



SAINT GABRIEL SCHOOL

PARENT and STUDENT HANDBOOK 2024-2025

Address: 77 Bloomfield Avenue, Windsor, CT 06095

Head of Elementary School: Mrs. Ruth Ann Schuler

Head of Middle School: Mr. Michael Conlin

Pastor: Reverend Shawn Daly

Website: www.stgabrielschool.org

Office Hours: M-F, 7:30AM - 3:00PM

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LETTER FROM THE HEADS OF SCHOOL

Welcome to the 2024-2025 school year at St. Gabriel School. We are honored to work with you and your family to educate your children. This year, we pray for our students, families, and staff as we get back into our routine of academic excellence and commitment to Catholic Values. We recognize that parents are the primary teachers of their children, and we resolve to work with families to give students role models of moral integrity and a strong foundation in life-long learning.

A Catholic education is a special gift and a privilege. Our graduates have been given the opportunity of a lifetime. They share a common heritage of tradition, excellence, and commitment with many thousands of Catholic graduates around the world. We at St. Gabriel School are proud to have contributed to the lives of all the young ladies and gentlemen we have taught so far and those whom we will continue to teach in the future.

The Parent/Student Handbook contains the policies of St. Gabriel School for the 2024-2025 school year. Please read and review these policies with your children and return the last page with both parent and student signatures no later than September 20, 2024.

Together, let us pray that God guides us, protects us, and helps us grow young hearts and minds.

Sincerely,
Michael Conlin and Ruth Ann Schuler
Heads of School

LETTER FROM THE PASTOR

Dear Saint Gabriel School Parents,

On behalf of the community of Saint Damien of Molokai Parish, we welcome you to Saint Gabriel School. I am excited to be working alongside our Heads of School, Mr. Conlin and Mrs. Schuler, and our amazing teachers, staff and dedicated parents.

The summer has been a busy time around here as we prepare for a new school year, but nothing compares to seeing God's children fill our school with their excitement. We have the best students!

Please join me in praying and showing our gratitude to God for our school. We are grateful to God that our enrollment continues to increase and with your support and prayers, we will continue to grow. We trust that God is watching over our needs. God is generous and we believe that God's grace and spirit will inspire us to build His kingdom in His vineyard of education. You are a vital part of your child's education, and we look forward to your presence and participation in our school!

The faculty and I are privileged and honored that you have trusted and chosen Saint Gabriel School. We will continue to walk with you and your children in their learning and growth. I look forward not only to welcoming you to this outstanding school, but I also look forward to meeting you personally as we continue to build a community that will allow us to serve you better.

Yours in Christ,

Father Shawn Daly, Pastor

Mission Statement

Saint Gabriel School is a Catholic Community, devoted to academic excellence and Christ's call to discipleship.

Vision Statement

Saint 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.

Vision statement of the Archdiocese for Catholic Schools

The fundamental purpose of Catholic Schools is to advance the educational mission of the Church.

Catholic Schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; recognize and appreciate parents as the primary educators to their children.

History of Saint Gabriel School

The Roger Ludlow Building on Spring Street was erected in 1893 and became Windsor High School until 1922. At that time, when the high school moved, it became Roger Ludlow (Elementary) School. In the spring of 1956, it was purchased for \$22,000 by Rt. Rev. Monsignor Harold F. Daly and became Saint Gabriel School. St. Gabriel School opening on September 8, 1956, was the "fulfillment of a lifelong dream for Monsignor Daly and his parishioners." St. Gabriel School opened with 4 Felician nuns, 1 lay teacher and students in five grades: Grades 1-5. Classes were limited to 42 students per grade. In that first year, students did not have to wear uniforms, and the tuition was \$35 for the first child and \$5 each for the second and third child and no additional fee for each additional child. The "master plan" was to add 1 grade per year until a second class per grade level could be added through expansion. June 1960 marked the first 8th grade graduation, held on a Sunday afternoon at St. Gabriel Church. The 1959-60 school year marked the start of double classes, beginning with Grade 1 and adding a class (grade) per year. The 1966-67 school year opened with two classes at each grade level... 625 students in 16 classes. Of course, by this time many classes were located in the "new building" on Bloomfield Avenue. St. Gabriel School celebrated its 25th Anniversary in 1981 with a weekend of events including a carnival, a memorial tree planting, a dinner-dance, Mass and class reunions and brunch. The 2024-25 school year marks the 69th year it has existed.

