



ST. FRANCIS – ST. HEDWIG SCHOOL
Growing Together in Faith and Knowledge

2011 – 2012 Parent & Student Handbook

**School Office Hours:
7:30am – 3:30pm**

**Fr. Michael Slusz, Pastor
Dr. John J. Salatto, Principal
Mrs. Linda Vecca, Secretary**

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Catholic Schools Education for a Lifetime

Purpose and Vision FOR Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds.

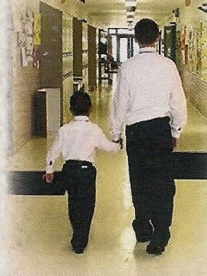
The fundamental purpose of Catholic schools is to:

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

+ *Shuy J. Marshall*
Archbishop of Hartford

Michael Hoyt
Superintendent of Catholic Schools

www.catholicschoolshartford.org



Parents as Partners at St. Francis – St. Hedwig School

As partners in the educational process, we ask parents:

- To set rules, time, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the school day
 - Is dressed according to the uniform code
 - Completes homework and assignments on time

- To notify the school with a written note when the student is absent or tardy
- To notify the school of any change of address or phone number
- To meet all financial obligations to the school including paying for damage to school books or property due to carelessness or neglect
- To support the religious and educational goals of the school
- To support and cooperate with the school discipline policy
- To treat all school staff with courtesy and respect

St. Francis – St. Hedwig School is fully accredited by the New England Association of Schools and Colleges, Inc.

St. Francis – St. Hedwig School is in full compliance with the Connecticut State Board of Education.

St. Francis – St. Hedwig School is under the direct guidance of the Office of Catholic Schools in the Archdiocese of Hartford, Connecticut and follows its directives regarding academics.

St. Francis – St. Hedwig School works co-operatively with the Naugatuck Board of Education in matters that pertain to the students' needs such as Special Services, nursing, and bus transportation.

St. Francis – St. Hedwig School operates under the realm of the St. Francis of Assisi Church Corporation and follows the directives of the Pastor.

Please Note:

Rules and regulations stated in this handbook may be amended at any time at the discretion of the principal.
Parents will be notified through the weekly folders of any changes.



St. Francis – St. Hedwig School History ***Established 2011***

Our history as a school is just beginning, and our future is bright and clear. We are a newly merged school of two educational institutions that have a rich history behind them. While both schools enjoyed separate facilities, and relative independence, there were times in our history that the two schools cooperated in both academics and athletics to build a strong bridge between the schools and offer a quality Catholic education to students in Naugatuck and surrounding communities. Today, we are a stronger community of students, staff, and parents under one roof and united in our efforts to build new traditions under the patronage of both St. Francis and St. Hedwig.

St. Francis of Assisi School was established in 1897 on Meadow Street under Reverend James Sheridan who recognized the need for a Catholic school to meet the needs of the large number of immigrants settling in the Naugatuck valley. In 1899, the cornerstone of a new and larger school was laid, and on September 3, 1900, the doors of the new school were opened under the education guidance of the Sisters of Mercy who staffed the school until 1975.

As the school became more expensive to operate with a full lay faculty, The St. Francis School Foundation was established to ensure the continuation of Catholic education in the parish. A strong Foundation was built due to the generosity of public donations and the support of the parish community.

One of the hallmarks of St. Francis of Assisi School was its dedication to service programs to benefit the Naugatuck community. This opened students to the responsibilities of caring for the citizens of their world and supporting them in their needs. In turn, this created a cadre of young people who put their Catholic faith into witness to create a better person in a better world.

St. Hedwig School opened in Naugatuck in 1914 under the leadership of the second pastor Reverend Paul Piechocki as a four-room school with an enrollment of 200 students. The school was first staffed by Felician Sisters. Faculty has also included Bernadine Sisters, the Daughters of Mary of the Immaculate Conception, and eventually, a lay faculty.

In January 1992, St. Hedwig School, under the direction of its pastor, Reverend Joseph Parzymies, began a consolidation process with St. Francis School in Naugatuck. St. Hedwig School would offer a Pre-Kindergarten through 5th grade program, and each year sent its 6th grade students to St. Francis School. This was first done in June 1992 when the older students transferred to St. Francis School for the 1992-1993 school year. In September 1992, St. Hedwig School began a Pre-Kindergarten program for 3 and 4 year olds, and an all-day Kindergarten program, and continued regular education programs for grades 1 through 5.

In 1995, plans for expanding St. Hedwig School back to eighth grade began. In September 1999 Reverend Stephen Bzdyra became pastor. Within weeks, Reverend Bzdyra had Archdiocesan permission to expand the school.

As a new school, the rich traditions of both schools are being blended into one strong, effective, Catholic institution with its goal to further enrich its students to become people who put their Catholic faith and beliefs into action and positively influence the world around them.



Mission Statement*

St. Francis – St. Hedwig School is a Family of Faith committed to providing a quality Catholic education to students from Pre-Kindergarten through Grade Eight, guided by love and respect in the spirit of serving God and neighbor.

School Philosophy*

St. Francis – St. Hedwig School is committed to the development of programs that provide the foundation for the growth of each student as a whole Catholic Christian Child. The strength of our program is in the model initiated by Jesus: Message, Service, and Community. We are dedicated to the educational mission of the church: To Teach as Jesus did. Our Family of Faith works together to foster an environment in which each child can grow spiritually, academically, socially, physically, and emotionally both in our school community and the communities around us.

We believe that St. Francis – St. Hedwig School provides a unique setting for the growth of its faith community by developing an atmosphere based on the Gospel. Our curriculum prepares students to find responsible solutions to contemporary problems in an atmosphere based on mutual respect, trust, love, and peace.

Our program is further enhanced by extending service to others. Through community service, the students can become aware of their responsibility to others. We, as Catholic educators, encourage service to God, Church, and neighbor through prayer and direct participation in serving the Church's mission while sharing our special gifts for the good of all.

It is our hope that by weaving the threads of the mission, message, service, and community into our daily lives, we will help each child develop into a complete Catholic Christian individual.

**pending final approval*

OBJECTIVES

- To provide instruction in Catholic Christian doctrines and values.
- To participate in liturgy, sacraments, prayers and apostolic activities of St. Francis Parish and the students' home parishes.
- To provide an academic program that allows each child to succeed.
- To ensure a curricular program that serves as a valid foundation that will prepare the students for a lifetime of learning.
- To help students become aware of their membership in the world community and of their responsibility to each other.
- To encourage programs for developing social awareness and giving witness to the Christian message in society.
- To infuse into our curriculum opportunities which enable our school community to minister to those in need.



HOME AND SCHOOL ASSOCIATION

St. Francis – St. Hedwig School Home School Association works to improve the physical condition and the educational facilities of the school. This organization also provides a social medium for the parents and promotes harmony, understanding and co-operation between the school, parents/legal guardians, and teachers. Primarily, the St. Francis – St. Hedwig School Home School Association supports and enhances the educational ministry of the school. It is a critical component of our mission and philosophy.

The Home School Association is a forum for parents to become involved in their child(ren)'s education through participating in activities, volunteering in classroom or school wide programs, fundraising and building community. Throughout the year, on the school calendar, the Home School Association will publish the many activities sponsored by the Home School Association. You are invited to participate in any of the many programs sponsored by the HSA. You make a difference in our children's educational experience by sharing your time and talents with our school. We thank you for considering ways in which you can become more actively involved in St. Francis – St. Hedwig School.

While the Home and School Association does not charge a yearly fee, we do require each family (K through Grade 8) to support our annual fundraising goal.

Copies of the home-school bylaws and procedures are available in the school office.

