

2010



SAINT CHRISTOPHER SCHOOL FAMILY HANDBOOK

Saint Christopher School is accredited through the New England Association of Schools and Colleges.

Mission Statement

Saint Christopher School, the parish school of Saint Christopher Church in East Hartford, Ct is a Pre-K through Grade 8 Catholic elementary school, which educates students in a caring and culturally diverse environment. Saint Christopher School offers its students a curriculum that emphasizes academic excellence and skills, including the arts and technology, and provides a strong foundation in the Catholic faith through worship, prayer and an understanding of Catholic Social Teachings. Our school values parents as the primary educators of their children. Working together as a community, our children follow the lead of Saint Christopher and mature spiritually and academically into Christ Bearers.

Accepted by the School Board of St. Christopher School June 20, 2005.

SAINT CHRISTOPHER SCHOOL

2010-2011

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ACCREDITATION

St. Christopher School is accredited through the New England Association of Schools and Colleges.

ADMISSION INFORMATION

NONDISCRIMINATORY POLICY

St. Christopher School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, or athletic and other school-administered programs.

As openings become available, the following guidelines will be used to accept students to St. Christopher School:

1. Siblings of students currently enrolled in St. Christopher School
2. Parishioners of St. Christopher Church, with children of alumni given first priority
3. Parishioners of other Catholic parishes, with children of alumni given first priority
4. Non-Catholic students

Children entering kindergarten must be five (5) years of age by December 31 of the year the child enters kindergarten. The child must display readiness for kindergarten as determined during the screening process.

At the time of registration, all new students seeking admission to St. Christopher School are evaluated on the basis of current standardized test information, report cards, and samples of student work. An interview with the parents and students (age appropriate) is part of the admission process. Parents or guardians must disclose if the child is receiving any support services as determined through an Individual Education Plan (IEP). If this information is not presented at the time of admission, the family may be asked to withdraw from St. Christopher School. During the interview process, it is necessary for the parents/guardians to disclose any suspensions/expulsions their child may have experienced if this information is not presented at the time of admission, the family may be asked to withdraw.

St. Christopher School, because of limited resources, may not be able to accept students with special needs.

The final decision of acceptance of a student lies with the pastor.

AFTER SCHOOL PROGRAM

Enrollment in the After School Program follows the Non-Discriminatory Policy of St. Christopher School. Those families wishing to enroll their children in the After School Program should request an application through the school office. The hours for the After School Program are immediately after school until 5:30. In the event of an emergency early dismissal because of weather or other reason as identified by the East Hartford Public Schools, dismissal is at 3:30. The After School Program is in operation each day school is in session. There is no After School Program on the day before Thanksgiving or the last day of the school year.

Students enrolled in the After School Program should bring a change of clothing each day. Lunch is not provided on early dismissals days. It is expected that the students will bring a healthy lunch and beverage on those days.

Families have the ability to enroll in the Drop-In Program in the After School Program. There is an enrollment fee of \$25.00 per family for this program. Parents may use the After School Program on an as needed basis once enrolled. The parents contact the office or the director of the After School Program when needing the Drop-In Program. A twenty-four hour notice is requested, but not necessary.

ACADEMIC INFORMATION

CURRICULUM

St. Christopher School follows the curriculum standards and guidelines established by the Office of Catholic Schools. Textbooks are chosen from the Approved Programs and Texts document, developed by the Office of Catholic Schools. *The subjects included in the curriculum shall meet and/or exceed the requirements of Connecticut state law, as applicable to private schools, and Archdiocesan policies and procedures. (Handbook of Policies and Procedures for Catholic Schools.)*

The curriculum standards may be reviewed on the St. Christopher School website or the Office of Catholic Schools website: www.adh-ocs.org.

St. Christopher School offers students opportunities for growth in the following subject areas:

Religion: In the Archdiocese of Hartford, the purpose of this catechetical curriculum is to engage young people in discussion, cooperative work, and independent reflection to examine their relationship with Christ, to deepen their knowledge of his life and Church, and to make choices that manifests personal sanctification and social transformation in Christian truths and values. “The definitive aim of catechesis is to put people not only in touch, but also in communion and intimacy, with Jesus Christ.” (General Directory for Catechesis, #80) (*Taken from the Religion Curriculum Standards.*)

Elementary/middle schools shall implement the Family Life Program as approved by the Office of Catholic Schools.

Elementary/middle schools shall implement the Lures Program adopted by the Archbishop.

Education in human sexuality shall conform to the teachings and spirit of the Catholic Church. (Handbook of Policy and Procedures)

To achieve this purpose the following are general areas of instruction in religion classes: Catholic doctrine and Tradition, Bible study, Catholic Social Teachings, and preparation for the Sacraments of Reconciliation and Eucharist. The celebration of Liturgy is held monthly. Prayer services are held for Thanksgiving, Christmas, and the Easter Triduum.

Fine Arts: Study of the fine arts allows students to appreciate God in nature and utilize different areas of their creativity. This creative process allows for a personal expression of ideas and cultures and also a tolerance and blending of varied points of view. The arts are both universal and culturally specific; they are a powerful means of increasing international and intercultural awareness. Through the arts, students gain a greater understanding of their own cultural heritage, as well as a sense of the larger world community. It encourages growth in self-esteem, risk-taking, and sharpens skills in the mastery of many techniques and mediums. It is for these reasons we believe the fine arts are essential for students to grow spiritually, academically, emotionally, and personally. (*Taken from the Fine Arts Curriculum Standards.*)

To achieve this purpose the following are general areas of instruction in the fine arts: vocal, instrumental, composition, notation, analysis, evaluation, connections, history and culture.

Language Arts: Through the study of language arts, our students develop the intellectual, social, moral, and spiritual qualities necessary to serve their parish and civic communities, to think critically, to be productive, to grow spiritually and to make moral decisions.

Language facilitates learning, since all knowledge is conveyed through the written or spoken word.

Development of communication skills prepares students for lifelong learning. In the knowledge explosion of the Information Age, the 21st century, students need basic language skills to access and understand information, evaluate its quality, and convey ideas to others. Thus, language arts are the building blocks of all learning, both in school and throughout life. (*Taken from the Language Arts Curriculum Standards.*)

To achieve this purpose the following are general areas of instruction in language art classes: Reading, stressing comprehension – grades 1-5; literature – grades 6-8; phonics – grades 1-3; written language, grammar, usage, mechanics, fluency; spelling and vocabulary; listening skills; oral language; handwriting; and study skills.