Accreditation/Distinctions

St. Gabriel School is accredited by the New England Association of Schools and Colleges and received a 2011 Blue Ribbon Award from the US Department of Education.

Admissions Requirements & Policy

Saint Gabriel School admits qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at Saint Gabriel School. Saint Gabriel School does not discriminate based on race, color, ancestry, national or ethnic regions, or sex in the admission of educational policies, admission policies, and scholarship and loan programs. Students with special needs will be given the same consideration as all applicants. However, before admitting a student with diagnosed special needs, due to the limits in their resources and programs, Saint Gabriel School shall determine whether it believes it can provide an appropriate education for that child. Each student will be considered individually.

Acceptance and initial enrollment into Saint Gabriel School are not a guarantee of continued enrollment. Limitations in the school's resources to address needs may result in the voluntary withdrawal of the student or dismissal. These decisions are subject to Saint Gabriel School administration's sole discretion. Tuition will be refunded on a pro-rata basis. Non-refundable fees, such as the application fee, registration fee are not considered tuition and thereby will not be refunded.

Saint Gabriel School shall make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition and make an equally strong effort to make sure that those who are able to pay tuition do so.

The Saint Gabriel Pre-Kindergarten begins the educational process of a child at Saint Gabriel School. Registration for Pre-K is announced in January/February to the school community, parish, and general public. To be considered for kindergarten admission, the student must be 5 years of age by September 1st of the current school year. Enrollment will not be denied to Saint Gabriel School because of race, gender, creed or ethnicity. Students who register by March 31st for the upcoming school year may be admitted to grades Kindergarten - 8 based on the following priorities:

1. Saint Gabriel School Pre-Kindergarten students
2. Siblings of Saint Gabriel School students
3. Parishioners of Saint Damien of Molokai Parish
4. Registered Catholics from other parishes
5. All others in order of completed registration

Student Behavior

The purpose of the Saint Gabriel Code of conduct is to develop sound moral character, responsibility, citizenship and Christ's call to discipleship.

All students are expected to make choices in a manner that are conducive to learning in a Christian environment. Students are expected to be well-behaved.

Students also must:

- Respect and obey all adults within the school, parish, and town community
- Use appropriate words and actions towards one another
- Walk quietly and safely in the building at all times
- Consume food and drink in designated areas of the building.
- Follow the school dress code
- Deliver all communications from the school responsibly to parents and/or families
- Remain on campus until dismissal or given permission to leave
- Remain under the supervision of staff at all times while on campus
- Be aware that students may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates the policy of the school, or negatively impacts the school
- Keep cell phones off for the whole school day. Administration reserves the right to confiscate if this rule is violated

In addition, students must not:

- Bring in hazardous materials or items that could cause damage to persons or to the school
- Selling of any items on school campus or the bus
- Photograph or videotape any student, teacher, or staff member within the school, riding the bus or attending any school function that occurs off grounds
- If a student brings any of the above to school or is selling any items, the items will be confiscated and parents notified

Disciplinary Measures

Upon enrollment in St. Gabriel School, students and parents acknowledge that administration may engage in discussion with students about measures pertaining to behavior, academics, and/or the investigation of incidents and other matters without prior parental notification.

Parents and students are not entitled to knowledge or access to academic, disciplinary, health, financial or other records of another student enrolled within the school.

In registering and enrolling at St. Gabriel School, parents agree to comply with disciplinary decisions as outlined in the discipline policies and abide by the published Code of Conduct.

Incidents that may result in an irrevocable parent/school relationship include but are not limited to: a parent refuses to accept the discipline assigned to his/her child, or a parent or child refuses to follow St. Gabriel Code of Conduct.

Students are responsible for their behavior choices and must always follow St. Gabriel Code of Conduct. As appropriate, disciplinary matters will be handled by the classroom teachers before the involvement of administration. Conduct whether inside or outside of the school that is detrimental to the reputation of St. Gabriel School, including social media, may result in disciplinary actions including suspension, expulsion, or withdrawal from the school.

Discipline data will be maintained in the school's database throughout the duration of the student's enrollment at St. Gabriel School.

Detention:

Detention will be held after school on a day mutually agreed upon between the teachers and parents. Students who have transportation needs can attend the after-school program as needed. Lack of transportation is not grounds for not serving a detention. Behaviors that warrant a detention include, but are not limited to, the following:

Failure to obey school rules	Plagiarism	Inappropriate language
Disregard for dress code	Forgery	Throwing objects
Cheating	Chewing gum	Mild physical aggression

If the student demonstrates a pattern of continuous inappropriate behavior, he/she could be suspended if appropriate.

