a curriculum that prepares students for academic excellence and challenges them to reach their full potential. Highly qualified, dedicated faculty partner with parents, the primary educators of their children, to effectively model “faith in action” and encourage students to celebrate their unique gifts and to live their faith. Students are nurtured in a safe and disciplined environment that is conducive to learning and are encouraged to witness to their faith in the broader community through a commitment to social action. Catholic schools teach students of all faiths, cultures, and socioeconomic levels to be lifelong learners and responsible citizens of their local communities and a global society.

ACCESSIBILITY:

We believe that a quality Catholic school education must be accessible to all students. The lack of financial resources for tuition and other costs, and transportation limitations, should not be obstacles for families who seek a Catholic school education for their children. We believe each Catholic school provides a safe environment that welcomes and celebrates diversity, embracing ethnic, cultural, religious, and economic differences, and in the process, produces the future leaders of our Church and community. Catholic schools must continue to welcome all those who seek the opportunities that we offer. We must explore new school models and new funding sources to enhance accessibility, for the economically disadvantaged as well as the disabled; and must advocate to acquire greater local, state and federal resources in order to strengthen the viability of our schools.

ADVANCEMENT:

We believe that advancement activities are critical to the ongoing success of our Catholic schools and must be supported by the entire Catholic community, including parishes with and without schools. Enhanced marketing efforts, both Archdiocesan and local, strengthen this support while providing schools with greater visibility to achieve full enrollment. A network of advancement information, resources, and best practices, shared across the Archdiocese, further enhances all Catholic schools, individually and collectively. Planning for the long-term vitality and viability of Catholic schools is the most significant challenge facing administrators and school boards. For this reason, we believe the priests, school leaders, board members and all who actively support Catholic schools have a great opportunity to be collaborative agents for change in advancing the mission of Catholic schools.

Accreditation

Saint Gabriel School maintains accreditation by the New England Association of Schools and Colleges.

FOREWORD

The purpose of this handbook is to inform the Saint Gabriel School Community of the guidelines for school-wide expectations and student behavior, and to give general information for school operations.

Students, parents, and the Saint Gabriel school staff are expected to always treat each other with dignity and respect. Enrollment of a student in our school implies a partnership between the school and the parent/student.

Parents are encouraged to be involved in the life of the school via the programs and events sponsored by the Home and School Association. The wide myriad of experiences includes volunteering time and talent on the various committees and activities each year. Parents are also expected to assist in the financial operations of the school via prompt payment of all fees, dues, and tuition.

This handbook is not meant to cover every aspect of student and school life. However, it is intended to establish a set of guidelines for student behavior as well as good school operations.

As a result, the school administration (Principal and Pastor) retains discretionary authority to consider mitigating unusual circumstances in a given case. The handbook takes notice of the fact that Saint Gabriel School is obligated to treat every student as an individual according to his or her educational development.

MESSAGE TO PARENTS

The privilege of a child brings with it a God-given responsibility. The development of a child is the responsibility of parents, (their first teachers) with the assistance of our Catholic School. Both parents and the school community must set forth the child on his/her road to God. We will work together to develop the basic needs of your child – to love, to be loved, and to achieve. We welcome the opportunity during the coming academic year to share with you this God-given task of educating your child.

The school will try its utmost to meet your child's spiritual, intellectual, and social needs. By doing this, we aim to aid your child in becoming a well-adjusted, responsible, young Christian.

In order to provide your child, the best education that St. Gabriel School can offer, we need more than your good will. We desire and require your whole-hearted cooperation. Together, the policies set forth in this handbook are to assist us in achieving our education goals. We realize the confidence you have placed in us and we will endeavor to bring about the spiritual, academic, and social development of your child.

ADMISSIONS POLICY

Non-Discrimination Statement

St. Gabriel School admits students of any race, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded students in this school. It does not discriminate on the basis of race, nationality, ethnic origin, or sex in the administration of hiring practices, educational policies, admission, athletic and other school administered programs, as required by the terms of Title IX of the Education Act of 1972, Public Law 93-318 (as amended by Public Law 93-568).

ACCEPTANCE REQUIREMENTS

Before a student is accepted to attend St. Gabriel School, we must have a transcript of the student's prior school record. The principal or designee may meet with the perspective family first, and then encourage the perspective student to come visit for a day. Students applying to Grades 1-7 will be tested in reading and math before entering, depending on the child's academic record. The principal may require a period of probation to ascertain if the school can adequately meet the needs of the individual student and if the student is able to adjust to the academic and disciplined climate of the school.

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

No child will be accepted at St. Gabriel School if, in the judgment of the administration of the school, it is felt that this school cannot meet the educational/ developmental needs of the child.

General Admissions Criteria & Policy

The following criteria/guidelines are used to determine acceptance into St. Gabriel School:

- All kindergarten applicants must undergo a screening to determine their social, psychological, and academic readiness for the all-day kindergarten program.
- Applicants for Grades 1 through 7 must undergo an academic evaluation in Math and Language Arts. All children must score at current grade level or higher together with an evaluation of all past educational records to be considered for admission.
- The principal reserves the right to require a conference with the applicant and family before a final decision is made.
- The principal reserves the right to deny admission based on social and/or academic performance.

Parents must sign a consent form to release academic, social and/or psychological records from the current school. Once testing has occurred and the above-mentioned criteria have been met, the following schedule of priority will be in force for filling vacancies. Consideration for acceptance is based on the following:

1. Families with children already attending St. Gabriel School
2. St. Gabriel Parishioners
3. Students from other Catholic Parishes
4. Students whose parents/guardians are alumni of the school
5. Students who are non-affiliated with a Catholic Parish

All new students for Grades K through 8 are accepted on a probationary basis for the first trimester. Everyone who enrolls is admitted on one trimester probation. If you do not hear from the school after one trimester, you will be considered fully enrolled in St. Gabriel School. The principal reserves the right to request withdrawal of the student from St. Gabriel School if the student is unable to adapt to the educational/social programs of the school. The principal further reserves the right to request the withdrawal of any student in any grade he deems necessary for any reason. This includes behavior on the part of parents/guardians which interferes with the smooth running of the school.

A letter of acceptance or non-acceptance will be sent to each applicant's family after the academic screening and record review. If any family questions the screening decision, a personal conference with the principal may be requested.

Upon receipt of the acceptance letter, a deposit of \$150 must be submitted to the school in order to secure the student's placement. This deposit is non-refundable.

Parish Affiliation

Families requesting parish status must be an active member of their parish and contribute to their church using their parish envelope. Parish affiliation forms are given to Catholic families to have the Pastor of their parish sign indicating their status as parishioners.

If the school does not receive a signed affiliation form validating parishioner status, the family will be charged the non-affiliated tuition rate. If a family's affiliation status changes and the Pastor does not pay the interparish assessment when billed, the family will be notified and billed the difference between the two rates.

Refund Policy

The registration fees are non-refundable.

Transfer (In or Out) Policies

Prior to entry to St. Gabriel School, all new students are tested for academic placement. When transfer students are accepted to St. Gabriel School, they enter a probationary period of one trimester. During this time, the new student must display an interest in learning and exert the necessary effort to observe the rules and regulations that insure a Christian atmosphere of learning at St. Gabriel School.

A family who plans to move from St. Gabriel School should notify the office in advance so that accounts and records can be addressed. Student records are transferred through the school office once notification has been received and a signed release has been received from the accepting school.

State Health Requirements for Students Entering St. Gabriel School

Students entering school must meet requirements established by the State of Connecticut. The following are the grade level requirements for physicals and immunizations:

- A. Students entering **Preschool, Kindergarten and Grade 6** must show proof of a *physical examination*, signed by a physician, given within twelve months of the current school year. *Immunizations* must be done as required by law at the time of the examination. Tuberculosis testing is required if student is from a foreign country or is at high risk for disease.
- B. **In-state transfer students**, entering any other grade, must show proof of a *physical examination, immunizations, and the results of a tuberculosis test* as required by law prior to registration. **Out-of-state transfer students**, entering any grade, must have a physical exam and required CT immunizations.
- C. **Proof of the following immunizations or disease**, verified by a physician's signature or previous school record:

Requirements for Preschool

DTaP:	4 doses (by 18 months for programs with children 18 months of age)
Polio:	3 doses (by 18 months for programs with children 18 months of age)
MMR:	1 dose on or after 1st birthday
Hep B:	3 doses, last one on or after 24 weeks of age
Varicella:	1 dose on or after 1st birthday or verification of disease
Hib:	1 dose on or after 1st birthday
Pneumococcal:	1 dose on or after 1st birthday
Influenza:	1 dose administered each year between August 1st-December 31st (2 doses separated by at least 28 days required for those receiving flu for the first time)
Hepatitis A:	2 doses given six calendar months apart, 1st dose on or after 1st birthday

Requirements for Kindergarten

Birth or baptismal certificate

DTaP:	At least 4 doses. The last dose must be given on or after 4th birthday
Polio:	At least 3 doses. The last must be given on or after the 4th birthday
MMR:	2 doses separated by at least 28 days, 1st dose on or after the 1st birthday
Varicella:	2 doses separated by at least 3 months, 1st dose on or after the 1st birthday or verification of disease
Hib:	1 dose on or after 1st birthday for children less than 5 years old
Pneumococcal:	1 dose on or after 1 st birthday for children less than 5 years old
Hep B:	3 doses, last dose on or after 24 weeks of age
Hep A:	2 doses given six calendar months apart, 1 st dose on or after 1 st birthday

Requirements for Grade 1

DTaP:	At least 4 doses. The last dose must be given on or after 4 th birthday
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
Varicella:	2 doses separated by at least 3 months-1 st dose on or after 1 st birthday or verification of disease
Hep B:	3 doses, last dose on or after 24 weeks of age
Hep A:	2 doses given six calendar months apart, 1 st dose on or after 1 st birthday

Requirements for Grade 2

DTaP/Td:	At least 4 doses. The last dose must be given on or after 4 th birthday. Students who start the series at age 7 or older only need a total of 3 doses
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	2 doses separated by at least 3 months-1 st dose on or after 1 st birthday or verification of disease

Requirements for Grades 3-6

DTaP/Td/Tdap:	At least 4 doses. The last dose must be given on or after 4 th birthday. Students who start the series at age 7 or older only need a total of 3 doses.
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	1 dose on or after the 1 st birthday, or verification of disease

Requirements for Grades 7-8

Td/Tdap:	1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Varicella:	2 doses separated by at least 3 months-1 st dose on or after the 1 st birthday, or verification of the disease
Meningococcal:	1 dose
Hep B:	3 doses, last dose on or after 24 weeks of age

Verification of disease: Confirmation in writing by a MD, PA, or APRN that the child has a previous history of disease, based on family or medical history.