Math: The study of mathematics is the study of relationships, structure, and problem solving. Through math, students learn about patterns, chance, form, algorithms and change. They learn to observe, predict, analyze, and solve problems related to routine daily tasks.

It is our goal that all students will complete Algebra I by the end of eighth grade. Completion of algebra in grade eight affords students the possibility of completing five years of secondary mathematics before college. Nurturing the expectation that all students will take algebra eliminates the possibility of inequality and untapped potential that may result from accelerating only a few students into algebra. However, if a student needs a stronger foundation in standard grade 7 or grade 8 math to ensure a successful year of Algebra I in high school, that is the recommended course for that student. Benchmark assessments are encouraged to be given at the end of grade 6 to determine readiness for a grade 7 pre-algebra course and again at the end of grade 7 to determine readiness for a grade 8 algebra course. (*Taken from the Mathematics Curriculum Standards.*)

To achieve this purpose the following are general areas of instruction in mathematics, with the exception of algebra: number theory, estimation and operations; algebra: patterns and functions; geometry; measurement; and data analysis, statistics, and probability.

Physical Education: The purpose of physical education classes is to encourage a positive attitude for exercise and team play in each of the students. It should not be viewed as an extended recess period. Each grade has physical education class once a week. The students wear their gym uniforms and sneakers to school on the assigned gym day. The child's name or initials must be written on the gym uniform.

Science: The citizen of the twenty-first century must be scientifically literate. She/he must have a basic knowledge of science and its processes to appreciate the wonders of the universe, analyze the problems presented by life, and develop appropriate and morally responsible solutions to those problems. (*Taken from the Science Health & Wellness Curriculum Standards.*)

To achieve this purpose the following are general areas of instruction in science the focus for all students as identified by the *National Science Education Standards* are: understanding scientific concepts and developing abilities of inquiry; learning subject matter disciplines in the context of inquiry, technology, science content; studying a few fundamental science concepts; implementing inquiry as instructional strategies, abilities and ideas to be learned.

Social Studies: The primary purpose of social studies is to help young people develop the ability to make informed and reasoned decisions for the public good as citizens of a diverse, democratic society in an interdependent world. (*National Council for Social Studies*)

Technology: It is expected the use of technology will be integrated into all subject areas. The students will receive instruction on the way to use the computer properly and how to support the curriculum standard requirements.

World Language: Language and communication are the heart of the human experience. The United States must educate students who are equipped linguistically and culturally to communicate successfully in a pluralistic American society and abroad. This imperative envisions a future in which ALL students will develop and maintain proficiency in English and at least one other language, modern or classical. Children who come to school from non-English-speaking backgrounds should also have opportunities to develop further proficiencies in their first language. (*The National Standards in Foreign Language Education Project. (1996). "Standards for Foreign Language Learning: Preparing for the 21st Century." New York: The National Standards in Foreign Language Education Project.*)

To achieve this purpose the following are general areas of instruction in Spanish, the students will become familiar with communication on an interpersonal mode, an interpretive mode and a presentational mode. They will study culture and a comparison between languages and will study communities.

CONFERENCES

Parent conferences for all parents are scheduled for mid-November, immediately following the distribution of the first report card. These conference dates are noted on the school calendar. Conferences usually begin at 12 noon and run until late afternoon. Several weeks before conference time you will receive a form to complete regarding the specific time/date for your conference.

Parents may request a teacher conference whenever a need arises. The parent is asked to call the office and the administrative assistant will forward the message to the teacher. Teachers will contact parents and return phone calls during school hours. Parents may also email the teacher or teachers to request a conference. Parents are asked not to call the teachers at their homes.

Parents are asked not to engage teachers in conversation when they are on the playground supervising students, preparing to escort their classes into the building, or during class time.

If there is a concern with your child the initial contact is with the classroom teacher. If there are additional concerns or the problem continues, the parent should contact the principal at that time.

GRADING/PROGRESS/REPORTS CARDS

The following grading code is used in this school and is in keeping with the grading system used in the Archdiocese of Hartford.

Kindergarten

M = Meets grade level expectations P = Progress noted toward grade-level expectations
T = Time and experience required for skill to develop ED = Experiences Difficulty
NI = Skill Not Yet Introduced

Grades 1 - 3

E= Exceeds Grade Level Expectations
G = Grade Level Expectations
M = Meets Minimum Grade Level Expectations
N= Needs Improvement

Grades 4 - 8

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

Subjects Taught Less Than Three Times a Week

Art, Music, Phys. Ed., World Language grades 1-5: O = Outstanding 94-100, S = Satisfactory 70-93
U = Unsatisfactory 0-69

Handwriting and Technology will be graded either S or U. Technology grades will only be included if a student has an U.

Geography while only taught twice a week will be graded using letter grades.

All teachers use electronic grading which generates interim reports and report cards.

HOMEWORK

Homework is assigned on a daily basis from Monday through Thursday, with minimal homework assigned for the weekend or during vacation periods. Long range assignments, such as projects or book reports, may be assigned over a weekend or vacation.

Students in grades three and four are encouraged to use assignment books. Students in grades five through eight are required to use an assignment book. An assignment book in a calendar format and large enough to write all assignments is recommended. Students are responsible for writing down all homework assignments. Students may check the teachers' homework log for homework information.

Homework should be neat, complete, and accurate as possible. Students will receive full credit for homework submitted on time and well done. Partial credit will be given for homework submitted one day late and no credit will be given for homework submitted later than one day. However, the student is expected to complete the work.

Homework includes reading assigned pages, silent reading, and studying for tests or quizzes as well as any written work the teacher assigns.

Homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers consider the ability of the group and the assignments of other teachers when requiring homework.

The following minutes for the students should be used as a *guideline*:

K: Homework in kindergarten is at the discretion of the teacher.