Suspension:

Any student who is suspended will be excused from class while serving the suspension. It may be "in" or "out" of school as defined below.

In-School:

A student serving an in-school suspension will be separated from their peers. They will be expected to complete all assignments and assessments scheduled for the day.

Out of School:

A student serving an out of school suspension is expected to remain off campus under adult supervision. The student must complete all assigned work and homework. Assessments can be made up or completed upon return. An out-of-school suspension is considered an absence.

Any suspension automatically excludes a student from extracurricular activities before, after or during the school day. Examples of these activities include sport events, clubs, dances, field trips or any other activities sponsored by the school. Upon return from a suspension, the student and family must meet with the Heads of School and the Pastor to determine if further disciplinary action is necessary. The school reserves the right to determine whether further disciplinary action is warranted, including continued suspension, expulsion, or non-readmission.

Expulsion:

Expulsion is the immediate, permanent dismissal of a student from St. Gabriel School. If the student is suspended two times and commits a third infraction, the school reserves the right to consider expulsion from St. Gabriel School. Expulsion can also be a result of a behavior in isolation that causes harm to the school community. The decision to expel a student is made by the Diocesan Superintendent, Pastor and Heads of School. Parents are expected to attend a meeting prior to the expulsion to discuss the incident. Full payment of tuition is expected if a student has been expelled.

Behaviors that Warrant Suspension or Expulsion:

Behaviors that warrant suspension or expulsion include but are not limited to the following:

- Verbal or physical assault • Fighting • Possession or use of drugs/alcohol/tobacco products • Possession or use of e-cigarettes, vaping tools and materials • Possession of “facsimile drugs”, i.e., materials which look like controlled substances and are presented as such by the student • Insubordination (defiance of authority) • Leaving school grounds without permission • Theft • Bullying, including cyberbullying • Cyber bullying • Misuse of computer • Sexual harassment • Use of stink bombs • Physically or verbally threatening, harassing, or abusing students or staff • Willful destruction or defacing of school property • Willful destruction or defacing of another’s property • Extortion • Compromise of the welfare of a student or potential student • Undermine the school’s efforts to prosper • Possession of a potentially harmful weapon or object that can be construed as a weapon (i.e. explosives, knives, blades, laser pointers, and firearms) • Being involved in any incidents related to pornography or other inappropriate behavior • Truancy • Repeated offenses or infractions that warrant detention • Inappropriate use of emails, blogs, text messages, Facebook, Twitter or other social media • Suspension from bus.

If a student defaces or destroys any property, his or her parents must pay for repairs or replacement.

Bullying:

All students have a right to learn in a safe environment, free from physical, cyber or verbal harassment. Effective July 1, 2002, the Connecticut State Legislature passed Public Act No. 02-119 concerning bullying behavior in schools. Bullying is prohibited in all Catholic schools of the Archdiocese. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying is defined as a repeated and intentional unwanted, aggressive behavior that involves a real or perceived imbalance of power that causes harm to another. It includes physical intimidation or assault, extortion, oral, written or cyber threats, teasing, putdowns, name-calling, cruel rumors, false accusations, social isolation, and threatening looks, gestures or actions. This includes students who either directly engage in bullying or who, by their behavior, support another student’s act.

Parents, students and staff who are aware of an act of bullying should report it to the Heads of School for further investigation. The reporting can be verbal, in writing or anonymous. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences. In addition, an incident may be reported to law enforcement.

Search:

Upon reasonable suspicion of inappropriate activity that may subject a student to any level of discipline. The Heads of School have the right to search lockers, desks, backpacks or anything brought onto the school campus. The Heads of School reserve the right to obtain any item found items such as cell phones, other electronic devices (along with access to accounts and passwords), handbags, clothing, and/or backpacks and keep them for the remainder of the day or extended period. The Heads of School have the right to turn over any item to the police if there is illegal activity associated with the item.

Parents:

The education of a child is a partnership between the family, school and Parish. Parents are responsible for cooperating with the school for the welfare of their child. If, in the opinion of administration, parent behavior that seriously interferes with teaching, learning and the orderly operation of the school, and/or the partnership is irrevocably broken, the school may require parents to withdraw their children and sever their relationship with the school. Parents of students in Catholic Schools serve as the primary educators and faith formation leaders for their children and are encouraged to participate actively in the life of their parish or faith community.