2011 – 2012 Home and School Association Board Members:

Co-Presidents	Kendra Tompkins Lori Gagnon	ktomp17@gmail.com lmezzo23@sbcglobal.net
Co-Vice Presidents	Jen Scully Open	scullylawncare@msn.com
Co-Secretaries	Rita Myers Cher Fried	jtmyers03@live.com cfried@oemdd.com
Co-Treasurers	Michele Salomoni Deb Runyon	mpsalomoni@sbcglobal.net de76@sbcglobal.net



St. Francis of Assisi Church
318 Church Street
Naugatuck, CT 06770

August 2011

Dear Friends in Christ,

Welcome to a new school year! As you know, the importance of a Catholic education lies not only in what a child can learn academically but also in how a child can grow spiritually. Here at St. Francis – St. Hedwig School, your child will be provided with a sound academic program that will prepare them not only for the next level of education but also for real life experiences. In addition, it is our commitment to see to it that your child learns what it means to become a true disciple of Jesus and how to foster such a relationship with Him in all aspects of his/her life.

Our emphasis at St. Francis – St. Hedwig School is Growing Together in Faith and Knowledge. It is my goal to help your child understand how faith and knowledge work together by helping him/her appreciate the values of living the Gospel message of Jesus as he/she serves and respects others, as well as participates in activities within our school, parish, and community.

My hope for your child is that he/she will take full advantage of all the opportunities that will be provided for him/her. I look forward to working with your child and pray he/she will have a rewarding experience. May God bless you always!

Sincerely yours in Christ,



Fr. Michael J. Slusz
Pastor



Dear Parents and Students,

Welcome to the 2011-2012 school year at St. Francis – St. Hedwig School.

We are a Pre-kindergarten through Grade Eight Catholic School that supports education in a welcoming, supportive, family environment for each student. Our school strives to support the needs of students in a personal way and give them the opportunity to maximize their talents, skills and academics.

Our curriculum includes all academic subjects as well as art, music, and physical education on a weekly basis, and Spanish in the upper grades. Religion is taught on a daily basis and reinforced throughout the day with Christian values and behavior. Each day begins with prayer when we gather to pray, praise, congratulate, and support one another. Students attend Mass on Fridays and observe the liturgical seasons and commemorate special religious events on a weekly basis. Details about the curriculum can be found in this publication that will give you an idea as to what you can expect your child to learn through the course of their education at St. Francis – St. Hedwig School.

In addition to a fine complement of religious activities and academics, St. Francis – St. Hedwig School offers an enriching social environment during the school day and through numerous Home and School activities and sports programs. Parents play an important role in supporting the school with fundraisers and social events that bring together the entire school community. Each month, parents and students, as well as the staff, have events to look forward to that give the school an enriching and enjoyable climate.

We welcome all families who wish to give their child the gift of a Catholic education. Our school is open to parents who would like to visit and experience for themselves the benefits of a St. Francis – St. Hedwig School education. Please support our school throughout the year by attending student events and Home and School Association activities. You and your family and friends are always welcome to share in your child's school adventure!

Sincerely,

Dr. John J. Salatto
Principal



**2011 – 2012
FACULTY AND STAFF**

Pastor	Fr. Michael Slusz	203.729.4543
Principal	Dr. John J. Salatto	jsalatto@stfrancishedwig.org
Secretary	Mrs. Linda Vecca	lvecca@stfrancishedwig.org
Grade 8A	Mrs. Susan Guarino	sguarino@stfrancishedwig.org
Grade 8B	Mrs. Jayne Williams	jwilliams@stfrancishedwig.org
Grade 7	Mrs. Louise Stack	lstack@stfrancishedwig.org
Grade 6	Mrs. Valerie Petrillo	vpetrillo@stfrancishedwig.org
Grade 5	Miss Jane Jacques	jjacques@stfrancishedwig.org
Grade 4	Mrs. Leslie Biggins	lbiggins@stfrancishedwig.org
Grade 3	Mrs. Vicki LoRusso	vlorusso@stfrancishedwig.org
Grade 2	Mrs. Donna Lawlor	dlawlor@stfrancishedwig.org
Grade 1	Mrs. Abby Cervone	acervone@stfrancishedwig.org
Grade K	Miss Deborah Pisciotti	dpisciotti@stfrancishedwig.org
Pre-K 3 Teacher	Mrs. Tina Boncek	tboncek@stfrancishedwig.org
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Library/Music	Mrs. Wanda Mascola	mmascola@stfrancishedwig.org
Art	Mrs. Terry Wade	twade@stfrancishedwig.org
Spanish	Ms. Anita Sanchez	
Physical Education	Mr. Michael Cercha	
Custodian	Mr. John Ollero	
School Board	Mrs. Bernice Rizk, Chair	schoolboard@stfrancishedwig.org
Advancement	Mrs. Wanda Mascola, Dir.	advancement@stfrancishedwig.org
Alumni		alumni@stfrancis.org
Information		info@stfrancishedwig.org



GENERAL INFORMATION

Accreditation

Both St. Francis and St. Hedwig Schools were accredited by the New England Association of Schools and Colleges. As a merged entity, those accreditations are carried forwarded. The school will continue to pursue accreditation as St. Francis – St. Hedwig School.

Admission of Students

St. Francis – St. Hedwig School does not discriminate on the basis of race, creed, color, religion or national origin. At St. Francis – St. Hedwig School, we make reasonable accommodations for students with special needs. Students are admitted to St. Francis – St. Hedwig School on a rolling admissions basis.

Continuance at St. Francis – St. Hedwig School is the decision of the school administrator and the pastor and is based on attitude, behavior and academic achievement of the student, up-to-date tuition payments, and any other ancillary (child care, lunch, etc.) school accounts. If a student's tuition or ancillary accounts are not up-to-date at the close of any semester, that student will not be allowed back in school for the new marking period. "Termination of the student's enrollment may be implemented only at the end of a semester or at the end of the school year." (Archdiocesan policy 5121.2)

Admission

Open enrollment is available throughout the school year. In January, the registration process begins for all students for the next academic year. Seats will be held for a limited time for returning students and their siblings.

Admission into grades levels is as follows:

Pre-Kindergarten:	School Readiness, Ages 3 and 4 (completely toilet trained)
Kindergarten:	Kindergarten Screening
Grades 1 – 8:	Previous School Records and Standardized Testing

Arrival/Dismissal Procedures

Students should arrive at school no later than 8:00am. Students arriving after 8:00am are considered tardy and must report to the office to avoid being marked absent. Dismissal is at 2:40pm.

Pre-kindergarten students are to arrive at school by 8:30am and enter the building on the YMCA side. Late arriving pre-kindergarten students are to report to the office and will be escorted to the classroom by the PREK staff. PREK dismissal is at 11:30am for half-day students, and 2:30pm for full day students.

Attendance & Tardiness

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

If a student is to be absent, please notify the school office (203-729-2247). Upon your child's return to school, they are expected to present a note from the parents to their teacher explaining the reason for the absence. This note must be presented even though you have called in the child's absence.

If your child is to be absent, parents are asked to call for homework assignments NO LATER THAN 9:30am. This will give the teacher an opportunity to put together a package, which will be available for pick-up by the parent at the close of school (2:40pm) in the Main Office.



All personal appointments (medical or otherwise) should be made outside of school hours. If early dismissal is requested, a note from the parent or guardian, stating time and reason for dismissal must be brought to the school that morning. Whoever picks up the student must report to the school office to sign the student out of school. This policy has been established to ensure the personal safety of the students and will be adhered to.

A child who is absent from school on any given day may **NOT** participate in any extra-curricular activities or sporting events on that day.

Absence due to vacation outside the scheduled school vacations is to be avoided in the interest of the student's educational welfare. In the event that a student does miss school due to a vacation, the student will be required to make up all work that has been missed. The teacher will keep this work in a folder and upon the return to school the student will receive this folder. **The teacher will not plan or send lessons home ahead of time.** Tests and quizzes missed by the student will be made up in a timely manner at the **teacher's convenience**. It is the responsibility of the student to make arrangements for this make-up work. All make-up work must be completed within 1 week upon the return to school. Failure to make-up the missed work will result in a zero grade.