1. Students in first grade should have between fifteen and twenty minutes of homework, focusing on math and reading.
2. Students in grade two should have between twenty and twenty-five minutes of homework, focusing on math and reading.
3. Students in grade three should have between thirty and thirty –five minutes of homework, focusing on reading and math.
4. Students in fourth grade should have a minimum of forty-five minutes of homework, Monday – Thursday.
- 5: Students in fifth grade should have a minimum of fifty minutes of homework, Monday - Thursday
- 6: Students in sixth grade should have a minimum of sixty minutes of homework, Monday-Thursday
- 7 and 8: Students in seventh and eighth grade should have between one and half hours and two hours of homework, Monday - Thursday.

Grade 8 students may have a reasonable amount of homework on the weekend, especially in algebra.

Students may not call a parent or guardian to bring in any forgotten homework or binders.

HOMEWORK FOR STUDENTS WHO ARE ABSENT

If a student is ill and not in school, the day's homework is posted on each class' homework page: <https://stchristopher.eduk12.net/facultyinfo.asp>. If a parent wants to pick up his/her child's books or work necessary to complete, please request this when your child's illness is reported to the school nurse or the administrative assistant.

Class work and homework for students who are absent is expected to be turned in the day after the student returns to school. In the case of a lengthy illness, arrangements for submitting homework and taking missed tests/quizzes can be made with the classroom teacher.

HONOR ROLL

For Grades 4 - 8

First Honors - All A's, with no more than one B

Second Honors - Any combination of A's and B's

If a student in grades 4 - 8 receives a "U" - Unsatisfactory grade in any subject or in conduct, he/she will not be eligible for the Honor Roll.

INTERIM REPORTS

Interim reports inform parents of a child's academic progress mid-way through the marking period. Interim reports are issued the first three marking periods. They are issued in the fourth marking period on as needed basis determined by the teacher or requested by the parent.

PROBATION – ACADEMIC

A student whose academic performance shows significant deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's progress will be reassessed and further interventions may be defined. Any student receiving an F as a grade will not be allowed to participate in any extra-curricular activities, including sports, until the student improves the grade to a passing grade of D.

RELIGION

All students are expected to fully participate in religion classes. Students, who are baptized Catholics, are prepared and may receive the Sacraments of Reconciliation and Eucharist in the second grade. St. Christopher School follows the guidelines established by the Catholic Church regarding the reception of Holy Communion during the celebration of Mass for both Catholics and our fellow Christians.

RETENTION/REPEATING A GRADE

Retention of a student is a serious academic decision. This decision is made in consultation with the principal, teacher, and parents or guardians. Retention is considered for a student if repeating a grade will benefit a child academically or socially. Conferences are held throughout the year once a student has been identified with academic or social needs that may require retention. The parents will be notified prior to the last month of school if their son or daughter will be retained.

While retention may be recommended by the principal and staff, the final decision is the parents or guardians.

STANDARDIZED TESTING

Students in grades three through seven take the Iowa Test of Basic Skills. Parents and guardians will be sent the test results when received from the testing service.

STUDENT FOLDERS

Teachers will send home test/quiz papers on a regular basis. Parents sign and return all test/quiz papers to the homeroom teacher. Each teacher will explain to parents, in writing, at the beginning of the school year, his/her specific expectations regarding the materials sent home in the student folder.

ATTENDANCE

It is expected that students attend school unless there is an illness. A parent needs to call the school office before 8:30 a.m. to report an absence at 860-568-4860.

A written statement giving reasons for the absence or tardiness must be brought to the teacher upon the student's return. These notes/letters will be kept on file in the office for one year.

If a student is ill or absent from school for all or part of a day, or is sent home early due to illness, that student may not participate in after school and/or evening events sponsored by the school. Any exceptions will be determined by the principal.

EARLY RELEASE/ILLNESS/APPOINTMENTS

A student will not be released from school without written consent of the parent/guardian. Students will only be released to a parent/guardian. A student will be released to a non-custodial parent only if the school determines the non-custodial parent is authorized to take the child. The student will only be released to someone other than a parent/guardian if identified by the parent/guardian in writing. The individual picking up a child must have identification and sign out the child.

EXCESSIVE ABSENCES

It is necessary for students to attend school to receive a proper education. Classroom instruction is a necessary part of education. If a student is absent more than thirty (30) days in a school year that student may be subject to retention, even if all work has been made up. Habitual absences will require a note from a doctor. It may be necessary to contact the Department of Children and Families if there is a pattern of absences without a doctor's note or acceptable reasons for the absences, such as a death in the family. Significant absences require notification to DCF by mandated reporters.

SCHOOL PROGRAMS

It is expected that students participate in school programs. If a child is ill and cannot participate in a school program, a parent calls the school and sends in a written explanation of the absence. All students in grades K - 6, are required to participate in both the Christmas Concert and the Spring Concert.

Please consult the school calendar for the dates of the Christmas Concert and the Spring Concert.

TARDY

A student is considered tardy if he or she enters the building after 7:30. If a student enters the building after 7:30 he or she must report to the office before going to his or her classroom.

VACATIONS

Parents are requested to schedule family vacations which coincide with the school calendar. If a family vacation which involves missing school days, the student is expected to make arrangements to make up work missed.

Teachers are not required to give students schoolwork for vacations which do not coincide with the school calendar.

BEHAVIOR

Each student is expected to behave in a manner in keeping with the mission of the school.

Each child is expected to follow established classroom and cafeteria rules.

The principal is the final recourse in all disciplinary situations and may invoke or waive any and all regulations for just cause and at her discretion. This recourse will only be considered after full and careful review of the individual situation. The education of your child is a partnership between you and the administration and faculty of the school. If, in the opinion of the school administrator the partnership is irretrievable broken, you may be required to withdraw your child from the school.

UNACCEPTABLE BEHAVIOR

The following steps will be taken if a child displays unacceptable behavior:

- The first time a student exhibits unacceptable behavior the teacher will address the behavior immediately. The teacher will speak with the child concerning the unacceptable behavior. The teacher will document the incident.

- The second time a student exhibits unacceptable behavior the teacher will address the behavior immediately. The teacher will assign the child an appropriate consequence (detention or writing assignment) and inform the parent of the behavior. The principal will be notified.
- The third time a student exhibits unacceptable behavior, an appropriate consequence will be assigned. The parent will be called to arrange a conference with the parent, teacher, and principal concerning the behavior. An appropriate action plan will be developed at this conference.
- If unacceptable, inappropriate behavior continues, consideration may be given to a suspension from school or within the school building (in-house suspension), for a specific time period, typically one to three days.
- In the event that a child's behavior is deemed inappropriate and interventions have not changed the behavior of the student, the parents or guardians may be asked to find an alternative educational setting.