Bus Transportation Rules

The Town of Windsor provides bus transportation for Windsor residents. This transportation is provided to and from bus stops determined by the child's legal residence.

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 Heads of School

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 the bus for a period of time to be determined by the Heads of School

Students who do not 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.

Parent Organizations

Home & School Association (HSA)

The St. Gabriel School Home & School Association is a parent organization with by laws drawn up according to the policies and procedures of the Archdiocese and approved by the Pastor/Heads of School. All disbursements from income raised by the HSA are sponsored by the Pastor in collaboration with the Principal and the HSA. The HSA has the following purposes: to bring into closer relation home and school.

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 HSA meetings are held throughout the year and are listed on the school calendar. Each family will have a representative present at at least two meetings.

School Board

The St. Gabriel School Board is an advisory council to our Pastor and the Heads of School. 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 Heads of School, 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.

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.

Lunch and Recess

All students will eat lunch, on full days of school, from 10:53 to 11:13. Recess will follow and end at 11:33.

Cafeteria Policies

For the start of the 2024-2025 school year, students may bring their lunches from home or order from Bart's Restaurant on a week-by-week basis. 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. 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.
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 an alternate location for lunch, as appropriate. Parents and staff will be contacted if a temporary change of location is needed.

Recess Policies

- Students must walk to the play areas
- Students need to demonstrate a safe body at recess (no physical aggression towards other students). If a student chooses to not participate in an organized activity, alternate options should be made available, if as needed
- Students must stay away from parked cars and dumpsters
- Students must not play in puddles or ice patches
- Students must keep mulch on the ground; do not pick up and throw
- Students must not leave the playground for any reason, including to retrieve a ball
- If a student needs to use the bathroom or see the nurse, they must see the teacher on duty
- Electronic games are not allowed in school or on the playground
- When recess has ended, students shall line up in an orderly fashion and enter the building safely.

If there is inclement weather, recess will be held in an alternate location within the school.

Field Trips

Field trips are planned to support the curriculum. Student attendance is expected as on any other school day.

- Written consent from parents regarding information such as date, time, and location
- As appropriate, teachers will assign parent chaperones to a group of students. The number of chaperones and groups needed will be determined by their ages and nature of the field trip

- To be considered as a chaperone, volunteers need to be fully background checked and have completed the VIRTUS training.
- Consultation with the school nurse is required for students with any medical needs who will be attending field trips
- While students are off campus, they are expected to adhere to the Code of Conduct for Saint Gabriel School. Any conduct or behavioral concerns that could affect the trip experience will be discussed individually with building administration, the teacher(s) and parent(s).

Extra-Curricular Activities

Adult Responsibilities: While participating in the extracurricular activity, adults are responsible for the direct supervision of all students while the activity is in progress.

Student Participant Responsibilities:

- Once a student commits to program participation, it is the expectation that the student fulfills that commitment for the entirety of the season or school year
- Any student who receives a D or lower, or an unsatisfactory score on his or report card, will be put on academic probation. Upon the end of individualized review, a decision about continued participation in the activity will be determined
- If the student is absent from school, he or she shall not attend any school-related activity at any point of the day.
- While participating in extracurricular activities, students are expected to follow the Saint Gabriel Code of Conduct.
- A doctor's note may be required to determine if a student is healthy to play in an extracurricular activity, as appropriate.

Parent Responsibilities:

- Parents are responsible to provide transportation to and from the extracurricular event for their child
- All necessary documentation must be submitted to the school nurse and all additional parties involved in the activity
- Good sportsmanship and support must be shown at all events and games.

Parent acknowledgement and understanding that participation in these sports, activities or clubs, may be inherently dangerous and staff cannot ensure the safety of all students involved in the activities and programs. There will be no participation in any extracurricular activity without completion of the appropriate permission slip or release form.

Dress Code

General Appearance:

- All attire should be worn with proper decorum. Shirts and blouses must be tucked in. Gym shirts may be untucked.
- Skirts must be of appropriate length. Skirts are not to be rolled at the waist.

- Shorts must be uniform, no cargo shorts.