Tardiness

Students who arrive to school after 8:00 AM are considered tardy. These students must report to the school office for a tardy slip. Tardiness is not only detrimental to the individual student it is also detrimental to the remainder of the class. Please make every effort to have your child on time to school. Students who are tardy three times in any given quarter will receive a detention; each tardy after that will come with an additional detention.

Bus Riders

Only students in Grades K-8 who are residents of Naugatuck and live within the designated limits will be bussed to and from school. (PREK students do not ride busses.) Riding the bus is a privilege and therefore bus rules must be adhered to at all times. The following are bus rules:

- Only students on the bus list may ride the bus
- Remain seated during the entire bus ride and face front
- Loud talking, screaming and the like are not permitted
- Do not use inappropriate language and gestures
- No eating or drinking while on the bus
- No throwing of anything
- Always respect the bus driver

If students do not behave on the bus, a "Bus Conduct" report will be sent to the school and parents. The driver is responsible for transporting students to and from school safely and cannot referee or watch for misbehaving students. The driver's full attention must be on driving.

If a student is sent a "Bus Conduct" report the following action will be taken:

- 1st offense: verbal warning
- 2nd offense: verbal warning or detention
- 3rd offense: loss of bus privileges for up to one week
- 4th offense: permanent loss of bus privileges for serious offence

Car Riders

Students who are dropped off and picked up at the school by a parent or designated person will comply with the following rules:



Morning Drop Off: Students in Grades K-8 may be dropped off in front of the school or in the parking lot behind the church and then proceed to the blacktop next to the school. If your child needs to be walked into school, please park in the parking lot and escort your child to the school. Students in the Pre-kindergarten program should follow the drop-off and pick-up guidelines outlined in the Pre-K Handbook.

Afternoon Dismissal: Parents who are picking up their children from school should meet them in front of the school. These students will be monitored by school staff directly following dismissal. If you are picking up your children, please do not park in front of the school or church so buses can pull up and pick up bus riders.

Before and After School Care Program

All information for the Before and After School Care Program is available through the School Office. This program is intended to meet the needs of parents who have students enrolled in the school. Children in the program are held accountable for all rules and regulations that have been established. Any infraction of these rules may result in dismissal from the program.

Before Care Hours: 6:30 – 7:45am (K-8) 6:30 – 8:30am (Pre-K)
After Care Hours: 2:30 – 6:00pm (Pre-K) 2:45 – 6:00pm (K-8)

The fee for this program is \$6.00 per hour per child and is billed on the quarter hour. This fee is separate from tuition. If a Child Care payment is delinquent for more than 30 days, your child/children will no longer be able for Child Care services until after the bill has been paid in full.

Books and School Property

Students are issued textbooks at the beginning of the school year. All books must be covered at all times. Use of adhesive book covers is **NOT** permitted. It is the responsibility of the students to keep their books covered. Lost books must be replaced through payment of new books. At the end of the school year there will be a charge for damaged books.

Respect for property is second only to the rule of respect to one another. Students are forbidden to mark up, write on or damage in any way, desks, tables, chairs, computers, computer software, walls, floors, school equipment, etc. Students will be responsible to pay for anything which they break or needs to be replaced due to negligence.

Bullying

Bullying is prohibited in all Catholic schools in the Archdiocese. It must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying is defined as 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 or at the school-sponsored activity, which acts are repeated against the same student over time. Bullying includes physical intimidation or assault; extortion; oral, written or electronic threats; teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusation; and social isolation.



Calendar

A copy of the current school calendar is distributed in the first day packet of information and may also be downloaded from the St. Francis – St. Hedwig School web site. You will be notified of any changes to this calendar as it becomes necessary.

Cell Phones & Other Electronic Devices

Cell phones and PSPs (Play Station Portables), along with any other device that is capable of Internet downloads, are not permitted in school at any time. This includes the Before and After Care Program. (Students who have game systems that are not capable of internet access will be allowed to use them before and after school.)

If a student has an internet capable cell phone or other electronic device in school, even if it is not being used, it will be confiscated by a staff member and brought to the office. Parents will be notified that it is in the possession of the school, and will need to be picked up by either a parent or guardian. It will not be returned to the student.

If, for some reason, a student must have a cell phone in school, arrangements must be made with the principal prior to the student entering class.

Child Abuse Laws

St. Francis – St. Hedwig School abides by the Child Abuse Laws of the State of Connecticut. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Children and Families.

Classroom Celebrations

We encourage your child to share their birthday with other students in the class. Snacks may be shared with all members of the class during the school day at the discretion of the teacher. Please check with your child's teacher before sending in snacks as some children may have food allergies.

If you are planning a party outside of school time, please DO NOT ask the teacher to distribute invitations to the class. Please mail your invitations unless all students in the class are invited, or, if it is a boy's birthday, all the boys are invited; if it is a girl's party, all the girls in the class are invited.

Communication Procedures

Open lines of communication between parents and school personnel are very important to the development of a student. A parent concern about their child is first to be addressed with the classroom teacher. Please allow the teacher sufficient time to investigate and resolve the situation.

Our faculty is very responsive and understanding and more than willing to help solve any problems. Please remember, your child's teacher is the initial contact. If you are not satisfied with the resolution, then communicate your concerns to the principal.

Please do not stop by unannounced before or after school to conference with your child's teacher. To arrange a conference, simply write a note to the teacher or call the school office (203-729-2247) and one will be arranged for you.



CODE OF BEHAVIOR/STUDENT CODE OF CONDUCT

DISCIPLINE CODE (KINDERGARTEN – Grade 8)

St. Francis – St. Hedwig School strives to develop in the student attributes for wholesome living. Development of moral courage, responsibility, courtesy and an inner drive for achievement are fostered. Self-discipline, the essence of Christian discipline, is our goal. Our Mission Statement requires us to provide a quality Catholic education to our students "...guided by love and respect in the spirit of serving God and neighbor."

St. Francis – St. Hedwig School will act swiftly to censure any implied, stated or acted events of violence, hatred or bias. The curriculum and culture of the school is based on guiding the students to the formation of Catholic Christian values. Any occurrence that detracts from that goal denies the presence of Jesus in our midst.

Since proper learning cannot take place without proper discipline, continuous misbehavior will not be tolerated. Parents/legal guardians are asked to help maintain discipline by cooperating fully with school policies and by encouraging their children to do the same. It is only through this mutual cooperation that the educational goals of our school can be achieved.

Conduct, whether inside or outside of the school that is detrimental to the reputation of St. Francis – St. Hedwig School may cause the student to be subject to home study. This regulation primarily concerns serious and/or criminal public acts.

Return to school will be determined by the Pastor or Principal and is contingent upon the outcome of any court/counseling proceedings.

The school administration does reserve the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

The main components of the Discipline Code application are:

INCIDENT REPORT

An incident report is documentation of inappropriate behavior or academic performance. These notices are issued by the teacher and/or principal to inform the parent/ legal guardian of the specific occurrence. Copies of these reports will be kept by the teacher until the end of the current year.

DETENTION

A student is required to serve a detention with the principal or a teacher for infraction of rules and school policies. Unless otherwise indicated by the principal or the teacher, a detention period is from 2:50 p.m. to 3:20 p.m. Detention reports are kept on file until the end of the current school year. Detentions do not automatically lead to a more serious form of consequence. Parents/legal guardians should note frequency and be aware that repetition of a behavior hinders a student's learning experience and could cause more severe consequences.

The two types of detention are:

1. A **central detention** - to be supervised by the principal on Mondays (or alternate date, if necessary) throughout the year. Central Detention is reserved for infractions against school policy.
2. A **specific detention** - (to be held any time or date) and supervised by a classroom teacher (e.g. referrals, or other inappropriate academic or social behavior (at the discretion of the teacher)).



REFERRAL

A referral is utilized by the teachers as a means of character development and student responsibility in relation to academic progress. It refers to classroom performance and behavior. The referral report outlines the reason(s) for the notice. A fourth referral is an automatic demerit. The report is issued by the classroom teacher and overseen by the principal for students in grades Kindergarten through Grade 8. Referral Reports are not retained beyond the current school year.