The guiding principle of any disciplinary action is to act in a reasonable, moral way consistent with the Gospel, and the St. Christopher School Mission Statement.

ALCOHOL, CIGARETTES, AND DRUGS

Any student selling or using alcohol, cigarettes, or drugs in the school or on school property is subject to immediate dismissal from the school.

CELL PHONES, BEEPERS, CD PLAYERS, IPODS

If a cell phone is brought to school, it may not be used from while on school property, including after school activities. If a cell phone, beeper, CD player, iPod rings, vibrates, or becomes visible to any staff member during the school day, the staff member will retrieve it and send it to the office. A parent must come to the office to pick up any electronic device.

If a student has a cell phone or other electronic device taken from him or her more than once during the school year, the student must turn in the cell phone at the beginning of the school day for a period of two weeks. The student must come to the office at the end of the day to retrieve the device. If it is taken from the student a third time, the student must follow this procedure for the rest of the school year.

CD players/radios or iPods may be worn while on the school bus. The CD players/iPods must be placed in back packs while in the schoolyard or in the school building.

CHEATING/PLAGARISM

Cheating of any kind, including plagiarism, will not be tolerated. A student caught cheating will receive a zero on any test, project, essay, research paper or homework. Any student assisting another will also receive a zero. If there are any further instances of cheating, the student may face detention, suspension or expulsion. These further actions will be determined by the principal.

Plagiarism, as defined in Webster's Seventh New Collegiate Dictionary, is the act presenting as one's own the ideas or words of another (p.646). Plagiarism of any type or from any source will result in affecting a student's grade, including receiving a zero for the assignment. If the act of plagiarism is repeated it may result in suspension of the student.

DETENTION

Detentions will be issued to any student who repeatedly does not do or turn in his/her homework, is disobedient to a teacher, uses inappropriate language, or behaves in a manner that interferes with the education of the child or others, determined by the teacher or principal. Parents will be notified in writing at least 24 hours in advance about any detention and are expected to cooperate with the teacher and/or principal. The signed parent notice must be returned to the school for the student to serve the detention.

Junior High students who receive three detentions may lose social privileges such as attending dances, field trips, and involvement in extracurricular activities.

HARASSMENT/BULLYING

Harassment occurs when a person makes repeated verbal or physical contact with another person who does not want that contact. Sexual harassment is a particular type of harassment that involves sexual comments, innuendo, invitations and or request for sexual behaviors.

Bullying is a type of harassment that involves some sort of force, overt or subtle. Exclusion is considered a form of bullying, even though there may be no apparent physical or verbal contact.

Every student is expected to respect the dignity of other students. If it is determined that a student is harassing or bullying another student, disciplinary measures will be taken.

LEAVING SCHOOL GROUNDS

No student is to leave the school grounds without permission once he/she has arrived at school. Any student who leaves the school grounds he/she will be subject to suspension or dismissal from school.

SCHOOL PROPERTY

Should any child be responsible for destroying school property that child's family will be responsible for the debts incurred for replacing the damaged property. The student will also be subject to disciplinary procedures. The school grounds may not be used for rollerblading, skateboarding, or bike riding etc. after school hours or vacations.

SOCIAL NETWORKS/BLOGS

Engagement in online social networks such as, but not limited to, Facebook, MySpace, Xanga, Friendster may result in disciplinary actions if the content of the student's blog includes defamatory remarks about the school, the faculty and staff, other students or the parish. Any picture posted on the social network may not include any reference to the school including gym or sports uniforms which include the name of the school.

SUSPENSION

Suspension is barring a student from school for a specific period of time, for a serious infraction of school policy is a part of our discipline policy. It is considered to be a serious consequence for one's actions and should not be taken lightly. Grounds for suspension may occur on or off school property, while receiving or waiting for school transportation services, or at any school-sponsored activity. This process will be used at the discretion of the school principal.

Suspension may not last longer than five days, unless approved by the Superintendent of Catholic Schools. During the period of suspension a student is marked absent.

The teacher may not lower a student's grade as a result of a suspension. However, conduct may be marked as unsatisfactory. The student must make-up all work, including class work, homework, quizzes, and tests.

An in-school suspension is barring a student from participating in the daily routine of the school day, but the student is required to attend school. If an in-school suspension is given, the parent or guardian will be assessed the amount charged for hiring the substitute (\$60.00) who supervises either the student in suspension or the classes for the classroom teacher who provides proper supervision.

EXPULSION

Expulsion is a serious matter and should only be invoked as a last resort, or in a case of serious misconduct or violation of school policy.

A student may be expelled when he/she: has engaged in conduct which constitutes a serious violation of school policy; is seriously disruptive of the educational process, which endangers persons or property;

THREATS

If any student threatens to harm another student or a person in the school, or verbalizes any kind of threat, that student's parents will be notified and if necessary the East Hartford Police may also be contacted. Threats that a student identifies as "teasing" will be considered as a valid threat.

WEAPONS

Weapons of any kind, including Boy Scout pen knives, letter openers, etc. are never to be brought to school or on to school property. Any student violating this policy is liable for immediate expulsion from school.

BICYCLES

Bicycle riding is not permitted on school property. Please "walk" bicycles to the bike rack, chain, and lock the bicycle to the rack. The school is not responsible for the loss, damage or theft of any bicycle on school property. Students must wear helmets, as required by law. If a student rides a bike to school without a helmet the student will call a parent or guardian for a helmet. The student will not be allowed to leave the school property at dismissal if he or she does not have a helmet.

CUSTODY AGREEMENTS

It is necessary that the school be informed of any custody arrangement that impact on the school and the child/children's education. If visitation is limited or restricted or the non-custodial parent is prohibited from leaving the school with the child, the office must have a copy of the court-certified document that identifies parental rights. The school must be informed about custodial and/or visitation arrangements, as it affects the educational setting.

The school needs to be informed if the non-custodial parent is to receive pertinent academic information, such as the Handbook, copies of interim and report cards, and notification scheduled (November) conferences. St. Christopher School follows the Buckley Amendment concerning the rights of non-custodial parents.

