



*Not just an education. A moral foundation.*

# *Student / Parent Handbook*

## *2018 – 2019*

St. Christopher School  
20 Cushing Avenue  
Nashua, NH 03064

Phone: (603) 882-7442  
[www.stchrisschoolnh.org](http://www.stchrisschoolnh.org)

### **Notice of Non-Discrimination Policy for Schools of the Diocese of Manchester**

The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school.

The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

While the Catholic Schools of the Diocese of Manchester do not discriminate against students with special needs, a full range of services may not be available. Please contact the school to if you have questions about any accommodations your child may need.

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# Saint Christopher

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Dear Friends,

I hope you had a wonderful summer and I would like to welcome you to the 2018-2019 school year at St. Christopher School! God has many gifts and graces in store for us this year and I am excited to see them unfold throughout our school community.

Even though I am new to the school, I have heard so many good things about St. Christopher and I can't wait to be a part of the daily life of this special community. I am proud of my own Catholic education and I am confident that there is no better choice than Catholic schools to give young people a strong spiritual, moral, and academic foundation on which to build their lives.

As we begin this exciting year, I encourage you to carefully read this Policy Handbook which outlines the policies and procedures we have implemented to create a safe and nurturing learning environment. We are deeply grateful for the trust you have given us to care for all children, and these policies reflect our commitment to be a community where each child can be loved and respected as a unique son or daughter of God.

May God bless you and your family in the year ahead!

In Christ,

Father David A. Harris

Administrator



August 2017

Dear Parents and Students,

Welcome to Saint Christopher School! On behalf of the School Board and staff, I would like to thank all parents for valuing what our school offers: Christian values meshed with academic excellence. It is, indeed, a privilege for me to share in your child's academic and spiritual journey.

**Students**, how happy I am to share this year's exciting school adventure with you. As many of you know, your parents have given you a priceless gift, an education at Saint Christopher School. In appreciation for their sacrifices and trust, I promise you an opportunity to learn in a safe, loving environment. You, too, have an important role as a student and traveler on our journey. First, you must be respectful to all your teachers and other adults, as well as be kind and supportive to all of your class and school mates. Secondly, you must be responsible and try your hardest to follow the school rules, and share your talents with others. As a member of the Saint Christopher School Community, you have much to give and much to receive. The staff and I are counting on you to do your part!

**Parents**, please read/review this *Student/Parent Handbook* and discuss relevant sections on policies, procedures, dress code and offerings with your child. Then, complete page 47 and return the bottom half to your child's teacher. Thank you for your cooperation.

As Oliver Wendell Holmes said, "A person's mind stretched to a new idea never goes back to its original dimensions." At Saint Christopher School, we can add, "A person's heart, inspired by God's love, never is without a friend to confide in and joy to share." Saint Christopher School is a community of learners and believers. Welcome aboard!

Sincerely,

Mrs. Cynthia Vita Clarke  
Principal

## Mission Statement

St. Christopher School is dedicated to excellence in education, complimented by a strong moral and spiritual foundation within the tradition of the Catholic Church. We strive to develop students who are strong, independent, lifelong learners, who lead by example, and who live their lives with integrity and concern for others.

## Vision

We believe:

- Each person is a child of God deserving of respect.
- A high quality Catholic education develops the whole child – spiritually, emotionally, academically, and socially, including the opportunity to develop meaningful relationships, communication and leadership skills, and personal responsibilities.
- Education and faith formation are most effective through continuous collaboration and mutual support between the school, the family, and the community.
- Instruction and assessment must provide for the diverse needs and abilities of students.
- Community service is integral to the development of students' awareness of the needs of others and their responsibility to the world in which they live.
- Students are motivated by a committed and well-educated faculty, administration, and staff who are enthusiastic in their work and excited to share their knowledge while nurturing each child's individual differences.
- Our students' education is enhanced through research, ongoing education, and implementation of best practices by faculty, administration and staff.
- Children should explore, experiment, problem-solve, and invent in their everyday learning.

## St. Christopher School Community Code

*As a member of the St. Christopher School community, I will:*

**BE KIND:** I will be thoughtful and caring of others and will treat all people with respect.

**BE FAITHFUL:** I will always live my faith and show others how to follow God.

**BE TRUE:** I will be honest and trustworthy and accept responsibility for my own mistakes.

**BE OPEN:** I will welcome new ideas, people, and experiences.

**BE DEPENDABLE:** I will come to school prepared and ready to learn.

**BE MY BEST:** I will be curious, courageous, cooperative, and do my best at all times.

# Admissions and Tuition

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

All children must be four years of age on or before September 30 to enter Pre-Kindergarten, five years of age on or before September 30 to enter Kindergarten, and six years of age on or before September 30 to enter Grade 1. A record of birth and appropriate immunization record must be presented to the school at the time of registration.

Please Note: Transfer students or students with an Individual Service Plan are accepted on a temporary basis. After 45 days, there will be a meeting arranged with the parents, teacher and principal to assess the placement and progress of the student at St. Christopher School.

**PARENTAL CUSTODY --** If there is a restraining order or limited access right against either parent, it is the responsibility of the custodial parent to supply the school with a copy of legal documentation stating this. Unless the office is in possession of legal documents prohibiting access to a student, he/she will be released to either parent or to anyone else whom you have given us written permission to do so. When and if any changes have been made to the custody agreement, a copy of said change should be given to us immediately.

**TUITION --** Families accept the responsibility of tuition and are financially obligated for the full year's tuition when a child takes a seat at St Christopher School. Tuition costs are set yearly, usually in March. Parents will not be able to register their children for the next school year if all financial obligations are not met for the previous year.