DEMERIT

A St. Francis – St. Hedwig School student is expected to grow in personal self-worth and respect for others in order to become positive contributors to society in future years. Since proper learning cannot take place without proper discipline, **SERIOUS** faults or offenses in conduct will not be accepted. A demerit is a tool used by the school to recognize those behaviors that are seriously inappropriate.

Demerits can only be issued by the principal in conjunction with the classroom teacher and will be mailed home. These reports are cumulative to the child's educational career at St. Francis – St. Hedwig School.

SUSPENSION

When grave violations of school policy occur, the principal will arrange a conference with the parents and/or legal guardians, the teachers, the student and in some cases, the priest director, to discuss the event. The principal and/or priest director can issue a suspension and/or expulsion for these serious violations. In such cases, the student who is suspended will also receive a demerit. Further recommendations may be noted at the discretion of the pastor/principal. The length of the suspension is solely at the discretion of the pastor and/or the principal. Suspension reports are cumulative to the student's St. Francis – St. Hedwig School educational career.

Please Note: Copies of the Discipline Forms are included on the following pages



**ST. FRANCIS – ST. HEDWIG SCHOOL
INCIDENT REPORT FORM**

Kindergarten through Grade 8

Student Name: _____ Date: _____

An Incident Report is being sent for the following reasons:

Please speak to your child concerning this matter. If this problem continues, you will be expected to have a conference with your child’s teacher and the principal to discuss this matter and the consequences.

Parent/Legal Guardian comments:

Teacher Signature: _____

Student Signature: _____

Parent/Legal Guardian Signature: _____

This notice is to be returned to your child’s teacher and will be kept on record until the end of the year.

Rev. 7/06



**ST. FRANCIS – ST. HEDWIG SCHOOL
DETENTION FORM**

Kindergarten to Grade 8

NAME: _____ **DATE:** _____

Dear Parent and/or Legal Guardian:

This is to inform you that your child will be required to serve a detention for the following reasons:

Detention is a tool used by the school and/or the teacher to impress upon the children the need for a disciplined approach to learning. It is hoped that your child will be made aware that distractions from learning situation are inappropriate and will not be supported by either the school or the family.

Detention will be served on: _____

From _____ to _____

This detention is a _____ central detention _____ specific detention

PLEASE SIGN AND RETURN TO THE CLASSROOM TEACHER

Teacher's Signature

Student's Signature

Parent/Legal Guardian Signature

This notice is to be returned to your child's teacher and will be kept on record until the end of the year.

Rev.7/01



**ST. FRANCIS – ST. HEDWIG SCHOOL
REFERRAL REPORT FORM**

KINDERGARTEN TO GRADE 8

STUDENT'S NAME: _____

TEACHER: _____

DATE: _____ SUBJECT: _____

Reason(s) for Referral:

- Repeated inconsistent effort
 Repeated misuse of time
 Repeatedly unprepared for class (missing pens, book, are supplies)
 Discourteous to classmates and/or staff, e.g. inappropriate language
 Repeatedly inattentive
 Repeatedly interferes with others working constructively
 Disruptive during class, in Church or at lunch
 Repeated assignments not done or constantly late
 Repeated assignments done inconsistently or haphazardly
 Teacher's directive repeatedly not followed e.g. signed quizzed not returned
 Cheating (first offense only)
 Inappropriate actions/behavior

Teacher's Comments: _____

Student's Comments: _____

Parent's Comments: _____

First Referral = 1 Detention on _____
 Second Referral = 2 Detentions on _____ & _____
 Third Referral = 3 Detentions on _____ & _____ & _____
 Fourth Referral = 1 Demerit

Parents/Legal Guardians: Please be aware the classroom teacher has worked diligently to resolve this problem within the classroom. We are notifying you of this inappropriate behavior so that you may assist us in correcting it. Please sign this form notifying the time and date of the detention and return it to the classroom teacher. This form will be kept on record until the end of the school year. If you have any questions, please call the classroom teacher between 2:50 and 3:15 PM, or the principal during regular school hours.

Administrator's Signature

Student's Signature

Teacher Signature

Parent/Legal Guardian Signature

Rev. 7/05



**ST. FRANCIS – ST. HEDWIG SCHOOL
 DEMERIT REPORT FORM**

Kindergarten through Grade 8

Name: _____ Date: _____

DEMERITS

A demerit is a mark denoting a fault or offense in conduct.

A demerit is given for a **serious** offense. It is also given after four written referrals.

REASON FOR DEMERIT

- _____ Disrespect to school administration, faculty, staff or students.
- _____ Defacing or damaging school or church property.
(REPAIRS MUST BE PAID IN FULL TO THE PASTOR)
- _____ Continuous disruption of classes and/or violation of school policies and regulations
- _____ Fighting, stealing
- _____ Cheating (after the first confirmed offense)
- _____ Throwing objects such as rocks, snowballs and/or hardballs while on school or church property.
- _____ Any type of behavior that exhibits physical violence or disrespect towards others
- _____ Fourth referral

CONSEQUENCES

- _____ **First Demerit** Students will be detained after school for one hour.
 Parents must call the teacher initiating the demerit.
- _____ **Second Demerit** Students will be detained after school for two hour-long detention periods. Parents must come to school for a conference with the teacher.
- _____ **Third Demerit** Students will receive three days of out of school **SUSPENSION** (excluded from classroom but does required schoolwork. Parents must attend a conference with the Principal, Priest-Director, teacher and student. (See additional suspension guidelines on page 15)
- _____ **Fourth Demerit** Upon receiving a fourth demerit, the student will be dismissed from school. The record will be marked with the word "Withdrawn".

Administrator's Signature _____ Teacher's Signature: _____

Parent Signature _____ Date _____

Please call the school office between 7:30 AM and 3:30 PM as soon as the demerit form is received. This form must be signed and returned to the school office.

Rev.7/04



ST. FRANCIS – ST. HEDWIG SCHOOL
SUSPENSION REPORT FORM

Kindergarten through Grade 8

Student's Name: _____ Date: _____

A suspension can be given as a first response to a grave offense in conduct or as a result of the fourth demerit. This report can only be issued by the principal and/or priest director. A demerit will be issued automatically if a suspension is given.

Reason for action taken:

- _____ Conference with parent/legal guardian
- _____ 1 day Suspension
- _____ 2 day Suspension
- _____ 3 day Suspension
- _____ ___ day suspension
- _____ Referral to counseling services
- _____ Referral to Naugatuck Police Department
- _____ Other _____
- _____
- _____

A student who has earned a suspension may not participate in any extra-curricular activities for the duration of his/her suspension period.

Principal Date: _____

Parent Signature Date: _____

Rev. 7/04



**ST. FRANCIS – ST. HEDWIG SCHOOL
NOTIFICATION TO PARENTS & STUDENTS:**

Use Agreement for Electronic Information Resources

September 2011

Dear Parents/Guardians:

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. St. Francis – St. Hedwig School offers students access to the electronic information highway and computer service Networks such as electronic mail and the Internet in accordance with Office Policy of the Office of Catholic Schools.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying standards that students should follow when using medial and information sources.

Our school and the Office of Catholic Schools supports and respects each family's right to decide whether or not to allow their child(ren) to access the Internet. Please take the time to sit down with your child(ren) to read and discuss the following *Use Agreement for Electronic Information Resources*. Then, sign and return the statement(s) provided, as soon as possible.



ST. FRANCIS – ST. HEDWIG SCHOOL
Use Agreement for Electronic Information Resources

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with St. Francis – St. Hedwig School's computers while attending St. Francis – St. Hedwig School:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.
8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
10. I will not use bulletin boards, chat rooms, or social networks for personal use when using St. Francis – St. Hedwig School's computers.
11. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.