It is the parent's responsibility to notify the school immediately if there are any changes in a custody agreement.

DISMISSAL

It is necessary to provide a smooth and orderly dismissal for the safety of the children. All early dismissal requests must be made by 1:00 and occur by 1:30. After 1:30, all parents are asked to remain outside by the back door to the parking lot. Kindergarten children are escorted out the front door by the teacher, teacher aide, or substitute. Children in Grades 1 – 8, who are car riders exit through the door leading directly to the parking lot. No child will be called down to the office after 1:30 for dismissal, unless the office has been previously notified or an emergency has occurred.

If a child is dismissed early for any reason, please send in a note to the teacher stating the child's name, reason for and time of early dismissal, and the person who will pick up the child. The parent or designated adult reports to the main office and signs out the student. The administrative assistant will inform the classroom teacher to send your child to the office. The parent or designated adult waits in the office area for the child.

If it is necessary that a child is dismissed early because he/she has become ill at school, a parent is called. If the parent cannot be reached, the designated person on the Emergency Card will be called. It is expected the parent or any other person will come to the school in a timely manner.

Please complete the Permission to Release Form identifying those who have permission to pick-up your child/children. If there are any individuals that are not allowed to pick-up your child, please indicate that as well. If the person is not known to the office staff or teachers, the person must present a valid photo id to the administrative assistant.

DRESS CODE

All students in grades K – 8 are expected to come in the appropriate uniform. Students may wear white polo shirts in the fall and in the spring. White shirts or blouses and blazers (junior high) with ties must be worn beginning on November 1 through April 30th. After April 30th, students may wear the white polo shirt.

Unless otherwise indicated, students are expected to be in complete uniform every day.

Boys

White Dress Shirt/Tie
Grey Pants with belt
Plaid Tie
Navy Sweater
Navy Blazer (Gr. 7 & 8)

Girls

White Blouse/Tie
Plaid Skirt/Jumper (K - 4)
Plaid Tie
Navy Knee Socks/Tights
Navy Sweater (Blazer Gr. 7 & 8)

All of the above items may be purchased through the Flynn and O'Hara Uniform Company.

Coats, jackets, sweatshirts, including those with a St. Christopher School insignia, and other outerwear may not be worn in school. Boys are expected to wear belts with the uniform pants.

HAIR/JEWELRY/MAKEUP

Bizarre hairstyles and artificial hair coloring are not permitted in school, nor may students wear artificial nails, or hairpieces. If a student does color his/her hair or comes to school with a bizarre hairstyle, that student will not be permitted to participate in field trips, team sports or school social events until the hair is back to normal. Boy's hairstyles should not go over the neck of their collars and should be of uniform length on top and sides, without patterned designs. Hair must be a natural color and a uniform length. Shaggy or bushy hairstyles are not allowed. Hair length must be above the shirt collar and one inch above the eyebrows. The overall appearance must be neat. The administration will define the terms of bushy and neat, if there is any question concerning either issue. (Revised Feb. 2007) Make up is not permitted, and girls should limit their jewelry to simple pierced earrings, one piercing per ear lobe. No other part of the ear may be pierced. Body piercing is not permitted. Jewelry should always be removed before gym class. Boys may not wear earrings. Valuable jewelry, expensive or sentimental, should not be worn to school.

SHOES

Students in Kindergarten through Grade 3 may wear solid black low cut sneakers. Students in Grades 4 – 8 are expected to wear shoes. Shoes may be black, brown, or navy. Platform shoes, clogs, boots, work shoes, sandals, or flip-flops may not be worn in school.

GYM UNIFORM

The gym uniform consists of a t-shirt, sweatshirt, shorts, and sweatpants purchased through the school office. All students must wear the designated uniform on assigned gym days. The gym shorts may not be any shorter than three inches above the knee. It is expected they will be loose fitting and appropriate snugness. The principal will determine the appropriateness of the gym uniform.

All students must wear sneakers that have either a laces or Velcro to secure the sneaker.

The principal must approve any variation of the gym uniform.

NO UNIFORM DAY GUIDELINES

During the school year the students may have opportunities for "No Uniform Days." It is expected the students will dress modestly and appropriately on such days. If a student arrives at school dressed inappropriately the student will contact parents or guardians to bring appropriate clothing to school, which may include the standard school uniform. The following is considered acceptable attire: jeans, t-shirts (no inappropriate sayings, references, or pictures), sneakers, shorts (no shorter than three inches above the knee), skirts/dresses (no shorter than three inches above the knee), sweatshirts/pants, capris or pants. Tops should fully cover the student; there should be nothing showing between the bottom of the top and the top of the pants, including when the student moves. Students may not wear the following: flip-flops, tank tops, pajama pants, hats.

EMERGENCY CARD

Parents will receive a yellow emergency card for each child in our school. Please complete the card immediately and return it to the school nurse. **Should any of the stated information change during the course of the school year, please let us know. The purpose of these cards is to have information readily available should your child become ill or injured while in school.**

EMERGENCY DISMISSAL FORM

The Emergency Dismissal Form provides information needed for an early dismissal. If you need to change the emergency dismissal plans, please contact the office with the update.

FIELD TRIPS

Field trips are designed to complement the curriculum standards for a specified subject area and achieve curricular goals. Each teacher is encouraged to explore field trip opportunities, but there is no requirement that every class, each year participate in field trips. There are no mandated field trips, based on field trips held in prior years. A field trip is considered a privilege for students, not a right. Individual teachers reserve the right, in consultation with the principal, to deny student participation due to, but not limited to poor academic performance and/or inappropriate behavior.

It is expected that all students participate in field trips. Parental permission is required for each trip. Any students who do not participate in the field trip for disciplinary reasons are expected to attend school on the day of the trip

All monies for field trips are non-refundable, including those students who were not able to attend because of illness or poor conduct.

FINANCIAL OBLIGATIONS

REGISTRATION FEE

Every family must complete a registration form and pay the registration fee to be considered enrolled for the following year. A registration form must be completed for each child in the family. The registration fee is assessed per family.