## **Tuition/Registration Fees and Payment Options:**

- **Registration Fee-** A Registration Fee of \$160 is required to hold a student's seat in the appropriate grade. This fee is paid online when submitting the online Registration form.
- **Tuition Agreement** – Each student will receive a tuition agreement packet detailing the student's tuition rate as determined by the student's grade, Parish Support eligibility, and financial aid award. By signing and returning the Tuition Agreement, you are committed to payment of this tuition rate. Tuition packets must be returned, along with a \$250 tuition deposit, by the deadline date. The tuition deposit will be deducted from your tuition balance
- **Tuition Payment Options** –Each family must choose one of the following options for tuition payment. All payment options are administered through the FACTS Tuition Management Company (<https://factsmgt.com/>).
  - **Option 1 -- Payment in Full:** Payment in full will be withdrawn July 5th, July 12th or July 20th.
  - **Option 2 -- Half Payment:** Half Payment withdrawals are in July and December on the 5th, 12th, or 20th of those months.

- **Option 3 -- Monthly Payments:** Monthly payments are made over a period of 10 months beginning in July. Monthly payments are automatically processed from your bank account or credit card on the 5th, 12th, or 20th of each month. There is a non-refundable \$55.00 annual enrollment fee for this service. All FACTS monthly payments (10 equal payments) will begin in July of 2017 and will conclude in April 2018 for the 2017-2018 school year.
- **Returned Payment Fee on FACTS Payments:** If a payment is returned to FACTS due to insufficient funds, FACTS will attempt to withdraw payment up to two (2) times on the next available date. **A \$35.00 FACTS Returned Payment Fee will be automatically deducted for every time a payment is returned.** If payment is returned to FACTS three (3) times, payment must be made in the form of money order or bank check to St. Christopher School. Personal or company checks will not be accepted.

**FINANCIAL AID** – We firmly believe in the value of Catholic education for all children, but also understand that it may be financially challenging for some families. If you are experiencing financial hardship and need tuition assistance for the following year, you are encouraged to apply for Financial Aid from January 4, 2018, thru February 28, 2018. Applications are completed online at FACTS Management Co. ( <https://online.factsmgt.com/aid>). Because St. Christopher School funds its financial aid program, we are required to follow specific guidelines for the distribution of aid.

If you apply and qualify for financial aid, your tuition agreement will note the amount of your award. All tuition payment plans will be adjusted accordingly.

**TUITION DELINQUENCY** – If unforeseen financial difficulties arise, families should immediately contact Principal Cindy Clarke. St. Christopher School strives to work with families to accommodate financial challenges; however, the school requires adequate cash flow to meet financial commitments. Families who fail to pay tuition according to any agreement that they have made with St. Christopher School, or who have been unwilling to contact us to discuss these issues, will be notified that their student(s) will not be allowed to attend St. Christopher until payment is current. If tuition delinquencies exist, the following schedule will apply:

<b>August payment-</b> All payment programs not up to date by this time.	Student(s) will forfeit their seat and not be admitted on the first day of school
<b>December payment</b> – 2 payment option not up to date by this time	Student(s) will not be re-admitted on first day of class in January
<b>April payment</b> – Monthly Payment Plans not up to date by this time	Student(s) cannot take final exams and report cards will show an incomplete in each subject. Sixth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.

**STUDENT WITHDRAWAL** -- Written notification to Principal Cindy Clarke is required for withdrawal of any student. The school should be notified at least two (2) days in advance of a student's impending withdrawal. Families are also responsible for contacting Murrayann Abucewicz, Business Manager, to cancel the Tuition Payment Plan. The child will receive a withdrawal form and instructions from the office. All textbooks and library books must be returned before student records are transferred to another school.

The cost of your child's education is a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year enrollment. As a result, families who withdraw their student before the end of the school year are financially responsible to pay the tuition up to and including the month of withdrawal as stated below. **Tuition must be current and up to date before the withdrawal process can begin** and school records can be sent to a new school. Registration fees, Financial Aid and scholarships are not considered tuition payments and will not be refunded in the event of a withdrawal. There is no tuition refund for students expelled for disciplinary reasons.

If a student is withdrawing from the school after the Tuition Agreement is signed, the following amount of tuition is due over and above the \$250.00 tuition deposit:

- |  |                      |
|--|----------------------|
| a. Date of Tuition Agreement through June 30                         | \$250                |
| b. Withdraw before the opening of school                             | 25% of total tuition |
| c. First day of school through Nov. 1 <sup>st</sup>                  | 50% of total tuition |
| d. Withdraw in 2 <sup>nd</sup> marking period to Jan 1 <sup>st</sup> | 75% of total tuition |
| e. Withdraw after January 1 <sup>st</sup>                            | No refund            |

**REGISTRATION FOR FOLLOWING YEAR** -- An email with online registration information for the next school year will be sent in early November to all children currently in grades Pre-K to 2 and early January to all children currently in grades 3-5. Completing the online registration form and submitting the required non-refundable registration fee will secure your child's seat for the following year. Once the Diocese has approved the school budget for the following year, parents will receive their Tuition Agreement (usually in April or May). Return of the Tuition Agreement and Tuition Deposit formally enroll the child for the following school year.



# Attendance

**SCHOOL HOURS** – The normal school day at St. Christopher School follows this schedule:

6:30 – 8:30 AM	Before Care Program takes place in 1 <sup>st</sup> grade classrooms
8:30 – 8:50 AM	Students arrive at school
8:50 AM	Late bell rings and school begins
11:25 AM	Half-day Pre-Kindergarten students are released
2:45 PM	Full-day Pre-Kindergarten and all Kindergarten students are released
3:00 PM	All grade 1 to 6 students are released
3:00 – 6:00 PM	After Care Program takes place in Church Hall

**Extra Help/Before School Activities** -- Other than the Before Care program in the 1<sup>st</sup> grade classroom, there is no supervision in classrooms before 8:30 AM. No child is to enter a classroom unless a teacher is present. Any student who has made prior arrangements with a teacher to come in early for extra help or is participating in a morning extracurricular activity like Band or Chess Club should enter through the Before Care door and wait for the teacher/leader in Before Care.

**Early Release Days** – Occasionally, the school schedule includes an Early Release Day so that teachers may attend professional workshops. On those days, all students are released at 12:30 PM. There is NO After Care on Early Release Days.

**Weather-related Delayed Opening or No School Days** – St. Christopher School follows the Nashua Public School System for all cancellations and delayed openings.