12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.
13. Parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
14. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Student Signature: _____

Date: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless St. Francis – St. Hedwig School, School in Naugatuck, CT and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

(Please print)

Street Address: _____

Home Telephone: _____ Work Telephone: _____

Complete and return to St. Francis – St. Hedwig School immediately



Parent/Student Signature Page

I have read the 2011 – 2012 St. Francis – St. Hedwig School Parent/Student Handbook and agree to follow the school policies and procedures as stated.

St. Francis – St. Hedwig School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday envelope system.

Parent/Legal Guardian signature

Date

Parent/Legal Guardian signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

SIGNED FORM DUE TO ST. FRANCIS-ST. HEDWIG SCHOOL OFFICE



ST. FRANCIS – ST. HEDWIG SCHOOL
Website and Other Publications
Photo Permission Guidelines

Dear Parent or Guardian,

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

If students' pictures or works are used:

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

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

Photo Permission Form

_____ **I grant** St. Francis – St. Hedwig School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on the St. Francis – St. Hedwig School website, or in other print or electronic media.

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

_____ St. Francis – St. Hedwig School has permission to post samples of my son/daughter's schoolwork in its media.

_____ St. Francis – St. Hedwig School has permission to post a picture of my son/daughter in its media.

_____ St. Francis – St. Hedwig School has permission to post a picture of my son/daughter in its media except in the following type of media: _____ (please specify the type of media you don't want your child's photo in, such as "St. Francis – St. Hedwig School website.")

_____ **I do not grant** St. Francis – St. Hedwig School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on St. Francis – St. Hedwig School website, or in other print or electronic media.

Print Name of Student Print _____

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

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

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.



ST. FRANCIS – ST. HEDWIG SCHOOL
Field Trip Permission and Waiver

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

 Participant's Name

 Parent/Guardian's Name

 Home Address

 Home Phone

 Business Phone

 Cell Phone

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

 Type of event

 Destination of event

 Mode of transportation to and from event

 Date(s) of event

 Expected Time of Departure

 Expected Time of Return

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

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

I hereby release and discharge _____ (insert name of Parish Corporation), the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liabilities, suits, claims,



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

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

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

Signature: _____ Date: _____

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

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

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

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

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

Membership # _____

Name of child's regular physician _____

Telephone # () _____

Emergency contact name: _____

Home phone: _____ Business phone: _____ Cell phone: _____

Signature: _____

Date: _____

Signature: _____

Date: _____



Conduct

Each quarter, a student's behavior in class is recorded on the report card in the social development/ comment section. If needed, a parent conference may be requested so corrective action can be taken.

Crisis Plan

St. Francis – St. Hedwig School maintains a Crisis Plan for all likely emergencies. This plan is reviewed each year and updated as needed and appropriate.

Dress Code

Note: Rosenblatt's Department Store of Naugatuck is the primary source for uniforms

Girls, Grades K – 4 Formal: August through June

- Navy/grey/white plaid jumper (PDL 76/poly/cotton A+ brand, available at Rosenblatt's)
- White peter pan, long or short sleeve, or white turtleneck
- Grey cardigan sweater with embroidered school logo only (optional)
- White or navy ankle or knee socks, or tights
- Dress shoes (navy or black only, no open-toe shoes and must cover heel)

Girls, Grades 5 – 8 Formal: August through June

- Navy skirt (Rosenblatt's only)
- White oxford, long or short sleeve
- Grey sweater vest or cardigan sweater with embroidered school logo only
- White or navy knee socks or tights
- Dress shoes (navy or black only, no open-toe shoes and must cover heel)

Boys, Grades K – 8 Formal: August through June

- Navy slacks (Rosenblatt's only)
- White oxford, long or short sleeve
- Grey sweater vest or cardigan sweater with embroidered school logo only
- Black or navy socks (must cover ankle)
- Dress shoes
- Belt (velcro belts are available at Rosenblatt's)
- Tie – grades K-4 is a plaid clip-on tie; grades 5-8 is an adult navy necktie (no clip-ons)

Girls & Boys, K – 8 Informal: August, September, May, June (Weather Dependent)

- Navy shorts (Rosenblatt's only)
- Grey polo with embroidered school logo only
- Crew or ankle socks (must cover ankle)
- Sturdy school shoes or sneakers (parental choice)

Girls & Boys, K – 8 Informal: October through April (Weather Dependent)

- Navy slacks (Rosenblatt's only)
- White turtleneck or white peter pan collar blouse (grades K – 4); white oxford (grades 5 – 8), long or short sleeve
- Grey sweater vest or cardigan sweater with embroidered school logo only
- Crew or ankle socks (must cover ankle)
- Dress shoes, same as formal uniform
- Belt (velcro belts are available at Rosenblatt's)



Girls & Boys, K – 8 Gym Uniform: August, September, May, June (Weather Dependent)

- Navy gym shorts with silk-screened school logo only
- Navy t-shirt with silk-screened school logo only
- White ankle or crew socks (must cover ankle)
- Sneakers

Girls & Boys, K – 8 Gym Uniform: October through April (Weather Dependent)

- Navy gym sweatpants with silk-screened school logo only
- Navy t-shirt with silk-screened school logo only
- Navy sweatshirt with silk-screened school logo only
- White ankle or crew socks (must cover ankle)
- Sneakers

Grooming & Uniform Guidelines

- All students are required to be well groomed
- Uniforms are to be clean and neat and free of tears and should fit appropriately
- Uniform pants – slacks, shorts, and gym pants – must be worn at the natural waist; the crotch length must be appropriate
- Uniform shorts and skirts must reach the knee
- Shirts are to be neatly tucked in
- Boys must keep their hair at a reasonable length in both the front and the back; hair in the front cannot be below the eye brows, hair in the back should not be below the collar; the school administration will make the final determination on the length of hair on boys should it become an issue at school
- Girls and boys hairstyles are to be reasonable; inappropriate or extreme haircuts and color are not acceptable; the school administration will make the final determination on hairstyles should it become an issue at school
- Boys are not permitted to wear earring(s)
- Girls are only allowed one shirt button unbuttoned
- Girls may not wear jewelry with the exception of watches, appropriate religious jewelry (i.e. small crucifix) and stud earrings, or small hoop earrings, if ears are pierced
 - No jewelry except small stud earrings on gym day
 - Girls may not wear make-up; clear nail polish is permissible
- Shoes should be clean, polished, and in good repair
- All clothing should be labeled with your child's name so it can be returned if lost

The school administration reserves the right to change or modify the dress and grooming code at any time it becomes necessary. The school administration also reserves the right to determine what is appropriate in dress code and grooming guidelines.



Drug and Alcohol Policy

Students who possess drugs and/or alcohol at school or at any school function face disciplinary action which may include suspension or expulsion.

Electronic Devices and Toys

No child should have any device that will interfere with the learning process. These devices are, but are not limited to: hand held games, I-Pods, Disc players or PDA's, Blackberries, etc.

St. Francis – St. Hedwig School is not responsible for the loss or damage of any of these items. Teachers have the right to confiscate these items if used inappropriately. Confiscated items will be returned to the student or parent at the teacher's discretion.

Emergency Forms

Every child is required to have an updated Emergency Form on file. The office must have at least two (2) sources other than parents who can assume responsibility for the child if something unexpected should occur. If there are any changes throughout the year, please inform the office immediately so that your forms may be updated.

Emergency and Fire Drills

The school will conduct a series of fire and emergency drills throughout the school year. Any child who does not comply with the school's procedure of order, quiet, etc. during these drills will be liable for a disciplinary procedure. We cannot tolerate any diversion due to the seriousness of the situation.

Expulsion Policy

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from school. The Archdiocesan policies concerning expulsion are followed if this step becomes necessary. Students who have been expelled will not be allowed to return to school without written permission from the principal.

Extra-Curricular Activities

Each year, the school tries to provide after school, extra-curricular activities that students may participate in. Some of these activities are held at school after the regular school day and are announced through the weekly folders. We also sponsor team sports in basketball, baseball, and softball. Students who are interested in musical activities may join the choir (practices are held at school), and join in the annual musical production in the spring of each year.