Jewelry or accessories allowed: plain watch (no smart watches, if worn must be checked in to the teacher daily), 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 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 cotton polo shirt (long or short sleeve).
- Navy blue long pants with yellow St. Gabriel monogrammed knit or 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 fall 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 vests and hoodless fleece jackets are also allowed. Students may wear the SGS blue blazer.

Socks: ~~OB~~ Solid white, yellow or navy ONLY, with no other colors or patterns.

Shoes: Tan buck tie shoe or the all-weather slip-on moccasin (Sperry) 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 Tommy Hilfiger, Lands' End and Stride Rite. Sneakers may not be worn.

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 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 fall 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 vests and hoodless fleece jackets are also allowed. Students may wear the blue SGS blazer.

Socks: Solid white, yellow or navy ONLY.

Shoes: Tan buck tie shoe or the all-weather slip-on Sperry type shoe in tan or dark brown. No embellishments on shoes. Shoes can be purchased at Tommy Hilfiger, Lands' End, and Stride Rite. NO Crocs or slides allowed ever. Sneakers may not be worn.

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

Warm-weather Uniform for Boys and Girls in Grades Kindergarten Through 5

Uniform navy walking shorts (knee length).

Black, brown or navy-blue belt.

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

School shoes and socks as defined under Formal Uniform.

Warm-weather Uniform for Boys and Girls in Grades 6 Through 8

Navy or khaki uniform walking shorts (knee length). ^[OBJ]

Black, brown or navy-blue belt.

Uniform yellow St. Gabriel monogrammed knit or cotton polo shirt or yellow, white, or blue monogrammed oxford shirt. (No tie for boys). School shoes and socks as defined under Formal Uniform.

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.
- Leggings must be worn with a tunic top or thigh length sweater or sweatshirt.
- 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.
- NO CROCS OR SLIP-ONS ALLOWED

Schedule

Arrival:

Students must arrive between 7:30-7:50 AM in the back parking lot and walk through the back entrance. Cars enter on Bloomfield Ave. and exit on Spring St. Students must go directly to the cafeteria. If a student arrives after 7:50, an adult must accompany them into the office and sign them in. The student will be marked tardy. Students who take the bus will enter through the Spring St. entrance.

Dismissal:

Students are dismissed between 2:30 and 2:35 on regular school days. Students who take the bus will be dismissed through the Spring St. exit. Students who are walkers or getting picked up will be dismissed through the main lobby's back entrance. The school may only release a child to someone specifically written on the emergency sheet. Written parent permission must be provided for students walking to and from school without supervision. Half day pre-K students are dismissed at 12:35 at the classroom door.

Late Arrival/Early Dismissal for Appointments:

If a student has an early morning appointment and will be arriving late for school, a parent must call the school office in the morning and let the administrative assistant know. Upon arriving at school, the parent must accompany the student to the school office and sign him/her in. If a student must be dismissed early for an appointment, a note stating the reason and time for dismissal must be sent in with the student on the day of the appointment. The student will be paged for dismissal upon arrival of the parent.

Different Plans for Dismissal:

If a student will be doing something different than usual at the end of the school day, such as going home with a friend rather than taking the bus, participating in an after-school activity, or tutoring, parent permission must be provided in writing to the student's teacher stating the change in plans.

Delayed Openings, Snow Days and Weather-Related Early Dismissals:

St. Gabriel School will follow the Windsor Public School system when determining a delay, snow day or early dismissal. If St. Gabriel School needs to make a different determination, it will be reviewed on a case-by-case basis. The announcement "Windsor Public Schools", or "St. Gabriel School, Windsor", is made on the following TV stations: WVIT, (NBC Channel 30), and WFSB (CBS Channel 3), and websites www.nbcconnecticut.com and www.wfsb.com. Please sign up for text notification at either website. Announcements will also be sent through School Messenger.

If there is a delayed opening, the schedule will be as follows:

Delayed Opening Schedule

Prayer and Homeroom	9:50 a.m.	10:05 a.m.
Period 1	10:05 a.m.	10:35 a.m.
Period 2	10:35 a.m.	11:05 a.m.
Period 3	11:05 a.m.	11:35 a.m.
Lunch/Recess	11:35 a.m.	12:05 p.m.
Period 4	12:05 p.m.	12:32 p.m.
Period 5	12:32 a.m.	12:59 p.m.
Period 6	12:59 p.m.	1:26 p.m.
Period 7	1:26 p.m.	1:53 p.m.
Period 8	1:53 p.m.	2:20 p.m.
Lockers/Homeroom	2:20 p.m.	2:25 p.m.
Closing Prayer and Dismissal	2:25 p.m.	2:35 p.m.