Notification of “no school”, “delayed school opening”, or unscheduled “early dismissal” due to weather conditions will be done through our student information system called “Notify”. You may get a call, text and/or email. You can also hear announcements on radio station WZID 95.7 FM and also on TV channel 9 (WMUR) and information will also be found on their websites, as well as ours at [www.stchrisschoolnh.org](http://www.stchrisschoolnh.org).

If there is a “delayed opening”, there will be no school for the AM Pre-Kindergarten. If there is a “delayed opening” on a scheduled early release day, there will be no school for all students.

On “**delayed openings**”, school starts at **10:20 AM** for grades Full Day Pre-Kindergarten through 6. Doors will open at 10:00 AM. When there is a “**delayed opening**”, Before School Care will begin at **9:00 AM**.

***Please note: It is extremely important that you make arrangements for your child’s care in the event school is dismissed early when you are not at home, and it is important that your child and the school know what those arrangements are.***

**ATTENDANCE** -- Attendance must be in compliance with RSA 193:1© Duty of Parents: Compulsory Attendance by Pupil. If a child must be absent, a parent or guardian must notify the school by 9:00 AM (882-7442) or by email at [attendance@stchrisschoolnh.org](mailto:attendance@stchrisschoolnh.org). A note must also be sent with a written explanation regarding the absence upon return to school. All notes from parents should be dated.

**INELIGIBILITY** -- Any student involved in any extra-curricular or sport activity may not participate in any event or activity if absent from school (for whatever reason) on that day. This includes any music or athletic events.

**TARDINESS** -- Any student not in school by 8:50 AM is considered tardy. The child must report to the office for a tardy slip. Tardiness is recorded on permanent record cards. Frequent or prolonged tardiness will be reported to the Attendance Office of the Nashua Public School District in accordance with school attendance laws of the State. A child who is tardy does not have perfect attendance.

**APPOINTMENTS** -- Doctor/dentist appointments should be scheduled before or after school hours whenever possible. If a child needs to be dismissed, the student must bring a dated note to the teacher stating the time of and reason for the dismissal. Parents should let the teacher know the day before if a child has a scheduled appointment and will be late the next day. Parents must sign the child out at the school office.

**DISMISSAL CHANGES** -- Written permission is required if a child is to go to someone else's house, or their usual mode of transportation changes. If it is necessary to call or come in to pick up your child for an unplanned early dismissal, please call as early in the day as possible and sign your child out in the book at the office when you pick him/her up. If you call after 2:45 PM, we cannot guarantee that your child will receive the message before dismissal time.

**APPROVED EXTENDED ABSENCES** -- Parents are encouraged to schedule family vacations during school vacations. When this is not feasible, a schedule of work assignments may be arranged with the teacher with prior notice. Please inform the teacher as soon as possible if a student will be out of school for an extended period.

**BUS RIDERS** -- Any student in grades 1 through 6 living within the City of Nashua, a mile or more from St. Christopher School and north of the Nashua River, is offered transportation on public school buses. Students utilizing Nashua School District transportation are under the jurisdiction of the District from the time they board the bus until they are deposited at the school or at the stop nearest their home. Students are expected to conduct themselves in a manner conducive to the discipline policies of St. Christopher School and RSA 189:9-a. Any violation will result in a disciplinary referral (School Bus Incident Report to Parents) form provided by the bus company. Please note: Delays with bus service are beyond our control. This service is provided to us at no cost. All concerns regarding delays need to be directed to the Nashua School District or First Student.

**PARKING** -- Because a number of our students and staff are "commuters" who come from other parts of Nashua and its surrounding communities, our location in a residential neighborhood can cause a number of parking issues. We ask your cooperation as we attempt to be good neighbors to those who live around our school, especially during the winter. Please keep in mind the following:

- When parking along Cushing Ave., across from the school, please leave room for residents to have access to their driveways. Nashua City parking rules state that we cannot block a driveway, nor park within two feet of the end of the driveway.
- The school side of the street is a No Parking zone when school is in session, so please do not park and leave your car there at any time between 8:00 am and 3:00 pm.
- Do not park in the teachers' lot along Cushing Ave. at any time during school hours.

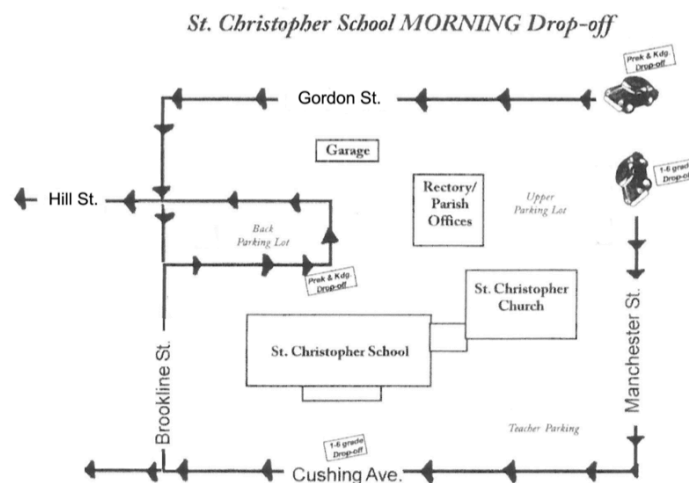
- Students being dropped off for Before Care must enter the door to the far left of the school, which is by the 1<sup>st</sup> and 2<sup>nd</sup> grade classrooms. Therefore, please pull up to the curb in front of that walkway and allow your child to exit the car on the sidewalk side and walk to the door. Do not leave your car to walk your child up to the doorway. A teacher will greet the student at the door.
- Do not park in the upper church parking lot unless it is dismissal time, as there are ongoing events and visitors that will need those spaces. However, you may park up by the barn or next to the Pennell Center.

**CARPOOL INSTRUCTIONS:** Our residential location can cause morning drop-off and afternoon pick-up to be challenging at times. However, if all parents are considerate and patient and follow the directions below, we have found our system works well to get students in and out of school safely. **Special Note: If you have grandparents or other friends/relatives picking up your child, please be sure to share this information with them.** Many of our visiting friends are confused by the procedures and create unsafe conditions for both them and the children.