Field Trips

Field trips are a privilege, not a right. Students who do not earn the privilege will not be invited. Field trips are scheduled throughout the year to various educational and cultural events. Signed Field Trip Permission Forms are required for any trip. Telephone calls giving permission are not sufficient. Unless otherwise stated, children are required to wear their school uniform on all trips.

Financial Obligations

Any check returned to the school for "Insufficient Funds" may incur both a fee assessed by the bank and an additional processing fee by the school. Postdated checks are usually not accepted.



Friday Mass and Devotions

All K-8 students will be attending Mass or Rosary and Devotions on each Friday of the month and Holy Days of Obligation. These Masses are geared for the students and they take an active role in the liturgy. Parents are encouraged to attend our scheduled Masses and Liturgical Services. Students are required to wear their formal uniforms with dress shoes each Friday of the school year.

Gum Chewing

Gum chewing is prohibited in the school building or on school grounds.

Home and School Association

The Home and School Association is an organization set up to help support and improve the education of the children of St. Francis – St. Hedwig School through various fundraisers and school events. Parents are encouraged to support this vital group in order to attain continued success. Meetings are scheduled and announced on the monthly calendar and are included in notes from the office. In addition to HSA fundraising and social events, the money raised by the Association supports school needs and cultural events for students. The HSA also compiles and distributes a Parent-Student Directory that contains basic contact information for parent use. Details on this directory are sent home at the beginning of each school year.

Inclement Weather

St. Francis – St. Hedwig School will follow the “No School”, “Delayed Opening” and “Early Dismissal” decisions made by the Naugatuck Public Schools due to inclement weather. Announcements are made on local media including radio, TV, internet, and mobile devices set to receive these alerts. When possible, these notices will also be posted on the school web site.

In the event of the possibility of an “Early Closing” due to impending weather, please pay close attention to media announcements as we cannot make individual calls to parents.

There will be NO After-School Program on early closing days due to inclement weather conditions.

On delayed opening days (2 hour delay), the Before School program will begin no earlier than 8:30am.

Internet Usage

In order for any student to have access to the school Internet, a Proper Usage Contract **MUST** be signed by both parent and student and be on file in the school office. Any violation of the Proper Usage Policy will restrict the student from further use of the Internet in school.

Rules and Codes of Ethics for School Technology Users

Internet access is provided to students in order to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon acceptable use guidelines outlined in this document, the system administrator will deem what is appropriate use. **Decisions are final.** The systems administrator may deny, revoke, or suspend specific user access at any time. Individual users are responsible for their use of the network.

The Office of Catholic Schools guidelines are as follows:

- Student users, before accessing the Internet, must always get permission and follow instructions
- Student users must sign in each time they use the network
- Student users must be supervised when accessing the Internet
- Student users will use computer resources for educational purposes and in compliance with instructional activities



The use of technology and the school's Internet must be in support of educational research and must be consistent with academic expectations of St. Francis – St. Hedwig School. Transmission of any material in violation of U.S. or State of Connecticut regulations including copyrighted, threatening, or obscene material is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is also expected to abide by the following rules of etiquette:

- Be polite. Do not write or send abusive messages
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language
- Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges
- Do not reveal yours or other students' personal addresses or telephone numbers
- Do not communicate any credit card numbers, bank account numbers, or any other financial information
- Downloading of programs to the hard drive is strictly prohibited
- Do not use the network in such a way that would disrupt the use of the network by others
- Any malicious attempts to harm or destroy data of another user will not be tolerated. Any questionable action will result in the suspension of privileges

Blogs

Engagement in "on line" blogs such as but not limited to Facebook, MySpace, Xanga, Friendster, You Tube, etc. may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, the faculty and staff, other students, or the Parish.

Lavatories

Students are to use the lavatories upon arrival at school, after/before school recess, at morning snack/recess, at lunchtime and at dismissal when there is teacher supervision.

Lost and Found

All clothing items, lunch boxes, backpacks, book bags etc. should be labeled. If an item is lost, it will be returned to the student if it is labeled. If not, it will be sent to the Lost and Found in the school office. Several times during the school year, all unclaimed items will be given to charitable organizations. Parents will be given advance notice before this is about to take place through regular office communication.

Lunch

The lunch schedule is as follows:

- Grades PreK – 3 11:40 – 12:10
- Grades 4 – 8 12:10 – 12:40

Note: PreK students eat in the classroom.

The teachers and aides supervise lunch. Students are expected to act in a responsible, polite and orderly fashion at all times. Students are to display respect to all adults who work in the lunchroom and all other areas of the school. The lunchroom rules are as follows:

- Students will sit with their class at the table assigned to them
- Students will remain seated while eating
- Trash is to be deposited in the trash can
- Students will clean their area and push in their chairs at the end of lunch
- Proper table manners are expected at all times
- No sharing of food
- Soda is strictly prohibited

Lunch and milk will not be served on scheduled early dismissal days and on inclement weather early dismissal days.



Parent Conferences

Parent conferences for all students in grades PREK-8 are held in November at the end of the first marking period. If an additional conference or conferences are required, appointments can be made by contacting the teacher at the school.

Phones

The school phones may NOT be used for personal calls made by students, nor should parents call to speak directly to their child. Children may not use the phone for after school directives; this should be done prior to the school day. The school is not responsible for the mix up of any messages. All assignments, lunches and notes should be in order before children come to school. Please make this a family rule.

Physical Education and Gym Uniforms

Most Physical Education classes for Grade K – 8 will be conducted in either the gym or at the school field. Gym classes are 40 minutes per week and follow the rules and guidelines as determined by the physical education teacher in concert with the school administration. In order to participate in gym class, students must wear the gym uniform and sneakers on gym days. The gym uniform is as follows:

- Blue sweatpants with logo
- Blue T-shirt with logo
- Blue Sweatshirt with logo
- Blue shorts with logo (Aug, Sept, May, June)
- White socks over the ankle
- Sneakers

No logos other than the St. Francis – St. Hedwig School logo should be worn. Gym uniforms may be purchased at Rosenblatt's Department Store, 85 Maple Street, Naugatuck, CT.

Recess

Everyone needs a break and recess is designed for the students. The rules for recess are as follows:

- Games requiring physical contact are prohibited
- No foul or inappropriate language
- Balls must remain on the ground – no kicking
- Only soft balls (Nerf) may be used
- No bullying

All students must remain on the field and be in sight of the teachers. When the whistle blows at the end of recess, all playing must stop and students will line up in an orderly fashion and reenter the school.

Respect for Teachers

Parents are held to the same standards as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parent and child. If the partnership breaks down, the education of the children is compromised.

School Board

The St. Francis – St. Hedwig School Board is a consultative board. It is made up of parish members, parents and the community at large. The Pastor appoints positions to the school board with input from the principal and school/parish community. The School Board works on Advancement, Finance, Catholic Identity, and Policy Making in conjunction with the school administration.



Snacks

Each class has a designated snack break in the mid-morning. We encourage only healthy snacks during school. Some snack suggestions are fresh fruits and vegetables, cheese sticks, granola, raisins, popcorn, trail mix or cheese and crackers.

Please send in a **SMALL, sport-top water** for your child as well. Please remember that this is a snack and not a meal. One snack item is sufficient.

TUITION, FEES AND SUBSIDY GUIDELINES

TUITION PAYMENTS

Tuition and fees are the primary sources of income that the school uses to pay for all operating expenses. These expenses include salaries, payroll taxes, insurance and benefits, books, teacher supplies, and utilities. Support from the parish is extremely limited. Fundraising by the Home and School Association supports some school expenses, but is also used for student and family social and cultural arts activities. Tuition assistance is offered and is generously awarded to those in need. Details on the application process are published by the school in the spring.