TUITION RESPONSIBILITY

St. Gabriel School has adopted the following procedures for handling delinquent tuition situations. Underlying this policy are several fundamental beliefs:

- the dignity of each person
- the importance of affording each child the opportunity to attend St. Gabriel School

- the need for a spirit of understanding of the economic hardships facing some of today's families
- the desire to seek solutions to problems meeting tuition payments with mutuality and openness

Also necessary for a clear understanding of this policy is the fact that as much as a school is a ministry, it is also a business and must operate within a sensible and realistic budget. The budget is predicated upon a given range of tuition income, based upon the planned number of students. Unpaid tuition can render a good budget inoperable and can impact directly on the quality of education in the school.

Tuition payments are due via 4 methods:

- o Full payment to the St. Gabriel School office with a 1% discount by July 31st (prior to beginning of school year).
- o FACTS full payment due August 20th with no enrollment fee.
- o 10 monthly payments (July through April) via the FACTS Program.
- o 4-Payment System with payments due July 15th, October 15th, January 15th, and April 15th via the FACTS Program.

In the spring, parents/guardians will be given the schedule of payment plans and due dates for the upcoming school year. They will also be asked to register their children for the following year with a \$150 registration fee per family.

Tuition Assistance

Financial assistance may be available to student(s) to continue their education at St. Gabriel School for families experiencing financial difficulties. A hardship might include the loss of job, divorce, or health difficulties. All information is kept confidential. Families are urged to contact the St. Gabriel School Principal and complete an application for assistance. All tuition assistance applications are filed online through the FACTS Management Company (www.factstuitionaid.com).

Delinquent Tuition Procedures

Students whose tuition is not current by the payment due date shall be denied admission for the next trimester unless other tuition payment arrangements have been made with the Principal and/or the Business Manager.

Students whose tuition is not current at the end of a school year shall be denied admission for the next school year unless other tuition payment arrangements have been made with the Principal and/or the Business Manager. Any delinquent account may be subject to a debt collection process.

Returned Check Policy

The fee for any returned check to St. Gabriel School regardless of the situation (tuition, fund-raiser, field trip, etc.) will be \$30.00 and will be the responsibility of the person writing the check.

STUDENT CODE OF CONDUCT

The faculty and administration of St. Gabriel 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, the principal, and other staff members.
- Cooperate with teachers and other students.
- Cooperate with parental volunteers.
- Be courteous.
- Be honest in all class work, homework, tests, and projects.
- Use acceptable language.
- Remain on school property until dismissed by a teacher or the principal.
- Refrain from chewing gum in the building, on the school bus, or on school property.
- Refrain from eating or drinking in bus lines, the library, or hallways.
- Be in the school building before or after school only with permission of a teacher or the principal.
- Be in proper school attire while on school property.
- Show consideration and care for all school property.
- Complete all homework assignments on time.
- Return any test or assignments requiring a parent's signature.
- Refrain from carrying matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion.)
- Refrain from carrying what could be considered inhalants like white out or paper cement, aerosols of hair spray or cologne.
- Obey all the rules and regulations pertaining to bus transportation.
- Refrain from verbally or physically abusing another student at any time.
- Assume responsibility for learning:
 - Be attentive in class.
 - Come to school prepared and ready to learn.
 - Be organized.
 - Use time wisely.
 - Cooperate with peers and teachers.

DISCIPLINE POLICIES

All classrooms will have expectations and consequences that students will follow. All discipline will first be handled by the respective classroom teacher (s) before the administration (Principal) is involved. Parents will be notified immediately if their child is having difficulty with this process. *Students who demonstrate positive behaviors will be recognized and acknowledged.*

Discipline Guidelines

1. St. Gabriel School is a place for learning, working, and cooperating with others.
2. Each student is responsible for his/her actions and is expected to control his/her behavior so that learning can take place.
3. Respect for others and for property as outlined by the teachings of Jesus Christ will serve as the basis for all relationships within the school. All students have a right to learn in a safe environment, an environment free from physical or verbal harassment.
4. Parents will be contacted when their child's behavior is interfering with the learning environment.

The Component Parts of the System of Student Discipline

1. Warning (verbal or written) by respective teacher/staff member
2. Detention and/or loss of privilege
3. In-School suspension
4. Out-of-School suspension
5. Expulsion

The nature of the violation will determine the penalty assessed by the classroom teacher and/or principal.

Detention

A student who is given a teacher detention is to serve the detention with that teacher when it is assigned regardless of any prior commitments. Detention is to 3:30 p.m. Students are to inform their parents when they have a detention and have a form to be signed.

At all times, the teacher will keep the parent/Principal informed of the student's unwillingness to comply with classroom rules.

If a student fails to serve a teacher's detention, the teacher will call the parent and the student will receive a principal (office) detention.

Principal (office) detention is held during the week after school, day and time to be determined by the principal.

At pick up time, parent/guardian will report to the school office. Any student not picked up by 3:45 p.m. will be placed in the "After School Program" at a cost to the parent.

Suspension

While a student is suspended, he/she is restricted in their dealings with the school. During this period, a student is prohibited from attending regular school assemblies, dances, sporting events and all other activities granted to a student in good standing. Students serving In-School or Out-of-School suspension are entitled to make up any class work missed during the time of suspension. He/She will also receive full credit for correctly completed work while suspended. The parent/guardian of a student who receives an In-School suspension will be responsible for the cost of a monitor if needed.

A meeting with parents/guardians, principal and student **must** take place before a student is permitted to return to the classroom following an In-School or Out-of-School suspension.

Inappropriate Behavior

Any behavior that causes disruption to the educational process and the physical and emotional safety of others will result in severe disciplinary action. *The following are categories of misconduct, which may result in **detention, suspension or expulsion** depending on severity. These categories are general in nature and are not to be at all inclusive.*

The principal reserves the right to take each incident separately.

- **Insubordination to any Staff**
- **Theft**
- **Defacing of property**
- **Willful destruction of another person's or school property**
- **Use of profane and obscene language to any student or Staff**
- **Possession of weapons of any type or "look alike" or any type of explosives**
- **Possession and /or use of drugs, alcohol, inhalants, or tobacco products**
- **Physically threatening and/or actually abusing students/staff**
- **Violations of the compulsory attendance laws**
- **Truancy from school**
- **Fighting**
- **Extortion**
- **Gross disobedience/disrespect and/or breaking of school regulations or code of conduct**
- **Conduct detrimental to the normal functioning of school activities**
- **Not following computer usage regulations**
- **Bullying**

St. Gabriel School retains the right to and will search for and seize drugs, weapons, and other forms of contraband when there is a belief that such contraband is in the possession of a student. Such possession is in violation of the rules, regulations, and policies of the Archdiocese of Hartford. Students who possess such contraband will be subject to discipline and expulsion.

St. Gabriel School will assist local governmental authorities by reporting such possessions and, when requested by the authorities, will cooperate fully with police in prosecuting.

Inappropriate behavior may be handled in a variety of ways. Based on the student's behavior and age, the student may:

1. Be denied recess time.
2. Be assigned a writing punishment, which may require a parent's signature.
3. Be removed from the class for a specified period of time.
4. Be required to remain after school to complete work (parents will be notified).
5. Receive a detention.
6. Receive an in-school suspension.
7. Be suspended out-of-school.
8. Face expulsion.

Detentions are given in grades 1 through 8. Suspensions and expulsions are extremely serious and are preceded by involvement of the principal and/or pastor, and parents.

Probation Status

This status may be applied for a given period of time. An offense committed during this time may result in an immediate Out-of-School Suspension or Expulsion.

Dismissed from School

The dismissal of a student from a Catholic school is such a serious penalty that it will be used as a last resort after all other avenues have been explored or, the offense committed is such that the student is unable to adapt to the Christian environment, presents a danger to the moral or physical well-being of the other students/staff, or is guilty of prolonged and open disregard for school authority/policy.

Dismissal from school is the permanent dismissal of a student from St. Gabriel School. Parents/Guardians will be notified of all procedures and guidelines promulgated by the Archdiocesan Office of Catholic Schools. These procedures will be followed if dismissal is a necessary action. Any student, who is dismissed from St. Gabriel School, will NOT be allowed to participate in dances or extracurricular sports activities held at St. Gabriel School during or after school hours.

EXPECTATIONS OF THE PARENTS

Parents of St. Gabriel School students are expected to provide appropriate support to their children to facilitate the educational experience. Parents will:

1. Provide a suitable place and time for studying and reading.

2. Help child organize time, and check to see that homework is completed, if necessary.
3. Send child to school prepared and ready to learn **on time**.
4. Impress upon the child the importance of hard work and learning: the child will understand that school is a priority based on the words and actions of the parent.
5. Allow child to be responsible and accountable for his or her actions.
6. Encourage and support the child's progress through the school year.

PARENT – TEACHER PROTOCOLS

Teachers are available to speak with parents and guardians on an as needed basis. Parents wishing to speak with a teacher are asked to call the school and make an appointment. A written request may be sent directly to the teacher. Teachers will not be available to speak with parents during class time.

Parents and teachers set the example for student behavior. Please follow the guidelines below. Your consideration is appreciated and necessary for a successful school year for all involved.

1. Classroom problems or concerns must be first discussed with the child's teacher. If the issue (s) is (are) not resolved, only then should a parent request an appointment with the principal.
2. All discussions will be handled in a respectful and factual manner.
3. Room parents will meet with the teacher at the beginning of the school year to confirm how the classroom activities will be handled. Scheduled classroom activities that require volunteers will work as directed by the teacher.
4. Respect for the privacy of all students, faculty, staff, and administration should be maintained throughout the year.
5. Parents picking up a student prior to dismissal time must report directly to the office. The office staff will call the child to the office for dismissal.
6. Parents should not go directly to classrooms or wait in the halls for their children.

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.

EXPECTATIONS OF THE TEACHER

The faculty of St. Gabriel School is dedicated to providing each child with a complete education as outlined in the school's Mission Statement. In their roles as educators, teachers will:

1. Come to school prepared.

2. Teach lessons in a competent, professional manner.
3. Attend to organizational skills.
4. Be aware of the whole child.
5. Be an advocate for each student.
6. Encourage students to uphold the rules of the school and of the class; be a role model for students by what he or she does and/or says.
7. Work cooperatively with members of the staff.
8. Communicate the progress, as needed, of the student to the student as well as to the parents.
9. Maintain accountability and standards.
10. Encourage and promote improvement.
11. Provide many, varied opportunities through which students can succeed.
12. Provide a positive, inclusive atmosphere where feelings of trust, respect, and acceptance are conveyed.
13. Discuss with parents issues which influence students' success at school.