**MORNING DROP-OFF** – We have two drop-off locations in the morning. Where you drop-off is determined by the grades of those students who are in your car pool:

**PreK and Kdg students** – If your car pool includes a PreK or Kindergarten student, your drop-off is at the **BACK** of the school. Parents approach the school by traveling **DOWN** Brookline St. (the street that runs along the side of the back parking lot). Brookline can be accessed from Manchester St. via Gordon St. Parents pull into the back parking lot, entering through the entrance closest to the school. Please pull your car up to the top of the parking lot where two teachers will open your door and help your child exit. Immediately pull around the parking lot and leave through the exit closest to the dumpsters and continue straight down Hill St. **If you must park to go into the school, please park at the TOP of the parking lot, closest to the church, to avoid clogging the drop-off area and to keep children from having to walk across the carpool line and in between the moving cars.**

**Grades 1-6 students**– If your car pool includes only students in grades 1 through 6, drop-off is at the **FRONT** of the school on Cushing Ave. Parents pull up in a line on the school side of the street only – no student should be dropped off on the opposite side to cross Cushing Ave. or exit the car on the driver’s side of the car into the street. The drop-off area is between the sidewalk that leads to the Prekindergarten and Kindergarten wing and the sidewalk that leads to the first and second grade wing (cones will mark these locations for the first few days of the new school year). Parents should stay in their cars and allow students to walk up the sidewalks into the school unaccompanied. Teachers will be stationed in front of the school. After your child exits the car, please continue straight down Cushing Ave, being mindful of those cars coming along Cushing Ave from behind you. **Please do not escort your child to the classroom (Pre-K through 6).**



**AFTERNOON PICK-UP** – Students are picked up in the afternoon based on both grade and where they live. Pick-ups are allowed in only TWO places...the parking lot in the rear of the school and the upper parish parking lot. Pick-ups are NOT allowed in front of the school on Cushing Avenue or on Brookline or Manchester Streets. Please observe No Parking areas for the safety of our children.

**Back Parking Lot** – The back parking lot is reserved for car pools with PreK and/or Kindergarten students, as well as those who reside outside the city of Nashua:

*Full Day Pre-K and Kindergarten* will be dismissed at 2:45 PM out the back door into the back parking lot. Those students in grades 1 through 6 who carpool with students in Full Day Pre-K or K will be dismissed to the back parking lot at 3:00 PM regardless of where they reside.

*Outside Nashua students* -- All students in grades 1 through 6 residing outside Nashua will be dismissed out the back door into the school parking lot at 3:00 PM.

**Safety Notes** – The back parking lot is a busy place. Please follow these safety rules:

- Do not enter the lot until AFTER the cones have been cleared from the driveway by the 6<sup>th</sup> grade students and those students have reentered the building. This usually occurs after 11:25 AM for morning Pre-K and 2:30 PM for afternoon pickup. Occasionally, classes will use the parking lot for activities after recess ends and if cars are already in the lot, those activities must be cancelled.
- Please BACK into parking spaces along the outside of the parking lot. Those spots should be filled before people begin parking in the middle area in order to give those backing in enough room to maneuver. When all of the outside spots are taken, you may begin parking in the middle of the lot, with your car facing the direction of the playground.
- Please exit your car and go over to the top of the stairs to pick up your child. Do not allow your child to run across the parking lot without you. Once your child has been dismissed, please walk back to your car and leave the lot as soon as possible to make room for others to come in, park and pick up their children.
- When exiting, you must use the driveway exit closest to the dumpsters. Going out the driveway entrance on the school side is dangerous for many reasons.

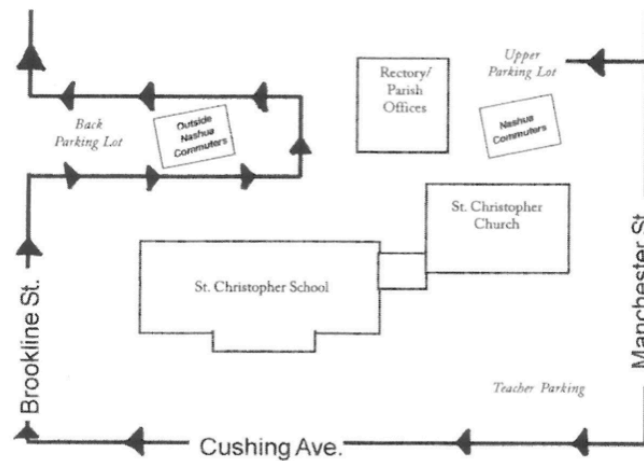
**Upper Parish Parking Lot** – The lot located next to St. Christopher Church is called the Upper Parish Parking Lot. There is an additional space in the barn parking lot beyond the white buildings at the far end of the upper parish lot that may also be used at pickup time. These lots are reserved for car pools with grade 1 through 6 students who live in the city of Nashua.

*Nashua Riders* – All students in grades 1 through 6 who live in Nashua but do not carpool with a Full Day Pre-K or Kindergarten student will be dismissed at 3:00 PM in the upper parish parking lot. Children will be walked to the upper parish parking lot by a staff member.

**Safety Notes** – The back parking lot is also a very busy place. Please follow these safety rules:

- Please be especially aware of parishioners and others who are parked in the upper parking lot.
- When you have parked your car, please exit your car and go over to the side entrance of the church to pick up your child. Do not allow your child to run across the parking lot without you. Once your child has been dismissed, please walk back to your car and leave the lot as soon as possible to make room for others to come in, park and pick up their children.
- If you must stay and talk with another parent, please place your child in your car while you talk. Students are not to run around the church and/or school grounds.

### *St. Christopher School Afternoon PICK-UP*



**LATE PICKUP** -- Students not picked up at either the back parking lot or the upper parish parking lot by 3:10 PM will be brought to the After School Care Program and charged accordingly. After 3:10 PM, these students may be picked up by ringing the After Care bell at the top of the right-hand ramp at the front of the school.