If there is an early dismissal day, the schedule will be as follows:

Early Release/Half Day Schedule – Program 2

Beginning Day Bell	7:50 am	7:59 am
Period 1	8:02 am	8:32 am
Period 2	8:34 am	9:04 am
Prayers	8:34 am	8:38 am
Period 3	9:06 am	9:36 am
Period 4	9:38 am	10:08 am
Snack	10:10 am	10:30 am
Period 5	10:32 am	11:00 am
Period 6	11:02 am	11:29 am
Period 7	11:31 am	11:58 pm
Period 8	12:00 pm	12:20 pm
Dismissal	from 12:30 pm	to 12:35 pm

Attendance

Regular and punctual attendance is required for all students. Connecticut state law places the responsibility for assuring that students attend school with the parents or other person having legal control of the student. To assist parents and other persons meeting this responsibility, St. Gabriel adheres to the following guidelines:

Saint Gabriel School has a “call in” program. This program monitors the arrival or absence of students each day. **Parents whose children will be absent from school should call 860-688-6401 and select option 2 for our school nurse at any time of day or night, but before 9:00 a.m. on the day of the absence. If a student is absent and no call has been received, the school nurse will call home/work for confirmation.**

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).

Tardy: A student is tardy if he or she is not in the building by 7:50AM.

Absence: An absence is a day when a student is not in school for at least half of the school day.

Excused Absence: A student's absence is considered excused if documentation of the reason for the absence is submitted by a parent upon the return to school.

After 10 absences (excused or unexcused), the principal will meet with the parents/guardians to discuss the frequency of the absences and determine what needs to be put in place to assist the student with attending school.

An excused absence does not mean a student shall not be marked absent. A student not physically present at school, excused or unexcused, is marked absent.

For absences one through nine, a student's absence is considered excused when the student's parent approves such absence and submits appropriate documentation.

The tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
2. An observance of a religious holiday;
3. Death in student's family or other emergency beyond control of the student's family;
4. Mandated court appearances (additional documentation required).

Please note: if a student is absent, he/she is not allowed to attend any school-related activity after school that day.

Make Up Work: students must complete all work missed during an absence. If a student is out due to illness for more than one day, the parent can pick up any missed work in the office after 2:00PM. If a student is absent due to a vacation that does not coincide with the school calendar, teachers are not responsible for preparing class work for the student.

St. Gabriel School shall adhere to applicable state statutes and guidelines established by the Connecticut State Department of Education regarding chronic absenteeism, tardiness, and truancy. Chronic absence is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason (excused, unexcused suspensions, or at least more than half of a school day).

If a truancy problem cannot be solved by the Catholic school authorities, the Department of Children and Families (DCF) shall be notified. Excessive or chronic tardiness and absences may also be reported to DCF.

Academics

Curriculum:

Curriculum design and development is not merely a course of study or a listing of goals and objectives, but rather it encompasses all the learning experiences that students receive under the direction of Saint Gabriel School and The Center for Catholic Education and Formation in the Archdiocese of Hartford. Our students maintain a balanced curriculum, with technology integrated in all curriculum areas. The curriculum includes Religion, health/wellness, World Language, ELA, (English grammar, phonics, writing, reading, vocabulary, spelling, oral language and handwriting), mathematics, science, and social studies.

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.

Homework:

Homework is an important supplement to classwork and generally includes completing written assignments, projects, book reports, and studying for tests and quizzes. The amount of time a student can expect to spend on homework per night varies by grade.

Honor Roll Requirements (Grades 6-8):

- High Honors: All “A’s” in academic subjects, with no “U” and no suspensions for the transfer
- General Honors: “A’s” & “B’s” in academic subjects, with no “U” and no suspensions for the trimester
- Students whose work is incomplete at the end of a term will receive an incomplete grade and may not be eligible for Honor roll status if they otherwise qualify. All incomplete work must be completed promptly. An exception may be made if the incomplete was the result of extenuating circumstances as determined by the administration.

Academic Integrity:

Students at Saint Gabriel School are held to the highest academic standards. Beginning with our youngest students, teachers expect them to demonstrate honest moral behavior in their daily lives. This involves being fair to others, taking responsibility for learning, and acting in an ethical manner in all academic endeavors.