Communication Procedures/Appointments with Staff

Parent concerns about a child are to be addressed **first with the teacher**. Please request a meeting in writing or through the office and not appear at the office expecting to be seen immediately. Please allow the teacher sufficient time to investigate and resolve the situation. If you are not satisfied with the resolution, then communicate with the Principal. However, if after taking all these steps, you are still dissatisfied, the parents/guardians have the right to request a hearing with the Pastor. It is very important that everyone involved be aware of the complete facts. A final decision shall be withheld until all the facts have been sufficiently considered by all the parties involved.

VOLUNTEERISM

Volunteers are, and have always been, vital to the success of St. Gabriel School in providing a quality education to our students.

Volunteers, often inadvertently, become aware of sensitive issues within our school community. We emphasize the importance of respecting the privacy of students, teachers and administrators regarding confidentiality issues. Any person not maintaining confidentiality or mutual respect for others will not be asked to volunteer his/her services. Proper modeling of Christian behaviors is essential for our children.

All school volunteers who work with students on a regular basis must complete a background check and the "Protecting God's Children" program.

SCHOOL OPERATIONS

School Year

The length of the school year is prescribed by the Superintendent of Schools of the Archdiocese of Hartford, in accordance with state statutes. Modification may be made. In general, the St. Gabriel School calendar will conform for the most part to that of the Windsor Public Schools.

Daily Schedule

Regular School Days:

7:00-7:30 a.m.	Before School Program*
7:20 a.m.	Teachers Arrive
7:30 a.m.	Student/s enter directly into their classrooms (grades PreK-4)
7:30 a.m.	Grade 5 & Middle School Students report directly to their classrooms
7:50 a.m.	K-8 School Day Begins
7:50 a.m.	Preschool Day Begins
8:02 a.m.	Class Instruction Begins
8:00 a.m.	Prayers and morning announcements
10:57a.m.-12:10 p.m.	Lunch (various times by grade-20-30 minutes)
2:20 p.m.	Readiness for Dismissal
2:25 p.m.	Walker/Bus Dismissal
2:30 p.m.	Car Dismissal
2:30 p.m.	Preschool Dismissal
2:35 p.m. - 6:00 p.m.	After School Program Begins*

**Separate Fees will be assessed for these services*

Early Dismissal Days:

Same as above for morning schedule. Early release dismissal time is 12:35 pm. For grades K-8 and 12:35 pm for Preschool.

Entrance and Dismissal Procedures

Before care starts at 7:00 a.m. Students should enter on either side through the lobby doors. Students may arrive at 7:30 a.m., the bell rings at 7:50.

For safety reasons, no students are to be picked up in the office at dismissal time. If a student needs to leave early for an appointment, pickup must be made by 2:15.

Morning Procedure:

Students who are in PreK – Grade 1 will arrive and dismiss from the back of the building directly into their classrooms through the blue doors. (If your child is not ready to enter the classroom on their own, please park in the quad and walk them to their classroom.)

Morning Procedure (cont.)

Grade 5 students should enter from either side of the building through the lobby doors and proceed directly up the stairs to their classrooms.

If you have a middle school student in addition to a PreK-1 or 5th grader after dropping them off, please proceed just in front of the sidewalk on Spring St. and have your middle schooler enter through the Spring Street door. Please stay to the left to let traffic out to the right.

Students in grades 2 through 4 should enter through the blue doors directly into their classrooms off Bloomfield Avenue.

If you have a middle school student in addition to a student in grade 2-4 drop off your younger child at the door and then proceed to the stop sign on Bloomfield Ave. and let your child out the passenger side on the sidewalk where they will then proceed to walk to the Spring St. door entrance.

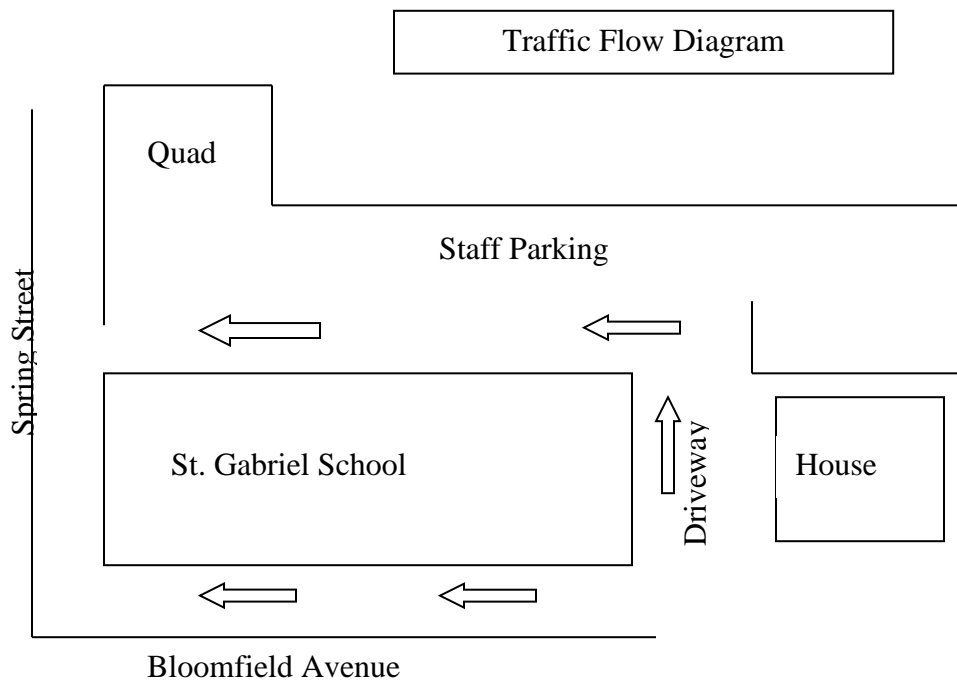
If you only have a middle school student, please drop them off at the stop sign on Bloomfield Ave. and have them walk to the Spring St. entrance.

If you have students that would have to enter on both sides of the building drop off your youngest student to their designated classroom and then drive up and drop off your older child through the lobby door on either side of the building where a staff member will be stationed to direct them into their classroom.

Afternoon Procedure:

Dismissal starts at 2:20 p.m. Busses dismiss first, then the walkers and After School students. **Do not** arrive before 2:35 p.m. so that we do not have traffic backed up on Bloomfield Ave. If there is a backup, please do not block the entrance to the back of the building. **Please pull up to the lobby doors (in back or stop sign in front) teachers will supervise students entering their cars. Please do not stop at your child's blue door this causes backups.** If you need to talk to a teacher or your child takes a long time to get into the car, please park in the quad and walk to your child's blue door for pick up.

K-8 Students not picked up by 2:45 p.m. will be sent to the After School Program and After School Program fees will be charged.



Curriculum

The Catholic schools in the Archdiocese are encouraged to implement and monitor an integrated curriculum infused with Gospel values and a global view, which recognizes that students learn in different ways.

Each elementary school maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology must be integrated into all curricular areas.

Each elementary school maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology must be integrated into all curricular areas.

Through the curriculum, students are taught to be critical thinkers, effective communicators, productive moral citizens, and spiritual leaders. Schools within the Archdiocese are encouraged to develop integrated programs, projects, and schedules that facilitate this type of learning.

Curriculum standards are formulated by the Office of Catholic Schools in consultation with a committee of educators of that subject area and approved by the Superintendent.

Religion curriculum standards are formulated by the Office of Catholic Schools in consultation with a committee of educators and the Superintendent and approved by the Archbishop.

Textbooks

Textbooks and workbooks are provided by the school and should be treated with respect and care. Book covers are required to protect the books.

Any damaged, lost, or defaced textbook will be replaced or paid for by the student responsible.

Books must be covered. *Students who do not have books covered will receive a teacher detention for each day that the book is not covered.*

Library

A library period is scheduled for each class (PreK - 8) once a week. Teachers also use the library for research projects.

Rules for signing out Library Book(s):

- Grades PreK-2 may sign out one book weekly.
- Grades 3-8 may sign out one or two book(s) weekly.
- Book(s) must be returned on their due date. If a book(s) is late, a fine of \$0.25 per school day will be charge for the overdue book(s)
- If a student is not in school for any reason on the due day, it is the student's responsibility to return the book(s) to the library when the student returns.
- Once the library box is picked up from the classroom, all library books not in the library box are considered late, and a library fine will be charged.
- Students are liable for the full replacement cost of all library book(s) signed out in their name.

School Cancellations/Emergency Dismissals

The general rule will be as follows:

If the Town of Windsor is canceled so is St. Gabriel School.

Cancellations/Delayed starts due to inclement weather will be announced on local radio and TV stations starting at 6:00 a.m. **DO NOT CALL THE SCHOOL OR RECTORY.** Also, a school-wide phone communication message will be sent through our automated School Messenger System using the phone numbers parents provided to the office.

When inclement weather causes the opening of school to be delayed, students are not to arrive at school earlier than **9am for Before Care.** There will be no supervision on school grounds until that time.

If it becomes necessary to dismiss school early because of inclement weather or any other emergency, every effort will be made to notify parents/guardians through our SchoolMessenger system and to guarantee the safety of the children. Parents/Guardians will be asked at the beginning of the year to fill out instruction sheets as to what would be the best arrangement for emergency dismissals. The After School Program will also be cancelled.

Insurance

The Archdiocesan General Liability Policy does not cover students for medical expenses resulting from any injury received at school or in their participation in school-sponsored events away from school premises or any extra-curricular activities. Any medical bills or injury claim should be referred to the major medical coverage of the injured child.

Field/Class Trips

These trips are planned by the staff as part of their classroom instruction and to acquaint the students with resources outside the classroom. Parents/Guardians will be notified well in advance and will be required to sign the necessary trip waiver form. Verbal permission to travel on a field trip is not permitted. If a student does not bring the required lunch, parents will be billed for the cost.

Student participation on these trips will be based on attitude and involvement.

Personal Items/Money in School

Large amounts of personal money should not be brought to school. **Money brought in for a planned school activity or fundraising should be in an envelope with the student's name, grade and purpose stated on the front.**

Electronic devices such as iPods, cell phones, smart watches, etc. are not to be brought into the school building. Prior to entering the building students should remove all electronic devices and place them in their back packs turned off. If caught, these items will be confiscated and returned only to the parent.

Items of value, needed for a special class project or for extracurricular activities, must be clearly marked and may be left at the office for safekeeping.

St. Gabriel School does not and will not assume any responsibility for any items of value brought to school which may be lost or damaged.