## **2018-2019**

### **Before & After School Care**

Our safe and secure Before and After School Care is available for all Pre-Kindergarten to 6th grade students during the school year. Students may participate full-time, part-time, or on an as-needed, drop-in basis...whatever fits your schedule best!

The **Before School Care** is an excellent time for students to review homework or study for tests. All students should bring a small, quiet activity or book to read. Teachers supervise students in the first grade classrooms during Before Care. Students enter Before Care through the doors leading to the 1st/2nd grade wing of the school.

The **After School Care** is a fun-filled afternoon that includes snack, indoor and outdoor free play, crafts, puzzles, games, music and homework help time. The After Care program is supervised by teachers in the Church Hall. A parent or designated guardian must sign each child out when they pick up in the afternoon. Pick up takes place at the outside doors leading to the Church Hall (or on the playground if students are outside).

**NEW! Extended Hours!** In response to parent requests, we are excited to announce that our Extended Day program will be available for longer hours every day! Before Care now opens at 6:30 AM and After Care runs until 6:00 PM!

**Extended Day Program Hours (Mon.-Fri.)**

- Before School: 6:30 -- 8:30 AM

*Note: Before School Care begins at 9:00 AM on delayed opening days*

- After School: 3:00 -- 6:00 PM

*Note: No After School Care on Early Release Days*

*Please note: All St. Chris students must have a registration form on file in the office for emergency care situations, whether or not you are planning to use the Extended Care Before & After School Program. One form will cover both programs.*

**Program Fees:**

**Daily    Monthly    Yearly**  
*(30% Discount)(30% Discount)*

• Full-Session Before School (6:30 - 8:30 AM)				
	One Child - 1.5 hours	\$14.00	\$196.00	\$1,960.00
	2 or more children - 2 hours	\$18.00	\$252.00	\$2,520.00
• Half-Session Before School (7:30 - 8:30 AM)				
	One Child - 1 hour	\$7.00	\$93.00	\$980.00
	2 or more children - 1 hour	\$10.00	\$140.00	\$1400.00
• Full-Session After School (3:00 - 6:00 PM*)				
	One Child - 3 hours	\$16.00	\$224.00	\$2,240.00
	2 or more children - 3 hours	\$20.00	\$280.00	\$2,800.00

*\* Late pickup fee of \$5.00 per every 5 minutes late applies after 6:00*

**PM.**

• Half-Session After School (3:00 - 4:30 PM)				
	One Child - 1.5 hours	\$10.00	\$140.00	\$1,400.00
	2 or more children - 1.5 hours	\$14.00	\$196.00	\$1,960.00

- *If a student is picked after 6:00, late fees will apply at a rate of \$5.00 per 5 minute increments.*
- *Extended Care balances are due upon receipt. A 15% late fee will be applied to those that neglect to pay on time.*

# Academics

**CURRICULUM** -- An overview of each grade level's expectations is provided to parents at our annual Parent Information Night in September and is also found on our website [www.stchrisschoolnh.org](http://www.stchrisschoolnh.org).

**GRADES** -- Student grades are based upon several factors:

- Objective evaluation by the teacher
- Test and quiz scores
- Short and long term papers, projects and assignments
- Homework
- Class participation and cooperation.

Please check your child's backpack each day for any class work, homework, or messages. This will help you to know how your child is doing in school, and you will not be surprised by grades when report cards are issued.

**Incomplete Grades** -- Incomplete grades become a failing grade if not made up. Make-up is the responsibility of the student and must be completed within two (2) weeks of issuance.

**Grading System** – All grades use a standard grading system to ensure consistency. If a parent has questions about the grading system, he or she is encouraged to talk with the classroom teacher or with Mrs. Clarke.

## **Pre-Kindergarten through Grade 2**

- O** = Consistently exceeds standards
- S+** = Consistently meets standards
- S** = Frequently meets standards
- S-** = Inconsistently meets standards
- N** = Below Grade Level

## **Grade 1 & 2 (For some subjects)**

- A** = Outstanding achievement
- B** = Above average achievement
- C** = Average achievement
- D** = Below average achievement
- F** = Failure
- I** = Incomplete

## Grades 3 through 6

### Academic Marking Code

**A** = Outstanding achievement  
**B** = Above average achievement  
**C** = Average achievement  
**D** = Below average achievement  
**F** = Failure  
**I** = Incomplete

### Conduct & Effort

**1** = Excellent  
**2** = Average  
**3** = Below average  
**4** = Unsatisfactory

<b>A+</b>	=	100	<b>C+</b>	=	80 – 82
<b>A</b>	=	95 – 99	<b>C</b>	=	77 – 79
<b>A-</b>	=	92 – 94	<b>C-</b>	=	74 – 76
<b>B+</b>	=	89 – 91	<b>D+</b>	=	71 – 73
<b>B</b>	=	86 – 88	<b>D</b>	=	68 – 70
<b>B-</b>	=	83 – 85	<b>D-</b>	=	65 – 67
			<b>F</b>	=	0 - 64

**Please Note:** Art, computer, music, physical education and Spanish follow the same grading procedures as listed above for grade 3 to 6.

**HOMEWORK** -- Homework is an opportunity for students to grow in their study skills and to practice responsibility. Homework will be given Monday through Thursday. Because each child works at his or her own speed, the time needed to complete homework will differ from student to student. In general, however, the approximate time to complete homework is:

Grades 1 and 2	-	20 minutes
Grades 3 and 4	-	40 to 60 minutes
Grades 5 and 6	-	60 to 90 minutes

**Please note:** How focused your student is or whether they find the assignments difficult may be a factor in how long their homework takes.

**PROGRESS REPORTS** -- A Progress Report is sent home halfway through the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> marking periods in grades 1 through 6.

**REPORT CARDS** -- The school year for is divided into four quarters. Report cards for grades 1 to 6 will be given to the children four times during the year. Pre-K and Kindergarten students will receive report cards after quarters 2 and 4. If at any time your child is not doing acceptable work in a particular subject or you have questions, it is important to schedule a conference with the teacher.