TUITION POLICY

The tuition schedule for the upcoming academic year is provided to parents/guardians at time of registration or re-registration for the upcoming school year. Payment plans are available to assist families in meeting their financial obligation to St. Francis – St. Hedwig School. Election of any particular payment plan does not alter the Tuition Refund Policy.

One Payment Plan Option:

Annual tuition is paid in one installment due June 1.

Two Payment Plan Option:

Annual tuition is paid in two equal installments due June 1 and September 1. This payment plan is free of interest charges if payments are made on a timely basis. **A FINANCE CHARGE OF \$15.00 PER MONTH WILL BE CHARGED ON DELINQUENT ACCOUNTS, IF PAYMENT IS NOT RECEIVED BY THE 15TH OF EACH MONTH.**

Ten Payment Plan Option:

Annual tuition is paid in ten (10) equal installments due the first of each month beginning June 1 and ending March 1. **A FINANCE CHARGE OF \$15.00 PER MONTH WILL BE CHARGED ON DELINQUENT ACCOUNTS, IF PAYMENT IS NOT RECEIVED BY THE 15TH OF EACH MONTH.**

TUITION REFUND POLICY:

For those who withdraw their child before October 1st of the current school year, there is a 90% refund of the tuition paid for the current school year. It is the policy of St. Francis – St. Hedwig School that no tuition refunds are issued for withdrawals after October 1st of the current school year. **EXCEPTIONS TO THIS POLICY MUST BE APPROVED BY THE PASTOR.**

FEE POLICY:

A registration fee for **NEW** pre-School to Grade 8 students is charged and is due at time of registration. Registration forms for new students will not be accepted if the registration fee has not been paid.



SUBSIDY POLICY:

Families who are parishioners of St. Francis of Assisi Church are expected to use parish contribution envelopes and will be responsible for a subsidy payment in the amount of \$250.00 per child, **in addition to the tuition**, if delinquent in regular use of the parish contribution envelopes.

Families who are parishioners of St. Hedwig Church are expected to use parish contribution envelopes and will be responsible for a subsidy payment in the amount of \$250.00 per child, **in addition to the tuition**, if delinquent in regular use of the parish contribution envelopes.

Families who are registered in a parish, other than St. Francis of Assisi or St. Hedwig, are responsible for a subsidy payment in the amount of \$250.00 per child, **in addition to the tuition**. The parish, in which you are registered, will be billed for the subsidy payment. If the subsidy payment is denied by your Pastor, you will be responsible for this subsidy payment.

TUITION DELINQUENCY POLICY:

Tuition billing statements reflecting tuition and fees owed are sent to parent/guardians for each academic year. At the time of registration or re-registration, a Tuition and Fee Schedule and information concerning Tuition, Fee and Subsidy Policies are provided to parents/guardians. The signature of the parent(s)/guardian(s) on the form concerning information in the Parent/Student Handbook indicates that you have read, understand, and agree to abide by the Tuition/Fee/Subsidy policies in effect for the academic year. Failure to meet your financial obligation to St. Francis – St. Hedwig School will result in the following:

1. A late charge of \$15.00 per month will be charged on delinquent accounts. This amount will be added to the balance owed.
2. If an account is two months or more past due, a tuition arrears notice will be sent.
3. If an account is three months or more past due, the matter will be turned over to the Pastor. In this case you will be expected to contact the Pastor at (203) 729-4543 to schedule an appointment to meet with him to discuss the resolution of the delinquency.
4. At time of re-registration for the upcoming school year, if you are delinquent in meeting your financial obligation to St. Francis – St. Hedwig School for the current school year, the re-registration form will not be accepted.
5. If you are delinquent in meeting your financial obligation to St. Francis – St. Hedwig School, your child will not be allowed to return to St. Francis – St. Hedwig School after the Christmas break unless the amount of delinquent tuition is paid in full by December 31, 2011.
6. If you have failed to meet your total financial obligation to St. Francis – St. Hedwig School for the current school year by June 30, 2012 your child will not be allowed to return to St. Francis – St. Hedwig School for the 2012-13 school year.
7. If all efforts made by the Business Office and the Pastor to collect delinquent tuition have failed, the matter will be turned over to a collection agency for resolution.

Due to the financial structure of the school, it is imperative that each family meets their financial obligation in full each year to maintain the financial health of the school. In order to assure that the school remains financially secure, the above process must be followed.



Visitors

Parents or other persons entering the school building are required to report to the office and sign in. No one should go directly to the classrooms.

Volunteers

Volunteers who are in school and have contact with students on a consistent basis **must** undergo a criminal background check and attend a VIRTUS (Child Safety) workshop. Details on dates and locations are available on the VIRTUS web site or from the school office.

VIRTUS

VIRTUS is a training program for adults who work with students in any capacity in a school program or in school activities. The aim of the program is to keep students safe from any type of abuse including sexual abuse. Schools as well as other organizations have a responsibility to make sure that students have a safe haven when they are away from home and in the care of non-parental adults. This program empowers adults to protect children from harm. All St. Francis – St. Hedwig School personnel and volunteer parents must attend VIRTUS training in order to monitor our students in any activity.

Weekly Envelope/Website Notifications

Each week, the Thursday envelope will go home with the oldest or only child in the school. Parents should review these notices for lunch menus, calendars, office notes, upcoming events and activities, or HSA information. Families requiring a second set of notifications will receive their packets in an envelope every Thursday with the oldest child in the family. All contents of the envelope should be read carefully and the empty envelope should be returned to school the next day.

ACADEMIC CONCERNS**Curriculum**

St. Francis – St. Hedwig School follows the academic curriculum according to the guidelines established by the Office of Catholic Schools. Details on the content of our curriculum can be found on the school web site (www.stfrancishedwig.org) under 'Academics'

Grading SystemKindergarten

Most assessment done in kindergarten is informal and individual. Progress is monitored by the teacher and communicated to the parents by way of parent conferences and report cards issued three times a year (January, April, and June). At the conclusion of the first marking period in November, kindergarten students are issued a progress report in lieu of a report card. The evaluation is as follows:

- M - Meets Grade-level Expectations
- P - Progress Noted Toward Grade-level Expectations
- T – Time and Experience Required for Skill to Develop
- ED – Experience Difficulty
- NI – Not Introduced at this Time



Grades 1 – 3

A report card will be issued quarterly to show a student's progress. The evaluation is as follows:

- E – Exceeds Grade-level Expectations
- G - Grade -level Expectations
- M - Minimum Grade-level Expectations
- N – Needs Improvement
- O – Outstanding
- S – Satisfactory
- U - Unsatisfactory

A check mark indicates improvement needed in social skills and/or work habits.

Grades 4 – 8

In Grades 4-8, a report card will be issued quarterly to show a student's progress. Grades for academic achievement are letter grades based on numerical marks in daily class work, tests, quizzes and homework. The marking scale is as follows:

- 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

Progress Reports are issued in Kindergarten and Grades 1-8 four times a year, approximately mid-quarter. Kindergarten progress reports are sent home in November in place of the standard report card.

Pre-kindergarten reports are issued as follows: Progress reports in November and April; report cards in January and June.

Promotion and Retention Policy

Advancement to the next grade level at St. Francis-St. School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on the successful completion of all subject areas. The school administration may recommend the repetition of a grade or tutoring as a requirement for promotion when it is believed to be in the student's best interest academically and socially. The school administration reserves the right to make the final decision on the promotion or retention of students.

Probation Due to Poor Academic Performance

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

Graduation Requirements

Eighth grade students are expected to have passing grades in all subjects recorded as 'Final Average' for the year. Attendance at graduation ceremonies and related events, and promotion to ninth grade in high school are at the discretion of the principal.

Homework

Homework is given with the purpose of increasing knowledge, developing grade appropriate skills and reviewing and reinforcing daily lessons. The following are the recommended Archdiocesan homework time allotments:



- Kindergarten 15 minutes
- Grades 1 – 3 30 minutes
- Grades 4 – 6 60 – 90 minutes
- Grades 7 – 8 90 – 120 minutes

All students in grades K-8 are expected to read at least 20 minutes per day (including vacations)

All assignments should be neat, dated and have the child's name on it. No torn or ragged paper will be accepted. Each classroom teacher will establish his/her own homework policy. Math homework is **ALWAYS** completed using a pencil.