Bus Transportation

The Town of Windsor provides bus transportation for Windsor residents who live 1 1/2 miles or more from the school.

This transportation is provided to and from bus stops determined by the child's legal residence or from a day care address.

Any requests in bus changes and/or stop changes **MUST** be sent, in writing, to the school 2 WEEKS prior to the anticipated need for the change.

Parents are to bring all bus problems to the St. Gabriel School office. **No one is to call the Windsor Board of Education directly.**

Students are expected to:

1. Follow all directions of the driver
2. Stay in your seat
3. Keep hands, feet and objects to yourself
4. Refrain from swearing, teasing or hurtful comments
5. Keep the bus free from litter
6. Follow all safety procedures
7. Ask permission from the driver to open windows
8. Keep arms, hands and head inside the bus

9. Avoid crowding upon entering or leaving the bus
10. Be on time and cooperate in keeping the bus on schedule

If a Student Chooses to Break a Rule:

- | | |
|---------------|---|
| 1st Incident: | Driver verbally warns student by name |
| 2nd Incident: | 1st “Written Up” by driver: discussion with student & parent by the principal |
| 3rd Incident: | 2nd “Written Up” by driver: suspension from bus for a period of 5 school days. Parents/Guardians will be responsible for the child’s transportation. |
| 4th Incident: | 3rd “Written Up” by the driver: suspension from bus for the remainder of the school year. Parents/Guardians will be responsible for the child’s transportation. |

Certain behaviors (physical harm to another person, property damage, and extreme disruption) will result in immediate suspension from bus for a period of time to be determined by the Principal.

Students, who do not ordinarily ride a certain bus, are NOT allowed to change buses or go on a bus with another student. Students may ride ONLY the bus to which they are assigned.

Release of Records

The school maintains academic and personal records on each student. Information included in these records may be released only with written parental permission. Copies of student records will be sent to another school only after a written permission form has been received. For safety reasons, records will not be given to parents/guardians to transport.

Liturgy

Liturgy is at the center of our Catholic faith and as such plays a vital part in the life of each student. Liturgical and paraliturgical services provide a setting for the development of a fully Christian life. The gathering of the St. Gabriel family, at prayer and Eucharist, at various times throughout the school year nourishes its members and unites them in Christian spirit with each other and with Christians throughout the world.

St. Gabriel School recognizes that preparation for the celebration of the sacraments is primarily the responsibility of the parents/guardians. To assist them in this endeavor, catechesis for the sacraments of Eucharist and Reconciliation is provided by the staff, in concert with the parish Religious Education Program.

Supervision

School Yard and or Cafeteria supervision is provided from 7:30 a.m. to 7:50 a.m. and from 2:25 p.m. to 2:45 p.m. Parents are advised that children are not to be in the yard outside of supervised times.

Yard Rules

Once students arrive in the schoolyard, they may not leave the grounds without the permission of the Principal or supervising teachers.

Football, tackling, wrestling, spitting, kicking, and fist-fighting/play fighting are not permitted on school grounds. No student is to throw stones, sticks or snowballs at any time. While in the schoolyard, students are expected to be polite and respectful toward all supervisory personnel. Students violating these rules will be subject to disciplinary action.

Medical Appointments

Since continued absence and early dismissals can hinder a child's academic progress, **medical appointments should be scheduled after school hours**. In cases where this is impossible, a written request for early dismissal must be submitted to the office at the start of the day. The request should include the time of the dismissal, the reason, and the name of the person who will be picking up the student. Children leaving school early will be dismissed from the office and must be signed out by the adult picking them up.

Forgotten Items

Students will not be allowed to use the telephone to retrieve forgotten items, academic or otherwise. Those who forget homework, books, projects, gym clothes, etc. will be expected to face the consequences of their forgetfulness. **Lunch, medicine, band instrument and eyeglasses will be the ONLY exceptions to this rule.**

Parents are asked not to bring forgotten items, except the above, to the school.

Family Vacations/Trips

Family vacations and trips should be scheduled outside of the regular academic calendar so as not to interfere with the academic progress of the student. If, for some reason, this cannot be the case, **parents must submit a request in writing for the absence from school at least two weeks in advance of the anticipated absence.** It will be the responsibility of the student/parents, upon his or her return, to make up all work missed during the absence. **It is not the policy of the school to have our teachers prepare work ahead of time for a student.** The student will need to make up all tests and projects assigned during their absence.

Building Security

In order to guarantee the safety of the children and staff, all outside doors of the school will be locked during school hours. Upon arrival at the school, visitors to the building are asked to immediately report to the office after ringing the doorbell. The Bloomfield Avenue entry to the old building serves as the MAIN ENTRANCE to the school.

Regulations for Attendance

Student Tardiness

A student is considered tardy if he/she arrives after 7:50 a.m. Students who arrive late are to report to the office to receive an admittance pass to the classroom. A student, who receives fifteen tardies within a trimester, which have not been excused, will receive a Saturday detention with the principal. A parental conference will be held with the principal at this time.

Attendance Policy

Consistent attendance at school is important for each student at St. Gabriel School. Regular attendance is an absolute necessity if the student is to achieve academic, social, and emotional success. It is our hope that students understand the importance of regular attendance, punctuality, and consistency in academic endeavors. **For a student to be eligible for perfect attendance, he or she may not be absent from school any day throughout the entire year.**

We realize that sometimes during the school year a student may be absent for the following reasons:

1. Illness - **(doctor's verification needed for absences of 5 consecutive days or more)**
2. Death in the family
3. Emergency medical treatment

After 10 consecutive days of absence, the Principal will request a meeting with the student's parent/guardian.

We presently have a Call-In Program at St. Gabriel's. The purpose of this program is to monitor the arrival or absence of students each day. **Parents whose children will be absent from school should call 688-6401 at any time of day or night, but before 9:00 a.m. on the day of the absence. If school is closed, our answering machine will take your information. If a student is absent and no call has been received, the school nurse will call home/work for confirmation.**

A written excuse is necessary for all student absences and must be submitted to the office the day the student returns to school. All notes are to be written by the parent/guardian.

If a child is absent from school for any reason, he/she may not participate in an after-school activity that day (e.g., sports, music, dances, drama, cheerleading).

Early Dismissals

A written request for early dismissal from school, signed by a parent, must be submitted to the office on the morning of the day early dismissal is required. The parent or guardian picking up the student must sign the notebook in the office prior to leaving the school. Students

being dismissed early must be escorted from the building by a parent or guardian. No student will be permitted to meet a parent or guardian at the car.

Students, who leave school due to illness or for any other reason, must have completed a minimum of four (4) hours to be considered “in attendance”. Students who leave before completing four hours will receive an incomplete (I) for the day. This will be recorded as a day absent on the school records.

Make-Up Policy for Class Work

Students are required to meet with each teacher on the first day back from an absence in order to find out what work was missed and what assignments need to be made up.

Students are allowed one day for each day of absence to make up their work. This time period may only be extended by permission of the teacher. If the work is not made up, the student will not receive credit for completed work and the teacher will compute the grade for the quarter as required. If required work is not made up, a student may receive an Incomplete (I) grade for the quarter.

Teachers will provide opportunities for students to make up tests, quizzes, homework, and other assignments missed during an absence. Standardized testing (i.e., annual Iowa testing for students in grades 3-7) will be made up for students who are absent due to illness during the examination period. There is NO make-up testing for standardized testing for students for recreational (e.g., family vacation) reasons.

Lunch Policy & Regulations

St. Gabriel School, in conjunction with the Windsor Board of Education, provides a daily hot lunch program conducted by the Windsor Public Schools and the Federal Hot Lunch Program. School lunch meets all USDA Dietary Guidelines. Menus are handed out monthly. As this is a federally funded program, **soda is not allowed** as a beverage during lunch periods.

Students who wish to participate in the hot lunch program are asked to pay for meals in advance. A MealTime cafeteria account will be kept at the school showing each child's balance. Windsor School Food Service will not reimburse monies paid and not used during the school year - lunch credits will be carried over to the next school year. Hot lunch is paid for by cash or check (**payable to Windsor School Food Service**) and sent into school in a sealed envelope labeled with student name, grade, number of lunches paid for and the amount enclosed. Lunch envelopes are collected from students each morning. All students (either buying or bringing lunch) may purchase milk (lactaid milk also available), juice, wate, or ice cream at the register during lunch. The cost of hot lunch and other lunch items for sale will be distributed each year.

Parents may make credit card deposits into their student's cafeteria account and view their student's purchase history via the internet through the MealTime Online service. **Please note: there will be a 4.9% processing fee for credit card lunch deposits.** Parents will be expected to monitor their child's account closely. Interested parents should contact the school

office for information on registering for the MealTime Online program.

The Hot Lunch Program IS OPTIONAL. Students may bring their own lunches if they so desire. **We ask parents not to deliver “specialty” lunches (McDonalds’, Burger King, Subway, etc.) to the office for their children.**

All students are expected to abide by the following lunch regulations:

1. Students will remain seated while eating and until dismissed by the supervising staff. Neither table-hopping nor moving furniture is permitted.
2. Students will empty their milk, trays, and beverage containers before putting them in the trash.
3. Quiet conversation and good table manners are expected and encouraged. Excessive noise will result in a “silent lunch.”
4. Students will clear and clean off the tables and pick food and papers off the floor when they finish, leaving the space ready for the next lunch period.
5. Throwing food, spitting, destruction of property, yelling, running, and disrespect toward any supervising staff will not be tolerated nor permitted.
6. No student may leave the cafeteria area without permission from the supervising staff.

Violation of these regulations may result in loss of cafeteria privileges. First offenders will spend one lunch period in the office and/or segregated table space in the cafeteria. Second offenders will result in lunch in the office and/or segregated table space in the cafeteria for 5 school days. Parents will be contacted as warranted by the situation.

Bicycles/Skateboards

Students are permitted to ride bicycles to and from school. Bicycles are to be locked in bike racks. St. Gabriel School does not assume any liability for damaged or stolen bicycles. At no time will skateboards be allowed to be ridden to/from school.

Change in Student Transportation

Any student whose normal mode of transportation home changes (e.g. a bus student who will be picked up, a rider who will walk home, etc.) must have a written note from his/her parent/guardian indicating the change. **For EMERGENCIES ONLY, you may call the school to request a transportation change up until 2:00 p.m..**

- Any student assigned to a bus must ride that bus unless permission is given by the parent/guardian in writing.
- No student may ride a bus other than that to which he/she is assigned; and no student, who is not assigned to a bus, may ride one.
- No student may remain after school for extra help or for an extra-curricular activity without permission from the parent/guardian.

Students not picked up punctually from clubs or other after school activities will be put in

the After School Program and be charged After School Program Fees.