**CHEATING AND PLAGIARISM** -- Students are expected to act in a Christian manner. Therefore, it is expected that all students will perform in an honorable fashion. Cheating, unauthorized assistance on an exam, quiz, paper, project, etc., or the plagiarism of other people's work will not be tolerated. Any student who is found to be cheating or plagiarizing will receive a grade of Zero (0) on that assignment and his/her parents will be notified by the teacher involved.



**TESTING** -- Standardized assessment tests will be given during the year to students in grades 2 through 6. Parents will receive prior notice of the test dates. Please do not schedule doctor/dentist appointments during the testing period to eliminate disruptions.

**LIBRARY** -- The school library serves to instill a love of reading, inspire life-long learning, and foster independent library use. Students visit once a week with their class to check out materials and to practice information literacy skills. The library is a stimulating place where students can acquire knowledge and gain insight. It is an inviting space where students can open books and open their minds for a better tomorrow. The library has over 8,000 holdings which include books, magazines, and DVD's. Over 10,000 items circulate each year. There are four student-use computer stations, ten Nooks and iPad accessibility for group learning activities.

Library books, magazines, DVD's and Nooks are considered school property and are, therefore, to be properly cared for. They should be returned when due and in the same condition as when they were first borrowed. If an item is damaged while in the possession of a student, that student should alert the Librarian so that repairs can be made. If that item is beyond repair, the replacement cost of such item is expected. Also, if a book, magazine or DVD is lost, the replacement cost is also expected. Since we encourage the students to be responsible for themselves whenever possible, it is encouraged that they report lost or damaged items to the Librarian directly. A parent/guardian note is not necessary, as the student is not "in trouble" with anyone, and will simply be informed of the corrective action needed to be taken. A form letter from the Librarian will be sent home with the student informing the parents/guardians of the necessary action.

# Conduct and Discipline

**ST. CHRISTOPHER SCHOOL COMMUNITY CODE** -- As a Catholic community, we believe in framing behavior in a positive light, leading students to understand their behavior in terms of what they can and should do, rather than what they can't or shouldn't. We also believe that every student in our school has the right to:

- Feel safe
- Know belonging, acceptance, and friendship
- Be treated politely by others
- Ask for help in stopping another's hurtful behavior
- Learn how to solve problems with others

Our COMMUNITY CODE below is posted in every classroom and teachers encourage students to follow it in their daily conduct here at school and at home.

*As a member of the St. Christopher School community, I will:*

**BE KIND:** I will be thoughtful and caring of others and will treat all people with respect.

**BE FAITHFUL:** I will always live my faith and show others how to follow God.

**BE TRUE:** I will be honest and trustworthy and accept responsibility for my own mistakes.

**BE OPEN:** I will welcome new ideas, people, and experiences.

**BE DEPENDABLE:** I will come to school prepared and ready to learn.

**BE MY BEST:** I will be curious, courageous, cooperative, and do my best at all times.

**DISCIPLINE** – While St. Christopher School encourages positive, Christian behavior, occasionally there are “bumps in the road” because our students are children who are still developing their social skills. As we educate students about hurtful behavior, our goal is to issue consequences in a consistent and Christian way so that students learn and grow in their self-control and behavior. To that end, the chart on the following page outlines unacceptable behavior for our school community and identifies escalating consequences that will be issued if the unacceptable behavior continues.

## Student Behavior and Administrative Response for Disciplinary Incidents

Response → Behavior <sup>1</sup> ↓	<u>First Time</u>	<u>Second Time</u>	<u>Third Time</u>	<u>More than Three Times</u>
<b>Minor classroom disruptions</b> <ul style="list-style-type: none"> <li>• Failure to honor the requests of the teacher</li> <li>• Failure to honor classroom rules</li> <li>• Purposeful distraction of fellow students</li> <li>• Talking out</li> <li>• Talking over the teacher or fellow student</li> <li>• Passing notes</li> </ul>	Will be addressed consistently within each classroom. <sup>1</sup>	Will be addressed consistently within each classroom.	Teacher will contact parent or guardian.	Parent call or meeting with principal
<b>Low level aggression</b> <ul style="list-style-type: none"> <li>• Teasing</li> <li>• Improper gestures or swearing</li> <li>• Excluding a fellow student from a recess group game</li> <li>• Failure to play according to the rules of the game at recess (ex. One person is always “it”)</li> </ul>	Loss of one recess.	Loss of two recess  Teacher will contact parent.	Detention (1 hour).  Principal will call parent.	Possible suspension 1 day Note: Length of time between inappropriate behaviors will be considered when taking disciplinary action.
<b>Exclusion, false reports, or stealing</b> <ul style="list-style-type: none"> <li>• starting or spreading rumors</li> <li>• telling others not to be friends with someone</li> <li>• other actions that would cause someone to be without friends</li> <li>• falsely reporting a behavioral incident</li> <li>• taking someone’s property or damaging books, desks, or other school property</li> </ul>	Loss of one recess.  Teacher will contact parent.	Student will call parent. Detention (1 hour)	Principal will call parent. Suspension 1 day	Out of School suspension (1-3 days).
<b>Hitting, bullying or cyberbullying (see <i>Diocesan Anti-Bullying Policy below</i>), threats of violence, retaliatory behavior or intimidation.</b> <ul style="list-style-type: none"> <li>• punching, kicking, or grabbing the private parts of fellow students</li> <li>• other acts such as using objects to hurt others, biting, choking, swearing, or spitting at someone</li> <li>• retaliating against someone who made a report, or intimidating a witness or a target</li> <li>• threats of physical aggression including those made through comments, notes, gestures, or drawings. This includes using any electronic method to make threats. (For example, use of text messages, instant messages, e-mails, and/or Facebook to threaten others.)</li> </ul>	Student removed from the classroom. Principal will immediately contact parents for a Plan of Action Meeting. Student cannot go back into the classroom until this conference is completed. Out of school suspension (1 Day)	Out of school suspension (1-3 days).	Expelled from school.	

<sup>1</sup> Teachers will discuss at Parent Information Night.