Academic Probation:

A student will be placed on academic probation upon unsatisfactory completion of grade level requirements. A student may be requested to withdraw from Saint Gabriel School if his or her academic performance is seriously deficient, or if it is determined that the school cannot meet the student’s needs.

Grading System

Kindergarten

M: Meets Grade Level Expectations

Grades 1-3

5: Consistently exceeded grade level expectations

P: Progress noted
T: Time and experience required
for skills to develop
ED: Experiencing Difficulty
NI: Not Introduced at this time

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
O: Outstanding
S: Satisfactory
U: Unsatisfactory

Grades 4-8

Letter grades correspond or the following averages:

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

BEFORE and AFTER SCHOOL Programs 2024-2025

Before and After School Programs (ASP) are designed for parents who need their child/ren supervised before and after school hours. Childcare is available Monday through Friday. The extended day program consists of a director and as much assistance as needed

Before School Program begins at 7:00am and ends at 7:30am.

After School Program schedule:

Monday – Friday

2:35-3:10pm Attendance, snack (provided by parents), change clothes.

3:10-5:30pm Homework and/or supervised play outside or in gym

5:30pm Program Ends

Early Release Days

12:35-1:30pm Attendance, lunch (provided by parents), change clothes.
 1:30-2:30pm Supervised play outside or in gym
 2:30-2:45pm Snack (provided by parents)
 2:30-5:30pm Homework and/or supervised play outside or in gym

5:30pm Program Ends

Before and After School Program Closings

When school is closed for inclement weather or holidays, **Before and After School Programs** will also be closed. Parents will be expected to make other arrangements for their child/ren when early dismissal is announced due to inclement weather. You will be notified via the School Messenger system.

Rates and Payment

Before School	After School	
7:00-7:30am	Normal School Day: 2:35-5:30pm	Early Release Day: 12:35-5:30pm
\$10 per day	\$20 per day	\$30 per day
	\$10 if child stays less than 30 minutes	\$10 if child stays less than 30 minutes

Description of Program:

The extended day program will include the following:

- Quiet time for homework
- Parent-provided snack
- Play periods outside or in the gym
- Activities such as crafts, music story time, play acting, etc.

Communication and Records

Parent-Teacher Conferences: are required in October and March each academic year. Additional conferences can be requested by the parents or teacher at any time during the year.

Contacting Teachers: Parents must contact teachers and staff to schedule a time to meet. Teachers are not available to talk with parents during the school day. Parents should not make unscheduled visits before, during, or after school. If a parent needs to visit the school outside of a planned event or scheduled meeting, the parent should notify the main office. Classroom concerns should be addressed with the teacher first prior to administration's involvement.

Contacting Students: Parents should not call the school and request that messages be given to their children during the school day except in emergencies. If a student forgets an item needed for school, such as snacks, lunch, or eyeglasses, parents may take it to the school office, not into the classroom.

School Notices: Weekly communication will be sent electronically to all families. It is the responsibility of the students to carry home any papers provided by the office or their teacher. Parents should routinely check for updated notices.

Office Records: Student records may be viewed by school personnel and parents of the students only. Release of records to non-school personnel will require written permission of the parents or a court subpoena. A permanent record is securely maintained for each student enrolled at St. Gabriel School. Permanent records or cumulative files include attendance, assessment data, progress reports and other relevant academic information. If there are reports from psychological or clinical evaluations pertaining to a student, these reports are maintained in an individual folder, separate from the permanent record. The clinical records are confidential and shall remain in the school and shall be given to the parents when the student leaves the school. The parents must submit a written request if they would like the records to be transferred to another school. A health record is maintained for each student. Permanent, clinical and health records are all kept in a fireproof file in a secure location.

Transfers: Parents who would like to transfer a student to another school must inform St. Gabriel School in writing. All financial commitments must be paid in full before complete records are forwarded. All student transfers are permanent once records have been forwarded to another school.

Photographing Students: Over the year, photos of students may be taken for use in school publications or for distribution to the local press. Please fill out the Photo Permission form indicating your decision to allow or not allow images of your child(ren) to be used by St. Gabriel School.

Asbestos Inspection Report: In compliance with AHERA regulations, we are required to inform all individuals associated with St. Gabriel School of the Asbestos Inspection Report and Management Plan. The report/plan is on file in the school office and is available to view by any parent, teacher, etc, during normal business hours of the school. Please make your request for this file to the Heads of School.