Birthday Acknowledgement

Birthday celebrations in grades K-8 will not be celebrated with food due to allergies. Students may bring in little goodie bags with stickers, pencils, etc. if they wish. Deliveries of other kinds of recognition (e.g. flowers, balloons, etc.) will be held in the office until dismissal, at which time the student may take them home with him/her. **Party invitations may be passed out at the discretion of the teacher during the school day. If individual students have been excluded, all invitations will be returned.**

Allergies

Saint Gabriel School maintains records that indicate which students may have a serious allergic condition. The school nurse, the Principal, and the teachers and coaches of each child with a serious allergic reaction shall be made aware of the child's serious allergic condition.

A special no nut and no dairy table is established in the cafeteria. If a child has a serious allergic condition, other students and their parents of that child's class may be given information concerning hand washing procedures after eating and snacks that are not allowed in the classroom.

Emergency Contact Form

Illness, accident, or other emergencies make it necessary for the school to have up-to-date emergency information in our school's database. The school should be able to contact a parent/guardian of a student at any time. Specific directions as to who should be contacted if parents/guardians are not available **MUST** be included. **The Parent/Guardian is responsible for informing the school if there are any changes to emergency contact information.** An updated form must be **returned in the first week of school.**

Written Communications

It is important to check your child's book bag each day for written communications from the school. An updated calendar is always available on the school's website as well as a Virtual Backpack link where communication notices will be posted. Please see www.stgabrielschool.org.

Important notices are sent home with your children. Please encourage them to deliver these to you. Many notices are distributed to the youngest or only child attending St. Gabriel School. Every effort is made to minimize duplicate notifications. Please do not discard notices until the event or schedule change, they announce has passed. Most notices are also sent home via email.

School Supplies

School supplies vary from grade to grade. Students will receive a classroom supply list at the end of the current school year for the following year. Students are expected to have the

required supplies by the first full week of school. The school store will usually be open once a week.

Visitors

Any parent or visitor entering the school must report to the school office. **No one has permission to go directly to a classroom.** Parents and other visitors coming to school to volunteer or for an activity must sign the “Visitor/Volunteer Log Book” and obtain a badge at the school office for identification.

Telephone Calls

Please plan ahead and use a note so that phone calls to the school can be kept to a minimum. Telephones are primarily for business purposes. Use by children is discouraged.

Parents should phone only in case of emergency. Teaching individual responsibility is of major importance to our students; therefore, students will not be permitted to call home for forgotten items (e.g., books, homework, etc.) Articles brought in during school hours are to be left in the main office and not taken directly to the child. Classes must not be interrupted.

Please do not call teachers at home. In cases of emergency call the office. Teachers are available before and after school.

The use of any electronic device, communicator, etc.: Students shall not possess or use electronic devices while they are in school, this includes but is not limited to cellphones, iPods and Smart Watches. The school Principal may grant written permission for such possession and use of an electronic device by a student if the student or the student’s parent/guardian establishes to the satisfaction of the Principal that an extraordinary circumstance exists which necessitates the possession and use of the device.

- Any cellular phone use, including text messaging, or use of a cellular phone during the school day is prohibited.
- The use of camera phones to take pictures in restrooms and locker rooms at any time is prohibited.
- Any cellular phone use or smart phone use, including text messaging, or use of camera phones during a test shall be considered and treated as cheating.

ST. GABRIEL BEFORE AND AFTER SCHOOL PROGRAM

Requests for Day Care

The Before and After School Programs are designed for parents who are in need of supervision for their child. Childcare will start the first day of school. Childcare is available Monday through Friday for every scheduled school day.

The **Before School Program** runs on an as needed basis. Requests should be in writing, however, we do accept last minute calls to make arrangements. The Before School Program starts at 7:00am and runs to 7:30am for grades K-8 and runs until 8:00am for Preschool.

The **After School Program** – Please send a written note to the teacher in the morning requesting after school services along with your check.

After School Program Schedule: Monday – Friday:

2:45-3:00pm Attendance, Snack (provided by parents), change clothes
3:00-4:00pm Homework -and/or-scheduled activities
3:00-6:00pm Supervised play outside/in gym or age appropriate activities
6:00pm Program Ends

After School Program Schedule: Early Release Days:

12:45-1:30pm Attendance, Lunch (provided by parents), change clothes
1:30-2:30pm Homework -and/or-
1:30-6:00pm Supervised play outside or in gym
6:00pm Program Ends

Before and After School Program Closings

When school is closed for inclement weather or holidays the Before and After School Programs will not be in session. Parents will be expected to make other arrangements for their child when early dismissal is announced due to inclement weather. You will be notified via the SchoolMessenger Notification System.

Rates (per child) and Payment

Before School:	\$7.00 per day (grades PreK-8)
After School: Full week Students:	10% discount available*
Individual days:	\$18.00 per day (maximum \$30 per family) \$7.00 if child stays less than 30 minutes
Early Release Days:	\$24.00 per day (maximum \$40 per family) \$7.00 if child stays less than 30 minutes
Late pick up fee:	\$1 PER MINUTE after 6:00pm

Parents will be billed through their FACTS account for before and after care.

* Full time enrollment in the After School Program may be eligible for a 10% discount if paid in full before the start of the first trimester. In addition, parents paying in full for the After School Program will not be charged extra for early dismissal days.

Insurance

Personal insurance will cover any situation of liability.

Students not picked up punctually from clubs or other after school activities will be put in the After-School Program and be charged After School Program fees.

HEALTH AND SAFETY

Allergies

Saint Gabriel School maintains records that indicate which students may have a serious allergic condition. The school nurse, the Principal, and the teachers and coaches of each child with a serious allergic reaction shall be made aware of the child's serious allergic condition.

A special no nut table is established in the cafeteria. If a child has a serious allergic condition, other students and their parents of that child's class may be given information concerning hand washing procedures after eating and snacks that are not allowed in the classroom

Emergency Drills

All schools must conform to the requirements of the current state/city/town fire code. Monthly fire drills are required in all schools. All teachers, staff, and students are made aware of the procedures to be followed in case of fire. There is a written log readily available in the school office to the fire inspectors regarding monthly fire drills.

Saint Gabriel School has a Safety and Crisis Intervention Manual outlining the procedures to be followed in the event of an accident or serious injury, fire, bomb or bomb threat, intruder, incapacitated teacher, attack, bus accident, kidnapping, hostage taking, suicide, and death of an employee or student. Lock down drills are conducted twice a year.

ST. GABRIEL SCHOOL HEALTH SERVICES

St. Gabriel School has a Registered Nurse on the premises for every scheduled school day. A health record is maintained for each student in Preschool through grade 8 and is part of the cumulative record.

General Illness or Injury

- A. If your child is ill or appears to be ill, you are requested to keep him/her home. In this way we can prevent the spread of infections. Please contact the school if your child is going to be absent or tardy.
- B. If a child comes to school ill or becomes ill at school, the parent or guardian will be contacted at home or work to come for him/her. The child must be signed out by the parent/guardian upon leaving the school.
- C. It will be the responsibility of the parent/guardian to provide transportation and care taking for his/her ill or injured child. Be sure that we have a telephone number where you can be reached at all times. You are requested to provide two (2) names and phone number of family or friends who will take responsibility for your child when you are unavailable. Emergency data forms are sent home at the start of each school year and parents/guardians should ensure that the school health office has current emergency data.
- D. In general, any child attending school must participate in physical education and outside activity. In some instances, the parent or nurse may excuse a child for up to one (1) week. Non-participation for longer than one (1) week will be permitted only with a written doctor's excuse.
- E. School personnel will wear gloves at all times when in contact with blood/body fluids from all persons.
- F. It is not the school's responsibility to diagnose or treat illness or injury. School personnel are responsible for giving immediate aid and notifying parents.

Injuries and Emergency Procedures

- A. All injuries occurring at home are the parent's/guardian's responsibility.
- B. First aid will be administered by the nurse or authorized person for all minor injuries received during transportation to/from school or at school.
- C. In the event of a medical emergency, the following procedure is used:
 - 1. The parent/guardian is notified as soon as possible after the emergency occurs. The school does make every effort to contact parents/guardians at home, work or otherwise.
 - 2. If the injury appears to be serious, the child will be transported by the Windsor Volunteer Ambulance or AMR directly to the hospital emergency room.

Accident Reporting

All accidents occurring at school or en route to or from school are to be reported to the school office immediately. A written report is kept on record in the school office.

Medication

- A. CHILDREN ARE NOT ALLOWED TO POSSESS MEDICATION AT SCHOOL IN COMPLIANCE WITH CONNECTICUT STATE LAW.
- B. We urge that any medication be given at home if possible.

- C. Prescription medications will be given in school only with written permission from both the parent/guardian and the physician.
- D. Non-prescription medication will be given in school only with written permission from both the parent/guardian and the physician.
- E. Medication authorization forms are available from the school Health Office or from the school's website.
- F. **ALL** medications must be brought to school by the parent/guardian and left in the main office or health office. Prescription medication must be in the original bottle with the child's name, medication and directions. This includes non-prescription drugs. Medication will not be given if in an envelope or a plastic bag.
- G. It is the parent's/guardian's responsibility to provide the appropriate medication and written physician's directions for administration of medication. In the event a student follows a special medication program at home, the nurse should be informed.

Vision/Hearing Screening

- A. Annual vision and hearing screenings are done for all students grades K-8, which exceeds state mandate. Students are also screened if referred by a teacher, parent, or physician.
- B. Children who fail the initial screening are screened again. Any child failing the re-screening will be referred. A parent/guardian will be contacted in writing.
- C. We do request a report from the doctor on his/her findings.

Scoliosis Screening

- A. Annual scoliosis (curvature of the spine) screenings are done on all students, grades 5-8, which exceeds state mandate.
- B. Children who fail the initial screening are screened again. Any child failing the re-screening will be referred. A parent/guardian will be contacted in writing.
- C. We do request a report from the doctor on his/her findings.

Immunizations

Connecticut State Law and St. Gabriel School require all students to have the following immunizations prior to being allowed to attend school unless exempted by law.