If your child is having difficulty with a homework assignment, please indicate this in your child's assignment book and the teacher will review the assignment and/or give extra help.

All students will use the Assignment Book supplied to them by the school office and it must be checked and signed daily by parents. This way, parents are always informed about school assignments.

Honor Roll

The following subjects are included when determining honor roll status:

Religion	Language Arts	Literature
History/Social Studies	Science/Health	Math

High Honors: All As

Honors: All As and Bs

Honorable Mention: As and Bs with just one grade in the C range

Library

Each classroom has a grade and age appropriate library in addition to the school library that students use to support their reading instruction. Library skills are taught by the classroom teacher as part of language arts instruction.

Report Cards and Progress Reports

Report cards are issued four times a year: November, January, April, and June. Progress Reports are issued midway between each academic quarter. Report cards are distributed before conferences are held so parents may review them beforehand.

Sacramental Programs

Both the Reconciliation (Penance) and Eucharist (First Communion) programs are taught in the second grade as part of the regular religion program. Details on both of these programs will be sent home at the appropriate times. All students who have received the sacrament of reconciliation have the opportunity to go to confession before Christmas and Easter.

Service Projects

Throughout the school year, the school and each classroom sponsors service projects such as food collections for the local food bank, Jump Rope for Heart, etc. On occasion, they also take up collections for student causes that support those in less fortunate circumstances. As a school, we participate in student programs to help others in need.



Standardized Testing

Each March the IOWA Test of Basic Skills is given to students in grades 3 – 7. The Cognitive Abilities Test is given to students in grades 5 and 7. The results of these tests measure student academic growth. They are used solely for this purpose. Parents may review results of the testing by meeting with the classroom teacher.

Student Records

Academic and general information records are kept on file for each student. When a student transfers to another school, parents must sign a release of records form before the file can be sent. All official school records, including the health record, are sent from school to school. These records are not transported by parents. Parents and guardians may review a student's file by notifying the office at least twenty-four hours in advance.

HEALTH CONCERNS

Nurse

The Town of Naugatuck supplies a full time nurse to St. Francis – St. Hedwig School. Only the nurse and trained, designated personnel have the authority to administer any medication. If your child has a medical need, the nurse must be notified before any medication can be administered. A "Permission to Administer Medication" form must be filled out by your doctor and on file in the nurse's office. Children are not permitted to carry any prescription or OTC medication. (Cough drops, Tylenol, antacids, etc.)*

If a child becomes ill during the school day, he or she will be evaluated by the nurse. If the nurse determines that the child should not be in school, she will notify the parent. Upon arrival, the parent must always report the office so the child can be signed out.

Student Absence

If your child is absent from school due to illness or any other reason, please call the school office before 9:00am on the first day of the child's absence. (203) 729-2247.

Required Immunizations

All students are required to have the following immunizations prior to admission or transfer into school: 4 doses of DPT, at least one of which has been administered after the 4th birthday; Polio, at least 3 doses, at least one of which has been administered after the 4th birthday; Measles, Mumps and Rubella (German Measles) which must have been administered after your child's 1st birthday with a second immunization given before kindergarten attendance; students entering school before the age of five must show proof of adequate immunization against hemophilus influenza, type B; note: adequate immunization is considered a single dose of H.I.B. given at 15 months or older. Completion of a series of three doses of Hepatitis B vaccine is now required in Connecticut for school entrants born on or after January 1, 1994. Children born after 12/31/96 are required to have 2 doses of Varicella vaccine, first dose after 1st birthday or verification of disease. Exemptions from compliance with this policy for medical reasons must be substantiated by a medical doctor or for religious reasons must be documented by a member of the clergy.

NEW PreK requirements: 2 doses of Hepatitis A; influenza vaccine, 1 dose each year between August 1st and December 31st.

Physical Examinations

A physical examination completed within one year is required of all Kindergarten and Seventh Grade students, and each year students attend PreK prior to entering school.



Communicable Diseases

If you suspect that your child has a communicable disease, please do not bring him/her to school to see the school nurse. Please schedule an appointment with your physician. All communicable diseases should be reported to the nurse. These include: STREP THROAT, HEAD LICE, CONJUNCTIVITIS, IMPETIGO, CHICKEN POX, RINGWORM, PINWORMS, etc.

- Chicken Pox requires a 6-day exclusion after the appearance of the rash or until all scabs are dry. The child is to report to the school nurse upon return to school.
- Any suspicious appearing skin condition should be reported to the nurse. Children with IMPETIGO, RINGWORM and SCABIES are to be excluded from school until they have a doctor's permission to return. Children with HEAD LICE are to be excluded for 24 hours following treatment. In cases of severe infestation, we may require a longer absence.
- The school nurse will examine a sore throat. If a sore throat persists for two days or if there is fever with it, the child should be seen by the family physician. If a throat culture shows streptococci, the child should remain at home on medication for 24 hours and be non-symptomatic before returning to school.
- Conjunctivitis – Students may return to school after 24 hours of treatment and improvement of condition.

Students in casts or who require crutches must have a physician's written authorization to attend school and to participate in the full program.

Medications

Pursuant to Connecticut State Law, a physician's written order including directions for administration must accompany any medication sent to school. The nurse must also receive the written permission of the parent to administer medication. This law includes both prescription and over-the-counter drugs. The only exception under the law is vitamins. The medication must be brought to school by a parent or other responsible adult and brought home by a parent or other responsible adult for children in grades PREK-8. Students are not allowed to keep medication with them in school. The nurse will dispose of any remaining medication not brought home after one week. The medication bottle must be labeled with the name of the student, the name of the doctor, the name of the medication, the date it was ordered and the directions for administration.

Tylenol, Advil and Motrin may not be dispensed unless there is a written order from a physician.

Authorization forms for medication administration are available in the Health Office. In the absence of the school nurse, the principal may administer medications. **NO MEDICATION WILL BE ADMINISTERED WITHOUT PROPER AUTHORIZATION.**

**Over the counter medication may be administered by parents at school if needed.*

Accidents/Illness

The school nurse will administer first aid if a child becomes ill or injured at school. The parent will be contacted by the school nurse or the office when appropriate. If your child tells you that he/she received an injury at school and that it was not reported to the nurse, please inform the nurse as soon as possible.

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he/she should be kept at home until the temperature has returned to normal for 24 hours and remains under 100 degrees without fever reducing medicine.

Children who are sent home by the nurse for illness and/or an elevated temperature are requested to remain at home for an additional 24 hours to complete their recovery.

Please plan to meet your child in the Health Office if he/she is being sent home for illness. The school nurse or principal are the only persons with authority to dismiss a child from school. Parents must sign their child out from the main office prior to picking up their child in the Health Office.



Children should come to school dressed appropriately for outdoor recess and physical education classes. Students requesting an indoor recess or any excuse from P.E. classes must have a physician's note.

Screenings

Annual vision and auditory screenings are done for all children K-8. The nurse does scoliosis screening for all students in Grades 5 through 8. If she feels there is reason for concern, parents will be notified.

Emergency Cards

Cards are sent home prior to the opening of school or on the first day of school. Please complete and return the emergency information at once. It is extremely important that we receive this information and that it is kept current throughout the school year. The purpose of the emergency information card is to provide care for your child if you are unavailable. It is vitally important that we have a card for each of our students. Before parents fill out these cards, we ask that you take a few moments to consider the information listed below. Parents should:

- Consider carefully who their emergency contact people will be.
- Ask the people chosen if they would be willing to assume responsibility for your children in an emergency situation.
- Choose people who will be able and available to take care of your children.
- Choose people who live locally or close by.
- Choose people who either do not work outside of the home or are able to leave work if necessary.