TUITION SCHEDULE

Catholic Active Member of a Parish

Standard Tuition (one child)	\$3,160
Two children	\$5,970
Three children	\$8,780
Four children	\$11,590

Unaffiliated Catholic/Non-Catholics

Standard Tuition (one child)	\$3,600
Two children	\$6,850
Three children	\$9,950
Four children	\$13,350

TUITION PAYMENT OPTIONS

- Pay in full by July 1. A \$50.00 credit will be given for each child in the family. If payment is received after July 1, no credit will be given. This credit applies only to Kindergarten through Grade 8.
- Enroll in Tuition Management Systems (TMS) There is an annual non-refundable administrative fee for enrollment in the TMS program per family. This fee is assessed separately through the TMS program. If currently enrolled in TMS the family will automatically be re-enrolled for the following year, unless TMS and the office are notified. The office must be notified in writing.
- To reduce the monthly payment, partial tuition may be paid directly to the office before July 1. This partial payment will be reflected in the monthly payment to TMS.

Tuition rates established for the following:

Catholics in Good Standing:

Catholics in good standing are those families whose pastor has identified them as active participants in the parish. Catholics in good standing are registered members of the parish and follow the guidelines as established by the pastor. The principal cannot determine if a family is a Catholic family in good standing in any parish.

Unaffiliated Catholics:

The term “unaffiliated” is used for Catholics who are not “bona fide” members of St. Christopher Church, or of another Catholic parish.

The members of the parish who are not registered in a parish or have not been identified by a pastor as active Catholics, for the purposes of this tuition policy, are considered to be in the “unaffiliated” category.

Catholics from other parishes who are not identified by their pastors as bona fide members of those parishes will also be considered as “unaffiliated.”

Parents whose children are enrolled at St. Christopher School; however, their home parish has a school with the ability to enroll the student.

Parents who are members of a parish other than St. Christopher Parish will be responsible for the assessment fee should their parish not pay the assessment for the student.

Non-Catholics:

Those families who are not members of any Catholic parish and do not meet the definition of “unaffiliated.”

DELINQUENT TUITION POLICY

Tuition Management charges a late fee of \$40.

Rationale: Each family is given a Tuition Payment Schedule and is asked to honor the payment dates. At the time of this communication families are asked to contact the Office of the Principal if there is a problem meeting the payment date. Prompt payment of tuition will enable the School to operate in a fiscally responsible manner.

Adopted June 24, 1996

Saint Christopher School Board

Students in grades seventh and eighth grades will be allowed to take mid-term and final exams, administered in January and June. However, if the family has an outstanding tuition balance the tests will be sent to the principal, uncorrected. The principal shall retain the test until payment is made. The student will receive a grade of incomplete until the tuition payment is up-to-date.

Students whose tuition is not current by the end of the first semester (two marking periods) will be denied admission for the second semester unless other tuition payment arrangements have been made with the pastor/principal. (Taken from Manual of Elementary School Policies and Guidelines, Archdiocese of Hartford.)

The administration reserves the right to submit the name and school financial information of any family who has an outstanding balance in tuition, fund raising fee, or Co-op Hours payment remaining at the end of the school year to a collection agency.

FUNDRAISING FEE

Each family is assessed a fee of \$225.00 as a Fundraising Fee. This fee assessment can be met by participating in the various fundraising activities that are sponsored by the Home School Association or a direct payment to the school for the full amount. Each family may choose the activities in which to participate. Any balance for the Fundraising Fee must be paid by May 15. Student participation in end of the year activities, such as field trips or Field Day may be restricted if the balance is not paid. If a family raises over \$250.00, fifty percent of the amount will be credited to the family's next year's tuition responsibility, fifty percent will be used to meet the Home and School Association annual goal.

All families in the school shall be responsible for participating in the designated fund-raising activities of the Home and School Association, or for paying a tuition supplement related to the family goal.

The Home-School Association shall offer at least two major fund-raising events during the year which can reasonably be expected to reach the fund-raising goals set by the Association. Family goals may be fulfilled by participation in sales or payment of the fundraising option, or a combination of both.

Rationale: The purpose of the policy is to assure meeting of the fund raising goals of the Home-School Association, with greater fairness to all families, by offering a choice of participating in fund-raising events or paying a tuition supplement.

*Adopted by the School Board
June 8, 1992*

CO-OP HOURS

Each family is responsible for ten co-op hours given to the school during the school year. Any activities that fulfill the co-op hours will be approved by the principal. If a family does not fulfill the ten co-op hours, they will be assessed \$25.00 per hour not met, up to \$250.00.

Families may register for co-op hours at www.stchris.ptomanager.com.

WITHDRAWAL POLICY

- Families must notify the school in writing if a student is withdrawing from the school.
- In the case of the family moving from the immediate school area, tuition will be refunded on a prorated basis. Any outstanding balance for the Fundraising Fee will be deducted from any tuition balance, prior to reimbursement.
- In the case of voluntary withdrawal and enrollment to a school in the immediate district, reimbursement will be handled on a case by case basis.

FUTURE MUSICIANS

Saint Christopher School participates in the Future Musicians, Inc. (FMI) program that is sponsored through the Archdiocese of Hartford. This is an instrumental music program opened to students in grades four through eight. Instrument rental or purchase and lesson payment is handled through Future Musicians, Inc. A meeting explaining this program will be held the first full week of school.

HEALTH AND SAFETY

CHILD ABUSE

St. Christopher School abides by the child abuse laws according to the State of Connecticut. Any staff member identifying a suspected case of abuse or neglect is mandated to report the abuse to the Department of Children and Families.

CRISIS RESPONSE PLAN

A copy of the Crisis Response Plan is available for review on the St. Christopher School website. Teachers review the response plan with the class one time per marking period. Fire Drills are held monthly, as required by Connecticut State law.

FOOD ALLERGIES

If a student has a diagnosed food allergy or any type of food intolerance, the parent must present information about the allergy/intolerance from the doctor to the school nurse. The school nurse will present the information to the faculty and staff following the protocol of the East Hartford Public Schools.

The parent is responsible for providing food for snacks or classroom parties. Snacks will be kept in a container provided by the parent in the classroom, marked with the child's name. This is the only food the child will be allowed to eat for snack or parties.

ILLNESS

A child is expected to be kept out of school if he/she has a fever, diarrhea, or is vomiting. *The child must be symptom free for twenty-four hours before returning to school.* If the child has a persistent cough, excessive sneezing or symptoms of severe cold, it is strongly recommended that the child remain at home to recuperate.