Security and Safety

All schools must conform to the requirements of the current state/city/town fire code. Monthly drills (fire and/or lockdown) are required in all schools. All teachers, staff, and students are made aware of the procedures to be followed in case of fire or emergency.

Saint Gabriel School has a Hazards Plan 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.

Visitors: All visitors are to enter the building through the front entrance and report directly to the main office. Under no circumstances should a visitor report directly to a classroom.

Volunteers: Any volunteer who interacts with students must undergo a background check which includes a check of criminal convictions. Volunteers must also complete a training course, VIRTUS, through the Archdiocese.

Lost and Found: St. Gabriel School is not responsible for lost, damaged, or stolen items.

Evacuation/Emergency Dismissal: If for any reason other than weather-related, the school must be evacuated and it has been determined that the building is not safe, students will be directed to other

designated areas. Typically, this area will be the St. Gabriel Church basement. Classroom teachers will remain with their students until they are picked up or the building is declared safe.

Health/Allergies

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 a 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

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

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
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 your 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 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 4th birthday
MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st 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.

Allergy Policy: Saint Gabriel School maintains records that indicate which students may have a serious allergic condition. The school nurse, the Heads of School, 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 nut- and dairy-free table is established in the cafeteria.

Due to the severe nature of allergies in the building, under no circumstances are students/parents allowed to bring in food (store bought or homemade) for their child's class.

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 not be allowed. Party invitations may be passed out at the teacher's discretion during the school day. If individual students have been excluded, all invitations will be returned.

Medication

IN COMPLIANCE WITH CONNECTICUT STATE LAW.

CHILDREN ARE NOT ALLOWED TO POSSESS MEDICATION AT SCHOOL

We urge that medication be given at home if possible. 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 it is in an envelope or a plastic bag. 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 Screenings

Annual vision and hearing screenings are done for all students in grades K-8, which exceeds state mandate. Students are also screened if referred by a teacher, parent, or physician. 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.

Scoliosis Screenings

Annual scoliosis (curvature of the spine) screenings are done on all students, grades 5-8, which exceeds state mandate. 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. We do request a report from the doctor on his/her findings.

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:

- Full payment to the St. Gabriel School office with a 1% discount by July 31st (prior to beginning of school year).
- FACTS full payment due August 20th.
- 10 monthly payments (July through April) via the FACTS Program.
- 4-Payment System with payments due July 15th, October 15th, January 15th, and April 15th via the FACTS Program

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 a job, divorce, or health difficulties. All information is kept confidential. Families are urged to contact the St. Gabriel School Heads of School and complete an application for assistance. All tuition assistance applications are filed online through the FACTS Management Company (www.factstuitionaid.com)

Saint Gabriel School, Administration, Faculty and Staff

Office Staff

Mr. Michael Conlin, Head of Upper School
Mrs. Ruth Ann Schuler, Head of Lower School
Mrs. Kristin Leonka, Administrative Assistant
Ms. Donna Weeks, Business Manager

Teachers:

Mrs. Joan Hijeck, PreK 3
Ms. Naudia Issacs, PreK 4
Mrs. Kimberly Sturges, Kindergarten
Mrs. Betty Tortora Grades 1 and 2
Mrs. Ruth Ann Schuler, Grades 3 and 4
Ms. Stefania Schuler, Grades 5 through 8
Mrs. Jennifer Schloat, Grades 5 through 8
Mr. Michael Conlin, Grades 5 through 8

Specials Teachers:

Mrs. Alfonsina Aliberti, World Language
Ms. Alyssa Boerenko, Art
Mr. Eric Barakat, Band
Mrs. Beth Surapine, Music

Other Staff

Ms. Chelsea Bilodeau, ASP Director
Mrs. Beverly LeBlanc, Aide
Ms. Darlene Deprey, Nurse
Mrs. Milagros Stewart, Social Worker



St. Gabriel School
Parent/Student Handbook
2024-2025

Parent/Student Signature Page

Upon enrolling in St. Gabriel School, you are agreeing to abide by the policies and guidelines in the parent/student handbook.

St. Gabriel School reserves the right to amend this handbook at any time. Notices of amendments will be sent to parents via the students, or through electronic communication.

I have read and discussed the St. Gabriel Parent/Student handbook with my child(ren). We agree to follow the school policies and procedures as stated.

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Parent Signature: _____ Date _____

Parent Signature: _____ Date _____

Please complete and return to the school by September 20th, 2024