Requirements for Preschool

DTaP:	4 doses (by 18 months for programs with children 18 months of age)
Polio:	3 doses (by 18 months for programs with children 18 months of age)
MMR:	1 dose on or after 1st birthday
Hep B:	3 doses, last one on or after 24 weeks of age
Varicella:	1 dose on or after 1st birthday or verification of disease
Hib:	1 dose on or after 1st birthday
Pneumococcal:	1 dose on or after 1st birthday

- Influenza: 1 dose administered each year between August 1st-December 31st (2 doses separated by at least 28 days required for those receiving flu for the first time)
- Hepatitis A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

Requirements for Kindergarten

Birth or baptismal certificate

- DTaP: At least 4 doses. The last dose must be given on or after 4th birthday
- Polio: At least 3 doses. The last must be given on or after the 4th birthday
- MMR: 2 doses separated by at least 28 days, 1st dose on or after the 1st birthday
- Varicella: 2 doses separated by at least 3 months, 1st dose on or after the 1st birthday or verification of disease
- Hib: 1 dose on or after 1st birthday for children less than 5 years old
- Pneumococcal: 1 dose on or after 1st birthday for children less than 5 years old
- Hep B: 3 doses, last dose on or after 24 weeks of age
- Hep A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

Requirements for Grade 1

- DTaP: At least 4 doses. The last dose must be given on or after 4th birthday
- Polio: At least 3 doses. The last dose must be given on or after 4th birthday
- Varicella: 2 doses separated by at least 3 months-1st dose on or after 1st birthday or verification of disease
- Hep B: 3 doses, last dose on or after 24 weeks of age
- Hep A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

Requirements for Grade 2

- DTaP/Td: At least 4 doses. The last dose must be given on or after 4th birthday. Students who start the series at age 7 or older only need a total of 3 doses
- Polio: At least 3 doses. The last dose must be given on or after 4th birthday
- MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday
- Hep B: 3 doses, last dose on or after 24 weeks of age
- Varicella: 2 doses separated by at least 3 months-1st dose on or after 1st birthday or verification of disease

Requirements for Grades 3-6

- DTaP/Td/Tdap: At least 4 doses. The last dose must be given on or after 4th birthday. Students who start the series at age 7 or older only need a total of 3 doses.
- Polio: At least 3 doses. The last dose must be given on or after 4th birthday
- MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday
- Hep B: 3 doses, last dose on or after 24 weeks of age
- Varicella: 1 dose on or after the 1st birthday, or verification of disease

Requirements for Grades 7-8

Td/Tdap:	1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap
Polio:	At least 3 doses. The last dose must be given on or after 4 th birthday
MMR:	2 doses separated by at least 28 days, 1 st dose on or after 1 st birthday
Varicella:	2 doses separated by at least 3 months-1st dose on or after the 1st birthday, or verification of the disease
Meningococcal:	1 dose
Hep B:	3 doses, last dose on or after 24 weeks of age

VERIFICATION OF DISEASE: Confirmation in writing by a MD, PA, or APRN that the child has a previous history of disease, based on family or medical history.

Communicable Diseases

General Information

Children with an elevated temperature and/or other signs of illness will be excluded from school. Children should be fever free for 24 hours before returning to school. If children are put on medication (e.g. antibiotic) they must be on the medication at least 24 hours before returning to school. If your child is vomiting or has diarrhea they should not attend school until the illness passes.

Children who are immuno-suppressed will be notified of the occurrence of a high-risk disease.

- A. AIDS/HIV Infection – A child with AIDS may attend school in compliance with the school policy.
- B. Chicken Pox – The child will be excluded from school until all lesions are dry and crusted (approximately 6-8 days following eruption).
- C. Conjunctivitis (pink eye) – If suspected, the child will be referred to the parent and excluded from school for at least 24 hours from start of prescribed medication.
- D. Fifth Disease – The child diagnosed with “fifth disease” may return to school when fever free and feeling well. The rash may still be present.
*** Please notify the school nurse if this diagnosis is made.**
- E. Head Lice – Children with head lice will be excluded from school. Children may return to school after appropriate treatment and are free of LIVE lice.
***Please notify the school nurse if this diagnosis is made.**
- F. Impetigo – The child will be excluded from school for at least 24 hours of start of prescribed medication.
- F. Measles/Mumps/German measles – Excluded from school until non-contagious.
***Please notify the school nurse of this diagnosis**

ACADEMICS

Report Cards

Report cards for Grades K through 8 are distributed each trimester: December, March and June. Preschool Progress Reports are distributed in January and June. Parent/Teacher Conferences will be held in October and February soon after Progress Reports are distributed.

Progress Reports

Midway through each trimester, Progress Reports will be issued to students in Grades 1 through 3. These reports will indicate areas of both strength and needed improvement, along with suggestions for remedying the situation when appropriate. Parents of students in grades 4-8 may use the parent portal to check grades. Parents may choose to receive a progress report every two weeks. Parental cooperation is crucial and appreciated. Parents/Guardians are requested to sign the report and return it promptly.

Homework Policy

Homework serves as an extension of your child's learning, which has occurred in the classroom, and is an integral part of the school program, provides opportunities for reinforcement, independent study, enrichment and creative thinking.

It is the student's responsibility to complete all homework assignments promptly and as directed. Parents/Guardians are encouraged to provide a quiet place and to monitor their child's study habits and homework and may be asked to sign their child's assignment book daily.

Kindergarten:

Homework in Kindergarten will be assigned by the teacher as deemed necessary. It will not exceed fifteen (15) minutes.

Grades 1, 2 and 3:

Homework will be assigned as needed for review, reinforcement or challenge. It will not exceed thirty (30) minutes.

Grades 4 and 5:

Homework should last no longer than one hour.

Grades 6 through 8:

Homework, whether written or study, will last approximately one and one-half (1 1/2) to two (2) hours nightly.

All assignments are to be handed in on time unless the teacher gives permission.

Students who do not have their required assignments for their respective classes will make up the work owed:

K-2: Depending on the assignment, student will be held in for recess to complete it or during another appropriate time designated by the teacher. Parents will be notified of

missing work.

3-5: The late assignment will be reassigned as homework that night. Depending on the assignment, a teacher may have the student complete the assignment at a designated time during or after school. Parents will be notified of missing work.

6-8: If a student does not have his/her assignment at the class time it is due, the student should hand this late assignment in at the beginning of the next class for half credit.. Parents may be notified through an email from the teacher if numerous assignments are not handed in. Missing assignments may be checked at any time through the parent portal (see below). Failure to hand in reports and other major projects may result in an “Incomplete” on the student’s report card.

How to view assigned homework from teachers at the EduConnect website:

1. Go to <http://stgabrielschool.org>
2. Click on “Staff Info”.
3. Find teacher’s name and click on the web page icon.
4. On the right of the teacher’s page is the homework link.
5. Click on the specific class choice you wish to view.

Grades 4-8 Parent/Student Grade Portal:

1. Parents will receive their ID and password from the school at the beginning of each year.
2. Go to the EduConnect website above.
3. Sign in using given ID and password.
4. Choose “student”
5. Choose “subject”

Grading Scales

The following elements are necessary for consideration in any final mark or grade given to students whether they are outcome-based or percentage-based grades:

1. Tests, Projects & Written Work - the grading will take into account substance, neatness, accuracy, spelling, grammar usage and written skill.
2. Class Participation - verbal expression of knowledge content and the ability to express this logically and in an intelligent manner.
3. Homework - the responsibility of the student to complete all given assignments in a timely manner.
4. Attitude & Effort - will be marked accordingly.

Kindergarten:

- M - Meets Grade Level Expectations
- P - Progress Noted Toward Grade-level Expectations
- T - Time & Experience Required for Skill to Develop
- ED - Experiencing Difficulty

NI - Not Introduced at This Time

Grades 1, 2, 3:

5 - Consistently exceeded grade level expectations.
4 - Consistently achieved grade level expectations.
3 - Approaching mastery of grade level expectations.
2 - Approaching proficiency toward grade level expectations.
1 - Difficulty meeting grade level expectations.
I - Incomplete work
* - Improvement needed in this skill area.

Grades 4 through 8:

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

Subjects that meet less than two times a week- Music, Physical Education, Art and Spanish (Grades 1-5) use the following marking code for Grades 1-8:

O = Outstanding Achievement
S = Satisfactory Achievement
U = Unsatisfactory Achievement

Honor Roll Requirements

Students in Grades 6 through 8 are eligible for the Honor Roll, which is established as a means to build personal initiative and effort in conjunction with the spirit and philosophy of St. Gabriel School.

The Guidelines are as follows:

1. Marks from the following major subject areas will be considered:
Religion, Social Studies/History, Geography, Literature, Language Arts,

Mathematics, Science, Spanish

2. **Conduct will be given serious consideration and can keep a student from honor roll recognition.**
3. All related arts subject areas must be passed in order to achieve honors (e.g. – Music, Art, and Physical Education).

<u>High Honors:</u>	All A's (A+, A and A-)
<u>Honors:</u>	A's and B's (B+, B and B-)
<u>Honorable Mention:</u>	A's and B's with one C+

Promotion/Retention Policy

Grades K - 3: If a student experiences serious difficulty in a consistent pattern for the two (2) trimesters of school in the areas listed below, parents will be notified that the child may be ineligible for promotion. These areas include:

Academic

1. Failure to master reading and phonic concepts
2. Failure to master appropriate math concepts

Performance

1. Lack of effort
2. Failure to complete and/or hand in required work

Grades 4 through 8:

1. Any student in Grades 4 through 8 who received three (3) final grades of “F” in major subjects (Religion, Reading, Language Arts, Science, Social Studies/History, and Mathematics) will not be promoted and may be retained in their present grade.
2. Any student in Grades 4 through 8 who receives a final grade of “F” in one or two major subjects (see above listing) must attend and pass a summer school course offered by a qualified and approved school or tutor. A student who passes the course(s) in summer will be promoted to the next grade. If a student does not complete and pass the course(s), a conference with parents will be held to discuss the student's needs and his/her placement.
3. Any student in Grade 8 who receives three (3) first trimester grades of “F” in major subjects will be placed on academic probation. If three major subject grades average “F” as a final grade, the student will not be allowed to graduate with a diploma from St. Gabriel School.
4. If a student in Grades 4 through 7 must attend summer school for two years in a row, recommendations will be made to have him/her tested to see if any emotional, physical or psychological problems are contributing to his/her poor academic performance.

Standardized Testing

Standardized Tests are administered as follows:

- Iowa Assessments (IA)
- Grades 3 through 7
- Cognitive Abilities Test (CogAT)
- Grades 5 and 7

These tests are used to evaluate a child's aptitude and achievement in basic learning areas. The results are used by the staff to improve and evaluate the curricula and programs, in order to meet the needs of the total school population and of the student. The students' scores become part of their cumulative record. Students in Grade 8 are not tested, since most high schools look at the previous year's scores.

The Gates-MacGinitie Reading Tests (GMRT) are administered to our students in Grades K- 2. This is during the same time of year we administer the IOWA Tests to Grades 3-7.