MEDICATIONS

The guidelines for dispensing medication are established by the State of Connecticut. In the event your child needs prescription or non-prescription medication a standard form must be completed by your physician and given to the nurse with the medication. The form is available from your physician or the school nurse.

Please contact the school nurse to discuss any medications your child may need during the school day.

No child may take medicines during the school day without the knowledge of the school nurse. Please do not give your child any prescription or non-prescription medications, *including cough drops*, to be brought to school. A parent or guardian will be contacted immediately if a student is found taking medication without the appropriate form or knowledge of the school nurse.

SCHOOL DOORS

The school doors are kept locked. Parents and visitors must report to the office, and sign in. Visitors and volunteers are required to wear a badge during the time they are in the building. Children are not allowed to open the doors at any time.

SCHOOL NURSE

School nurse coverage is consistent with the laws of the State of Connecticut. Please call the school nurse at 568-4860 to report absences or medical concerns.

SCHOOL PHYSICALS

Under Connecticut State Statutes, East Hartford Board of Education requires a physical examination upon entrance, Grade 6 and Grade 10. *Grade six physicals have to be within fourteen months of the first day of seventh grade. Sports physicals are thirteen months within the time of the sport played.* All required immunizations must be completed at the appropriate times. *Failure to have the required health assessment and immunizations will result in exclusion from school.*

VISION AND HEARING SCREENINGS

Vision and hearing screenings are done every year. The hearing screening is omitted in Grade 4 and Grade 7 except when medically necessary. Scoliosis screenings are done every year in Grades 5 - 8.

INCLEMENT WEATHER: NO SCHOOL, DELAYED OPENINGS, EARLY CLOSINGS

In case of inclement weather, East Hartford Public School administration determines school closing, delayed opening, or early closing.

Please listen to WTIC-AM, WTIC-FM or WFSB-TV, Channel 3, or NBC-30 for school information for closings, delayed opening, or early closing. If East Hartford Public School is announced, St. Christopher School is included in that announcement.

It is sometimes necessary to dismiss school early. The decision regarding early dismissal is made by East Hartford Public Schools. Students will be provided with regular school bus transportation in the event of early dismissal.

Every attempt will be made to contact families of children in grades kindergarten through grade 4. However, the school is often notified with a limited amount of time before dismissal, making more than one call per family may not be possible. A mass email will be sent to notify all parents who have submitted an email address to the school.

The After School Program will dismiss at 3:30.

ELECTRONIC USE POLICY

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. Christopher School's computers while attending St. Christopher 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. Christopher 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. Christopher School 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 your child's school.

LOCKERS

Seventh and eighth grade students are assigned lockers in which to store clothing and textbooks. Students are allowed to go to their lockers at specified times. Lockers may not be decorated either inside or out. Schedules and holders for pencil or pens may be posted on the interior of the locker. Anything posted must be attached with a magnet or other non-damaging attachment. Only school issued locks may be used. The school maintains a universal key and reserves the right to inspect the lockers at any time.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the administrative assistant to be placed in the Lost and Found basket. The items remain in the Lost and Found Basket for thirty days at that time they will be discarded or donated to charity.

LUNCH

Hot lunch is available for students on a daily basis. East Hartford Public Schools agree to supply lunch, including milk to St. Christopher School, as a participant in the National School Lunch Program.

All students are expected to either bring lunch to school or to purchase lunch daily. No student is permitted to eat only chips and/or ice cream for his/her lunch.

LUNCH PRICES

Full lunch with milk	\$2.25 per day \$1.25 per day half lunch/hot dog, pizza etc. Grades 5 – 8 only \$11.25 for a lunch card good for 5 lunches
Milk:	\$.45 per day \$2.25 milk cards good for 5 milk servings

LUNCH MONEY

Please provide your child with his/her own lunch money. Only in emergency situations will the office loan money to a child. Any money borrowed from the office needs to be repaid the next school day. After the first time, the child will call the parent if he or she has forgotten lunch money.

If your child is going to purchase a lunch card or milk card, please place your payment in an envelope labeled with your child's name and "lunch card" or "milk card".

LUNCH BOXES & LUNCH BAGS

Please be sure your child's name is on his/her lunch bag/box. Parents may not bring meals from fast food restaurants into school for children to have at lunchtime. If your child/children do not care for the food being served at lunchtime or at the school picnic, then please pack a lunch for your child/children to have at lunchtime.

Candy should not be included in a child's lunch.

FOOD/GUM

Gum chewing is not permitted at any time in the school building or on school grounds. Food should not be eaten in the classrooms unless there is a party or other class function involving food.

GLASS BOTTLES/SODA

Glass bottles should never be brought to school. Soda or high caffeine drinks (example, Red Bull) are not permitted at lunch time. Children may purchase milk at lunch.

MANILA ENVELOPE

The “Manila Envelope” is sent home weekly with the oldest child in the family envelope issued from the school office containing information about school activities. The parent or guardian reviews the information, signs and dates the envelope, and the child returns the envelope the following day. If the envelope is lost a new one may be purchased for twenty-five cents from the office. The envelope is also available on-line

<http://www.saintchristopherschool.org/WeeklyMail.htm>

PARENT ORGANIZATIONS

SCHOOL BOARD

The St. Christopher School Board is a policy making body serving in a consultative capacity and operates under the guidelines for the Archdiocese of Hartford. The Board consists of between nine and fifteen members. Its main responsibilities are: to develop and adopt policies for the school, within the framework of archdiocesan school policies; to adopt and monitor the school’s annual budget; to develop a strategic plan for the school; to recommend the appointment of the principal; and to evaluate school policies and programs, the performance of the principal and effectiveness of the Board policy.

According to the Constitution and Bylaws of the School Board, Article V, and Section 6: “Non-members who wish to speak at a Board meeting shall submit their request in writing to the Chairperson in advance of the meeting. Ordinarily, such persons shall be given a specific time limit for speaking.”

HOME-SCHOOL ASSOCIATION

All parents and guardians who have children enrolled in this school are members of the Home-School Association. The purpose of this group is to support the school, assist in parent education and act as a fund raising agency. All parents and guardians are expected to be active in the organization.