**Administrative Procedures** – The above chart is intended as a guide to educate students and parents about the school’s expectations where behavior is concerned, and not as a rigid set of rules to cover every conceivable situation, or to limit or restrict the discretion exercised, or consequences imposed by the faculty or administration. Nothing in this document limits the discretion of the school, its faculty, or its administration to address any disciplinary situation in any way, or to impose any consequence at any time, whether or not the conduct involved or the consequence imposed is specified. Further, nothing in this document may be construed to create any right or cause of action on the part of any student or parent to challenge, in any forum, a consequence imposed by the school, its faculty, or its administration, or discretion exercised by the school, its faculty, or its administration.

**Please note that sometimes proof becomes an issue: one child makes an accusation while the other child claims another set of facts. At times, the teacher may not have observed the incident. Such incidents will be handled on a case by case basis. The welfare and safety of all children involved are of concern in every dispute. All efforts to end the hurtful behavior are directed in the best interest of the children involved.**

**ANTI-BULLYING POLICY** -- As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people’s dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

St. Christopher School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal’s Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

**Definitions** -- Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student’s property; or
- Causes emotional distress to a student; or
- Interferes with a student’s educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

**1. Statements of Prohibition** -- Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

St. Christopher School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

***False Reporting*** - A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal's designee.

***Retaliation*** - Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the principal or other staff member that he/she is fearful of retaliation, the principal or principal's designee shall develop a plan to protect that student from possible retaliation.'

**3. Reporting Incidents of Bullying --** The identity of the reporter will be protected unless otherwise required by State or Federal law.

**Reporting During School Hours:**

*Reporting by Students-*

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

*Reporting by Parents/Guardians and School Volunteers-*

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

*Reporting by School Employees-*

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

**Reporting Outside of School Hours --** The diocese has made available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. The number is 603-663-0178. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

**4. Response to Reports**

**Investigation --** The principal or principal's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

**Initial Notice to Parent/Guardian** -- The principal or principal's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

**Timeline for Investigation** -- The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

**Notification to Parent/Guardian Upon Completion of Investigation** -- Upon the conclusion of the investigation, the principal or principal's designee shall promptly report the findings of the investigation to the parents/ guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

**Written Record** -- A written record of any substantiated act of bullying shall be maintained by the school.

**5. Disciplinary Action for Substantiated Bullying** -- If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the principal or principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

## **6. Notification**

**Handbooks**- St. Christopher School will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

**Training**- *Students* shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

*Parents-* Periodically, the principal or principal's designee shall provide parents/ guardians with information about bullying.

*Staff and Volunteers-* The principal or principal's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

**CYBERBULLYING** – Children's increased access to digital technology has created more pathways to communicate — for both good and for bad. Although cyberbullying is typically associated with tweens and teens, more cases are now being reported with younger children and with tragic results, and thus must be specifically addressed. Younger kids may bully to get attention, because they think it will make them popular, because they are exploring ways to test other people's reactions, or because they want to look tough and make others afraid of them. **The combination of the boldness created by being anonymous and the desire to be seen as "cool" can cause a kid who normally wouldn't say anything mean face to face to show off to other kids by cyberbullying someone.** Finally, since it happens online, it can easily go undetected by parents and teachers.

Cyberbullying is defined as repeatedly sending or posting harmful or mean messages, images, or videos about someone else using the Internet, cell phones, or other digital technologies. Kids may call each other names, say nasty things about one another, threaten each other, or make others feel uncomfortable or scared. Cyberbullying is especially disturbing because it is constant, inescapable, and very public. It can happen anytime — at school or at home — and can involve large groups of kids.

**What Can Parents Do?** Hurtful information posted on the Internet is extremely difficult to prevent or remove, and anyone can see it. Such behavior usually happens when adults aren't around. So, parents and teachers often see only the anxiety or depression that results from their kids being hurt or bullied. Parents can help by becoming aware of the issue, learning to identify the warning signs of bullying, and helping kids to understand how to be respectful to others online.

- **Limit online socializing.** Because there is more risk for bullying on sites where kids can openly communicate, avoid open and free chat sites and look for those that offer prescribed or prescreened chat options, like Webkinz or Club Penguin.
- **Explain the basics of good behavior online.** Remind your kids that being mean, lying, or telling secrets hurts— both online and offline. And remember to praise your child when you see good behavior.
- **Remind your kids not to share passwords with their friends.** A common form of cyberbullying is when kids share passwords, log on to another child's account, and pretend to be that person. Kids can protect themselves by learning that passwords are strictly private, and they should be shared only with their parents.
- **Make sure they talk to someone (even if it's not you).** A child should tell a parent, teacher, or trusted adult if he or she is being bullied online. Tell your child that this isn't tattling, it's standing up for him- or herself.
- **Advise them on how to handle cyberbullying.** Even though they might be tempted to, your child should never retaliate against a cyberbully. They can stop the cycle by not responding to the bully. Also remind them to save the evidence rather than delete it.

- **Establish consequences for bullying behavior.** If your child is mean to or humiliates another child, consider taking phone and computer privileges away and discuss what it means to be respectful to others.
- **Know what your child's device can do.** Make sure you understand that the various devices your child may use, phones, iPods, iPads, Nooks, etc, have the social media capability to send messages to other devices.

### **What Families Can Do Together?**

- Make a list together of how talking online is different than talking face to face. Get kids to think about how it might be easier to say things online you wouldn't say in person, and how this may be good sometimes and a problem at other times.
- Practice writing a text or chat message to a friend. Model for your child how to compliment people and how to avoid mean words or behaviors.
- Point out that it's important to stick up for others, online as well as in the real world. Discuss ways they can support friends who are bullied and report bad behavior they see online.

**INAPPROPRIATE MATERIALS** -- Students are not to bring inappropriate written materials, music, pictures, books, magazines, tapes or dangerous objects to school. Computer discs/CD's, hand-held video games, magic cards, cell phones, etc. must be kept in their backpacks. Although not inappropriate, iPads, iWatches, Nooks and Kindles should be kept at home for their safety.

**INTERNET AND ELECTRONIC USE POLICY** -- St. Christopher School makes computers and Internet access available to students in order to further the educational goals and objectives of its curriculum. Access to the Internet, in particular, is provided to students to conduct research and to take advantage of online learning resources. Just as in the classroom, students are expected to exhibit appropriate behavior on school computers and the Internet.