The GMRT is a norm based standardized test that is used to find the general level of reading achievement of individual students throughout their school careers. The objective information obtained from the tests, complemented by teachers' evaluations are important for: planning instructional emphases; evaluating the effectiveness of instructional programs; locating students who are ready to work with more advanced materials; making decisions about grouping students; and measuring their growth.

SCHOOL UNIFORM DRESS CODE POLICY

General Appearance

All attire should be worn with proper decorum. Shirts and blouses must be tucked in. Gym shirts may be untucked.

Boys' hair length should be above shirt collar. Boys' hair must be of a uniform length on the top and sides and is not to be patterned in any way. Extreme hairstyles or color (e.g., Mohawk type, tails, etc.) are not acceptable for all students.

Skirts must be approximately knee length (within 1" of the knee). Skirts are not to be rolled at the waist.

Walking shorts must be approximately knee length.

Plain white socks may be worn with the formal, relaxed and physical education uniforms. These socks must be plain without logos, trims, stripes or insignias. Additionally, the socks should not be "sneaker" length, "golf" length, "ankle crews", or peds. Socks must be visible

above the ankle bone as in the standard crew or tube styles. Girls may wear knee socks. Other acceptable hosiery styles for each uniform are itemized below.

Jewelry or accessories allowed: plain watch, ring, cross, dark-colored plain or St. Gabriel School plaid headband or barrettes, single pair stud earrings for girls only (boys may not wear earrings).

Jewelry or accessories not allowed: (ALL STUDENTS) make-up, nail polish, drop or hoop earrings, bracelets, anklets, bows, necklaces, any form of jewelry resulting from body piercing other than girl's earrings, wallet chains. There will be no "butterfly" or other clips, decorated barrettes, tattoos (fake or real) or skin decorations. Open toed shoes are not allowed at any time.

Formal Uniform for Girls

Girls: Grades K – 5:

- Plaid jumper with yellow St. Gabriel monogrammed knit or pima cotton polo shirt (long or short sleeve).
- Navy blue long pants with yellow St. Gabriel monogrammed knit or pima cotton polo shirt (long or short sleeve).

Girls: Grades 6 - 8:

- Plaid skirts (same plaid as jumper) with yellow, white or blue monogrammed oxford shirt (long or short sleeve).
- Long navy blue or khaki uniform pants with yellow, white or blue monogrammed oxford shirt (long or short sleeve).

** Note: Uniform pants do not have outside pockets or loops. They are chino/dress pants. Pants should not be falling down over the hips.

Sweaters: Both cardigan and pullover sweaters are allowed (SOLID NAVY ONLY), and the Physical Education uniform monogrammed nylon zippered jacket. Navy blue fleece vest and no hood fleece jacket are also allowed.

Socks: Solid white, yellow or navy ONLY. No neon colors! (Socks must be over the ankles.)

Shoes: Tan buck tie shoe or the all-weather slip-on moccasin type shoe in tan or dark brown. No embellishments on shoes. Girls also have the option of the Lands' End spice brown suede Mary Jane shoe. Shoes can be purchased at Blakes, Lands' End and Stride Rite.

Belts: Black, Brown, or Navy Blue (optional for Grades K, 1, & 2).

Formal Uniform for Boys

Boys: Grades K - 5:

- Navy blue uniform pants with yellow St. Gabriel monogrammed knit or pima cotton polo shirt (long or short sleeve).

Boys: Grades 6-8: -

- Navy blue or khaki uniform pants with yellow, white or blue monogrammed oxford shirts (long or short sleeve) with uniform tie.

****Note:** Uniform pants do not have outside pockets or loops. They are chino/dress pants. Pants should not be falling down over the hips.

Sweaters: Both cardigan and pullover sweaters are allowed (**SOLID NAVY ONLY**), and the Physical Education uniform monogrammed nylon zippered jacket. Navy blue fleece vest and no hood fleece jacket are also allowed.

Socks: Solid white, yellow or navy ONLY. No neon colors! (Socks must be over the ankles.)

Shoes: Tan buck tie shoe or the all-weather slip-on moccasin type shoe in tan or dark brown. No embellishments on shoes. Shoes can be purchased at Blakes, Lands' End, and Stride Rite.

Belts: Black, Brown or Navy Blue (optional for Grades K, 1, & 2).

Relaxed Uniform for Boys and Girls in Grades Kindergarten Through 5

(August, September, October, May & June)

Uniform navy walking shorts (knee length).

Black, brown or navy blue belt.

Uniform yellow St. Gabriel monogrammed knit or pima cotton polo shirt.

School shoes as defined under Formal Uniform.

Solid yellow, white or navy socks. No neon colors! (Socks must be over the ankles.)

Relaxed Uniform for Boys and Girls in Grades 6 Through 8

(August, September, October, May & June)

Navy or khaki uniform walking shorts (knee length).

Black, brown or navy blue belt.

Uniform yellow St. Gabriel monogrammed knit or pima cotton polo shirt or yellow, white, or blue monogrammed oxford shirt. (No tie for boys)

School shoes as defined under Formal Uniform.

Solid yellow, white or navy socks. No neon colors! (Socks must be over the ankles.)

Physical Education Uniform (Gym day only)

Uniform navy blue monogrammed basketball shorts (boys and girls) and blue and white monogrammed athletic shorts (girls only).

Navy blue and white monogrammed athletic pants.

Uniform St. Gabriel monogrammed blue and white athletic shirt.

Solid navy blue sweatshirt (no logos or insignias except St. Gabriel) and/or monogrammed nylon zippered jacket.
White socks
Sneakers

Dress Down Days

On dress down days, students must dress in appropriate clothing. Guidelines for dress down days are as follows:

- Clothing must not have indecent writing or pictures; inappropriate slogans or advertisements (including, but not limited to, drug or alcohol advertisements); or sexually suggestive or satanic ornaments or writing.
- Revealing clothing (including short shorts, halter tops, half shirts, tank tops, and see-through tops) is not allowed.
- Waistbands must not sag below the waist. Pants legs must not drag on the floor.
- High heels, platform shoes, flip-flops, sandals, and shoes with no backs are not allowed.
- Clothing must not be torn, ragged or have holes.

These are guidelines. Teachers and staff may determine that clothing not addressed above is also inappropriate for school. If a student comes to school in inappropriate attire, he/she will be required to call a parent to bring a change of clothes to school.

Parents will be given sufficient notice if their child does not meet the dress code. Warning slips will be sent home. If the student has not complied after two warnings, he or she will be given a detention. Final decisions with regards to uniform, appearance, jewelry, and hairstyles are left to the Principal.

All polo, oxford and gym shirts must have the St. Gabriel School logo. All uniform attire may be purchased at Blakes School Uniform Company. Pants, shoes, oxford shirts and sweaters may be purchased through Lands' End with school code number 900124850.

GENERAL INFORMATION

Bullying Policy

Bullying is 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, including bus transportation and cyber bullying. Bullying and intimidation are actions that are contrary to the teaching 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 of a safe and caring learning environment.

Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Students and parents who become aware of any act of bullying are expected to report it to the school principal for further investigation. Reports of such incidents may be written and anonymous. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences. Consequences for students who bully others shall depend on the results of the investigation and the severity of the incident or series of incidents. Consequences may include parent conference, professional counseling, detention, suspension or expulsion, and reporting incidents to law enforcement if appropriate. The school administration will provide a safe and caring learning environment for all students and staff. Please review and sign the Anti-Bullying Contract on the following page.

Anti-Bullying Contract

Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, on the bus, at a school sponsored activity, or electronically through texting, blogging, Facebook, etc. **These acts are repeated against the same student over time.** Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult and/or the Bully Box.

Student Signature

Date

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities.

Parent/Guardian Signature

Date

We understand that Bullying will result in the following disciplinary actions:

1st Offense: Verbal warning by teacher or principal, parent notification and documentation in the bully behavior log.

2nd Offense: Parent notification, after school office detention and documentation in the bully behavior log.

3rd Offense: Parent conference with principal, in-school suspension and documentation in the bully behavior log.

4th Offense: Parent conference with principal and social worker, out of school suspension (days determined by the principal), and documentation in the bully behavior log.

5th Offense: Police intervention, expulsion from school.

Sexual Harassment

Sexual harassment is forbidden by federal and state law and by St. Gabriel School and will not be tolerated.

Sexual harassment is defined by law as “any unwelcome sexual advance, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature” made by someone from or in the educational setting.

When the circumstances indicate that it is appropriate, the principal reserves the right to suspend a student while an investigation is underway. The principal will use discretion in investigating reports of sexual harassment to protect not only the student reporting the harassment, but also the student accused of the harassment.

While each case will be evaluated on its individual merits, sexual harassment is a serious offense and can lead to suspension or possible expulsion from St. Gabriel School.

Finally, St. Gabriel School will not tolerate acts of retaliation against a student who reports sexual harassment. Any such conduct can lead to severe disciplinary action, including suspension or expulsion.

Child Abuse

Under current law, Section 17a-101 of the Connecticut General Statutes requires certain individuals, called “mandated reporters” to contact civil authorities whenever such individuals have reasonable cause to suspect or believe that a child has been abused or neglected.

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

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

Who Must Report?

Specific categories of professionals, called mandated reporters, are listed in the statute as being responsible for reporting suspected instances of child abuse:

Registered nurse, licensed practical nurse, medical examiner, dentist, psychologist, school principal/chief administrator, school teacher, school paraprofessional, school guidance counselor, social worker, police officer, clergyperson, Connecticut-certified substance abuse

counselor or other counselor, Connecticut-certified marital and family therapist, paid day care center employee, school coaches of either intramural or interscholastic sports.

What Must Be Reported?

A mandated reporter, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of 18 has been abused or neglected, or has sustained non-accidental physical injury or injury which is at variance with the history given of such injury, or is placed at imminent risk of serious harm, must report.

Abuse is defined as: (a) any physical injury inflicted other than by accidental means, or (b) injuries at variance with the history given of them, or (c) a condition which is the result of maltreatment, such as, but not limited to malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. Sexual abuse and exploitation are any incidents of sexual contact involving a child which are inflicted or allowed to be inflicted by the person responsible for the child's care.

Emotional abuse or maltreatment is the result of cruel or unconscionable acts and/or statements made, threatened to be made, or allowed to be made by the person responsible for the child's care and which have a direct effect on the child. Neglect is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision, and/or education.

Changes in Student Information

It is the responsibility of the parent/guardian to notify the school office in the event of a change of a student's address, telephone, or custody status. **It is extremely important that parents/guardians follow this procedure religiously as the safety of your child is our primary concern.**

Parent #2 Notification

As much as St. Gabriel School is a community comprised of families, we realize that a family may be split due to separation/divorce. It is our intent to keep both biological parents, if they so desire, informed of their child(ren)'s achievements and also of any school activities. Please notify the office with the necessary information on the "Parent #2" in order that our records will be up to date and all necessary information will be sent in a timely fashion.