PARTIES/INVITATIONS

Birthday party observances are limited to grades kindergarten to grade four. Parents may bring an individual snack, such as cupcakes, and juice boxes for the class to celebrate their child’s birthday. There should be no additional treats, including balloons or flowers brought in for the birthday celebration.

If a child is having a party outside of school, no invitations may be given out in the class, bus or anywhere on school grounds, unless the entire class is invited.

PHOTO AUTHORIZATION

Parents/guardians must complete the photo form indicating that they do not give permission for St. Christopher School to publish their child’s picture in press releases, school publications or on the school website. All students’ pictures will be included in the school yearbook, unless specifically requested not to by parents or guardians.

Website and Other Publications

Photo Permission Guidelines

Dear Parent or Guardian,

St. Christopher School hosts a Website at: www.saintchristpherschool.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 student pictures or 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. Christopher 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. Christopher 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. Christopher School has permission to post samples of my son/daughter's schoolwork in its media.

____ St. Christopher School has permission to post a picture of my son/daughter in its media.

I **do not grant** St. Christopher 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. Christopher 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.

RELIGIOUS EDUCATION AND ATTENDANCE AT CHURCH

By enrolling their children in a Catholic school, parents have recognized the significance of religion in their children's education. Parental example and the experience of Sunday worship and reception of the sacraments are essential parts of children's religious formation and growth in faith. For Catholics, the Eucharist is their central act of worship. If families do not attend church regularly, children are deprived of one of the greatest sources of strength and understanding for their religious life. It also conveys to children the message that worship of God and participation in the Eucharist is of little importance. This goes against the values and attitudes which the school is trying to foster in students, and which parents have acknowledged by enrolling their children in a Catholic school. It is expected that parents will see enrollment of their children in the school as their acknowledgment of the importance of their commitment to attend church regularly with their children.

SCHOOL HOURS

Regular School Day

7:15	Supervision begins
7:30 a.m.	bell to enter school
2:15	Bell for walkers, car riders and after school program
2:30	Bell for bus riders

Early Dismissal Day
Including scheduled and weather
emergency days

7:30 a.m. Bell to enter school
11:25 Bus bell
11:30 "Walkers" bell-dismissal
11:31 "Car pool" bell

Delayed Opening

9:00 a.m. Students enter the building at
8:45

SCHOOL SUPPLIES

Each child is given the list of classroom supplies that are needed at each grade level. This supply list may also be found on the school's website. Parents should check with their children each week regarding the replacement of supplies. White out and other correction fluids are not permitted in school. When purchasing markers and crayons, please be sure they are NON-TOXIC.

SPORTS

Any student, who participates in any team sport, must have a SPORTS PHYSICAL form completed by his/her physician *before practice sessions begin*. This physical may not be more than one year old. If your child plays basketball in winter and soccer in the spring, the one physical form covers both sports. These forms are available through the school.

All students involved in sports must be in good academic standing. If a child receives an F in the first marking period, the student will be ineligible for basketball. Each member of a team is expected to behave appropriately while representing St. Christopher School.

Students are expected to attend all practices and games. If a student is absent or leaves school because of illness, the student may not attend practice or a game that day or evening.

All students who participate in sports must be covered by his/her family medical insurance.

STATUS CHANGE

Should any change in your phone number, home/work address or in your marital status take place while your child is in this school please inform the school office.

TELEPHONE

Students may use the office phone if there is an important reason to speak to a parent or guardian. The student comes to the office, requests the use of the phone, and then uses the phone in the presence of an adult. If a child is requesting permission to remain after school or to change the way a child typically goes home, the parent must speak to either the administrative assistant or the principal to verify any changes made.

Students may not use the phone to request a parent/guardian bring in forgotten homework or binders.

If it is necessary for a parent to contact a child during the day, please call the office and the administrative assistant will forward the message.

TEXTBOOKS

School textbooks must be covered at all times. Each student is responsible for the books and materials that are given to him/her to use during the school year. Should a student lose or destroy text books, that student and his/her family will be responsible for the cost of the book replacement plus shipping and handling.

TRANSPORTATION

CHANGE OF TRANSPORTATION – FOR ALL GRADES

If your child is going home in a manner that differs from his/her usual method of transportation, please inform the teacher of this change via a written note on the morning the change will occur. Please write two notes one for the teacher and one for the bus driver.

If a transportation change must be made during the school day, please do so before 1:00. It is necessary to speak to the administrative assistant about the change. Please do not leave the message on the answering machine.

Your child's safety and protection are important to us and for this reason we cannot accept a child's word that he/she has your permission to go home with a classmate in a car, on the bus or walking. Students from Kindergarten through Grade 8 need to have a written permission of a parent concerning any change in transportation.

EAST HARTFORD BUS POLICY

By state law, bus transportation is provided to students who live in East Hartford and are eligible based upon the transportation policy of the East Hartford Board of Education. Bus transportation however, is not an unlimited right granted a student. Acceptable conduct is developed by the cooperative efforts of the principal, parents, bus drivers and students. Students being transported on a school bus are under the supervision, direction and control of the school bus driver and shall be subject to reasonable regulations, which if abridged, may cause the student to be suspended or excluded from bus transportation.

The Board of Education shall provide school transportation of school children when the student's place of residence is in excess of the mileage limit for a given grade level group:

Grade K - 6 (1 mile)

Grade 7 - 8 (1.5 miles)

Handicapped and physically handicapped students may be offered special transportation arrangements if deemed appropriate by their school's Planning and Placement Team and approved by the Central Planning and Placement Team.

SAINT CHRISTOPHER BUS REGULATIONS

Student behavior on the school bus shall conform to those standards maintained in the classroom. The line of responsibility between the bus driver and the principal shall be similar in nature to the relationship existing between the classroom teacher and principal.

Saint Christopher School abides by the Public School transportation regulations.

VOLUNTEERS

Each family is expected to support the various activities and fundraisers that are offered during the year by volunteering their time. There are numerous opportunities by which families can meet this expectation. Volunteers are requested to dress appropriately and behave in manner that is in keeping with the mission of St. Christopher School.

Saint Christopher School
East Hartford, CT

RIGHT TO AMEND

St. Christopher School reserves the right to amend the St. Christopher School Handbook. Notice of amendments will be sent to parents or guardians in the weekly envelope.