Eligibility for Extra-Curricular Activities

Students only have the right to try out and be fairly evaluated. Students do not have the right to play on a team or have a part in a play, be on Student Council etc. Students only have the right to attend the school everything else is a privilege. It is expected that all students put forth their best effort academically. Students should also be cooperative, respectful, and display a Christian attitude towards staff and peers. The principal will review students' grades below C- in all major subjects, confer with teachers, and administer **academic probation** as deemed necessary.

"Academic probation" will consist of a two (2) week suspension from all extra-

curricular activities. A written notification will be sent home to parents by the principal, at this time. If a student shows improvement after the two-week period, he or she will be allowed to resume participation in all activities. However, if there is no improvement, such student will be excluded from all extra-curricular activities for the remainder of the quarter.

Computer Usage/Electronic Information Transmission, Reception, Storage and Retrieval

St. Gabriel School has adopted and implemented a program to prevent the improper or illegal use of any hardware, software or any electronic information or data produced or retrieved by that hardware or software or any devices or systems under the control of, or in the custody of the school. That program will:

1. Notify all students and employees of the school, in writing via the handbook that the misuse of electronic information or systems is prohibited in or on any of the facilities of the school and that a violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees and by publication in the student/parent handbook of the school.
2. Limit use to students who, with a parent/guardian, have signed a statement acknowledging their awareness for proper use of said information, devices, or systems. That signed statement (receipt and reading of the handbook) shall also serve as a parental permission slip for the use. Adult users as well will be asked to sign a statement acknowledging that they are aware of the proper procedures for using the Internet. These signed statements become permission slips to take trips on the Information highway.
3. Provide the following guidelines for acceptable use of said electronic information, devices, or systems:
 - a) Use must be in **support of education**, including research and administrative support consistent with school/Archdiocesan policy. Any personal use is strictly forbidden. (Use, including e-mail, may be monitored IAW the Federal Communications Privacy Act [18 U.S.C. § 2510-20]).
 - b) Use must be consistent with the rules appropriate to any network/system being used/accessed.
 - c) **Unauthorized** use of **copyrighted** information is **prohibited**.
 - d) Distribution of proprietary or confidential information, as well as trade secrets, is prohibited.
 - e) Plagiarism is strictly forbidden.
 - f) Use for commercial activities is prohibited.
 - g) Use for political lobbying is prohibited.
 - h) Personally offensive and obscene information is strictly forbidden. Anti-harassment and anti-discrimination policies and laws could apply in these instances and the penalties could surpass those of this policy. Harassment is defined as the persistent annoyance of another user or the inference in another user's work. This includes, but is not limited to, the sending of unwanted mail.
 - i) Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data, devices, or systems of other users, networks or the school. This includes, but is not limited to, creating, copying from a CD/DVD, flash drive and/or uploading computer viruses.

- j) Do not reveal your address or phone number or other personal information.
 - k) Never, under any circumstances, use a CD/DVD or flash drive from any source other than the school without permission of the teacher.
 - l) If a laptop or iPad is damaged due to dropping or improper care the parents of the student are responsible for fixing or replacing the device.
4. The following **privileges** shall apply:
- a) Access to the Internet is not a right but a privilege, similar to library privileges.
 - b) The school recognizes the value of Internet exploration in a teacher/staff supervised setting.
 - c) Unacceptable use will result in loss of access privileges.

Use of Electronic Communication

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school including social media, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including suspension, expulsion, or withdrawal from school.

This policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

If there is a suspicion of inappropriate activity on students' electronic devices while on school property the school may subject a student to any level of discipline, or in the interests of safety of students and staff, the Principal and or his or her designee, may search students desks, lockers, personal belongings, and anything brought onto school property including, but not limited to, handbags, briefcases, purses, backpacks, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

Internet Engagement

Engagement in online blogs or postings, such as, but not limited to Instagram®, Snapchat®, Facebook®, YouTube®, Tik Tok etc., shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

School logo and other electronic images found on our website or other electronic school communication is the property of Saint Gabriel School. No one is allowed to use such images without permission from the principal.

ST. GABRIEL SCHOOL BOARD

The St. Gabriel School Board is an advisory council to our Pastor and Principal. The Board supports the school mission and is involved in long-range planning, the annual operational budget, school development, principal evaluation and goal setting. Meetings are generally held every other month. Each meeting date is set at the previous meeting and is posted on the school calendar. Meetings are open to parents, however if you wish to be included on the agenda, you must contact the Principal, Pastor or School Board chairperson at least one week prior to the meeting. We are always interested in welcoming new members to our sub-committees. Please contact the Board by email: SchoolBoard@StGabrielSchool.org or contact the Principal, to be included in this important process.

HOME AND SCHOOL ASSOCIATION

The St. Gabriel Home & School Association (SGH&S) is a volunteer group of parents, faculty, administration, and clergy. The Home & School provides a forum for the positive exchange of ideas aimed at enhancing our children's spiritual and academic experiences and for fostering a better understanding of the goals and spirit of Catholic education in the school and parish. It also provides a vehicle for interaction between parents and the school to organize fundraising and social activities.

Parochial schools do not receive public funds toward their operations. Tuition alone does not meet the financial needs of the school. The H&S has a financial commitment to supplement the school operating budget and relies on families to achieve this goal.

Parents are encouraged to become active members. Six H&S meetings are held throughout the year and are listed on the school calendar. It is expected that each family have a representative present at a minimum of two meetings.

The H&S has a financial commitment to supplement the operating budget of the school by \$70,000 and relies on fundraising activities to achieve this goal. A Family Fundraising Plan was approved by the Home & School Association, the School Board, the School Principal and Pastor in the 2005-06 school year. Please read the Family Fundraising Policy and contact the H&S with any questions or concerns.

Families are needed to volunteer at least 15 hours in various fundraising and social events. The H&S welcomes involvement from all family members (moms, dads, grandparents, etc.).

Volunteer preferences should be indicated on the Volunteer form sent to each family. This will assist in matching families with committees. Families should track their volunteer hours on the Volunteer Tracking sheet that is sent to each family. A volunteer log sheet is kept in the school office and individuals should sign in and out to aid in the tracking of volunteer hours. Committee chairpersons will also provide a list of volunteers on each committee.

Families are encouraged to contact the H&S officers with ideas for fundraisers, spiritual, social and cultural events. Without family participation and volunteerism of all parents within our H&S

group, the financial and social goals of this year's H&S will not be met.

Notes may be sent through the school to the attention of St. Gabriel Home & School Association or email the officers at homeandschool@stgabrielschool.org.

St. Gabriel School Gift Card Program

The Gift Card Program is a year-long fundraiser offered by Saint Gabriel School. Gift cards are purchased at face value and offer a percentage credit back to the school; the amount of credit depends on the retailer. The amount you earn in credit is deducted from your \$300 family fundraising goal. Up to \$200 in profits (after the initial \$300) goes to NEXT YEAR'S tuition as a tuition credit.

Order your gift cards through the office or online and begin earning money for the school, earning credit towards your next year's tuition, and earning credit towards your family fundraising goal - all by paying with gift cards where you normally shop. There are literally hundreds of retailers that participate in this program from grocery stores, to gas stations, to your favorite coffee shops, department stores and even your favorite online stores like Amazon.com.

St. Gabriel Gift Card Program

(Saint Gabriel School code is: 1F2B64511L833)

[Mobile App Instructions](#)

[2020 Gift Card Order Form](#)

[Complete List of Participating Retailers](#)

If you have any questions about the Gift Card Program, please contact Homeandschool@stgabrielschool.org. Thank you!

Example:

A typical family spends an average of \$650 each month on groceries, gasoline, clothes, entertainment, and home improvements. When a family pays for those purchases with certificates purchased through the Gift Card Program, St. Gabriel School and the family earn a monthly profit of about \$45. Annualized, this one family would have raised \$270 for St. Gabriel School and have earned \$270 credit for next year's tuition. And that's just ONE FAMILY.

Home and School Association Fundraising Policy

PURPOSE: Raising money in a school is a challenging and inconsistent source of income. Each year the Home & School Association (as well as the School Board's Advancement Committee) is required to raise money to help offset the operating expenses of the school. The Home & School Association portion of the requirement this year is \$70,000. Each family has a fundraising obligation of \$300. Volunteer hours are completely separate from fundraising and each family is required to volunteer 15 hours in any school activity.

Families have the following options to fulfill their fundraising obligation to St. Gabriel School:

OPTION 1: The Buyout

A family pays \$300.00 as their contribution to the fundraising obligation of the Home & School Association. This is due **by the end of September. Make check payable to St. Gabriel H&S Assoc. and send via your child's folder in an envelope to: St. Gabriel H&S.** If the full amount is not received **by the end of September** the family will be required to fulfill OPTION 2.

OPTION 2: The Fundraiser

A family may raise the \$300.00 from the profit earned through participation in the Gift Card Program – 100% of the varying profit percentages will be applied towards their fundraising obligation.

Financial records will be maintained on a per family basis by the Vice President and Treasurer of the Home & School Association. Status reports will be issued periodically so that families are aware of their remaining obligation or the fulfillment of their obligation. The Treasurer will work closely with the School Principal and Business Manager and confidentiality will be maintained at all times.

Any person experiencing difficulty in meeting their obligation is encouraged to discuss the situation with the Principal.

If the family does not meet their fundraising obligation, the \$300.00 or remaining balance will be billed in May through your FACTS account.

Right to Amend

THE ADMINISTRATION OF SAINT GABRIEL SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME. Notice of amendments will be sent to parents via hard copy in the backpack, or through e-mail communication.

Family Agreement Sign-off

**ST. GABRIEL SCHOOL IS A
DRUG-FREE ZONE WHICH INCLUDES
A SMOKE-FREE ENVIRONMENT. THERE IS
NO SMOKING ALLOWED IN THE
BUILDING OR ON THE SCHOOL GROUNDS!!!**

I have read the Student/Parent Handbook and understand when enrolling my child/ren in St. Gabriel School, I/we are agreeing to abide and be governed by the Student/Parent Handbook.

Family Name _____ (Please Print)

_____ Date _____ Parent Signature

_____ Date _____ Parent Signature

_____ Date _____ Student Signature

_____ Date _____ Student Signature

_____ Date _____ Student Signature

APPENDIX A: CODE OF CONDUCT FOR REMOTE LEARNING

Please see the attached pdf for important remote learning updates resulting from COVID-19.



Code of Conduct
for Remote Learning