Network administrators may review files and communications to maintain system integrity and to insure that users are utilizing the resources responsibly. As a general guideline, the use of school computers for unethical, illegal or mischievous purposes may result in a loss of access to the computers and/or the Internet, as well as other disciplinary action. Examples of inappropriate activities include:

- Sending or displaying offensive or violent messages or pictures.
- Plagiarism.
- Unauthorized access to chat room/news groups/social networking/photo/video/bloggging sites.
- Accessing or transmitting inappropriate materials.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, iPads, other computer hardware, or computer software.
- Violating copyright laws.
- Using another person's password.
- Trespassing in another student or teacher's folders, work, or files.
- Use of lab or classroom computers without the permission and supervision of a teacher/parent leader.

**PLAYGROUND** -- Playground safety rules are posted in classrooms and on the playground area. Playground privileges will be revoked in instances rules are not followed.



**Playground Boundaries:** The boundaries of the playground are designated by the orange cones and the playground curbing. Students should not go beyond the cones or onto the mulch beds or church property. Before retrieving toys, balls, etc. that have gone beyond the boundaries of the playground, students are first to get permission from one of the duty teachers.

**Use of Playground Equipment:** The following descriptions of appropriate play activities will be enforced. Any other potentially unsafe activities are prohibited.

***Side Ladder/Net:*** One person at a time on either the side ladder or the net leading to the top of the slide platform.

***Slide Platform:*** Students should not jump off the platform.

***Slides:*** Walk up the steps one step at a time and slide down facing forward in a sitting position. Get off immediately upon reaching the bottom. Students should wait for previous student to get off slide before going down the slide. Students should not sit on top rails of slide, jump off slide, or walk on slide panel.

***Monkey Bars (Ladder Bars):*** One person at a time should start up the ladder at one end, go across the bars using both hands, and climb down immediately. Students should not sit on top of bars or hang by their legs.

***Gyro Twister Spinner:*** Only one child is allowed on the spinner ring at a time.

***Basketball Court:*** Students should play fairly on the court and share balls. Students are not allowed to push, grab clothing, or hang on basketball hoops.

### **General Playground Rules:**

1. Teachers are in complete charge of students on the playground. Students are to obey them promptly and without question or comment.
2. Students are to remain within the boundaries of the playground area unless otherwise instructed by a teacher.
3. Unless they are required to be inside the school building, students are to remain on the playground throughout the recess. They are not to enter the building without a teacher's permission and until the teacher lets them in the door.
4. Fighting and rough playing is not permitted at any time.
5. Climbing trees, throwing rocks, wood chips, or snowballs is not allowed.
6. Kick balls are to be the only balls used for kicking.
7. Students should wear shoes on playground at all times.
8. When recess is over and the whistle is blown, all activity and noise is to cease, and students are to line up in their designated areas before entering the school building.
9. Hats should be taken off when entering the building.

10. Students should walk in line and in an orderly fashion into the school building using sidewalks where available rather than walking in mud or on the grass.
11. ALL recess equipment must be brought in at the end of recess and returned. NO equipment should be left on the playground.

**PARENTAL CONDUCT** -- Parental conduct, on or off the school premises, which interferes with the implementation of the philosophical objectives of the school may lead to the withdrawal of his or her student(s) from school.

**CHILD ABUSE** -- Child sexual abuse is a crime in the State of New Hampshire and the Church. New Hampshire law requires that anyone who has reason to suspect that a child is being or has been abused or neglected must make a report to the **Division for Children, Youth & Families (“DCYF”) of the State of New Hampshire**, 1-800-894-5533. Any person who suspects or alleges child abuse on the part of a priest, deacon, employee, or volunteer of a parish, school, or institution of the diocese of Manchester is also encouraged to make a report to the **Office for Ministerial Conduct**, 603-669-3100.

Church personnel – clergy, paid employees, and volunteers – have additional reporting requirements if they believe that Church personnel have sexually abused a child. To learn more about the reporting requirements, see Jackie Langenfeld, the safe environment coordinator for our school, or the diocesan website under Child Safety: [www.catholicnh.org](http://www.catholicnh.org).

# Health and Safety

**ILLNESS OR INJURY AT SCHOOL** -- If a student becomes seriously injured or ill at school, we will contact the designated adult listed on the child's Emergency Contact Card. For that reason, it is imperative we are notified of any change in home or work numbers, as well as emergency contacts.

**ILLNESS AT HOME** -- If your child has a "communicable illness," one that is passed easily from person to person, it should be reported to the school nurse. Examples of these illnesses which may affect your child would be flu virus, strep throat, pneumonia, whooping cough, chicken pox, and lice.

**Your child should not be attending school if he/she is running a fever. Your child should be fever free *without the use of fever-reducing medication like Tylenol or Advil* for 24 hours before returning to school. If your child has been prescribed antibiotics, he/she should have received a minimum of 24 hours of the medication before returning to school. If your child has the flu, he or she needs to be without symptoms for 24 to 48 hours before returning to school.**

If a child is to be kept in from recess or gym for medical reasons, a doctor's note is required.

**IMMUNIZATIONS** -- New Hampshire School Immunization Requirements state that students must present an official immunization record by the first day of school. If they require more than one dose of vaccine, they must present those doses already administered and an appointment card for the remaining dose(s). Students may also present laboratory evidence of immunity.

**MEDICATION** -- St. Christopher School policy regarding dispensing medication is in compliance with State Law and Diocesan Policy.

Students requiring prescription medication during the school day must have a completed medication permission form signed by the ordering physician and the student's parent. The prescription must be in its original container.

Students requiring over the counter medications, such as Tylenol, Ibuprofen, Benadryl, Tums, and cough medicine/drops, require a completed medication permission form signed by the parent and the student's physician.

Parents of a child diagnosed with a potential life-threatening allergy requiring an epi pen may request approval for their child to be allowed to possess and use the epi pen. Otherwise the epi pen will be held at the nurse's office and by the student's teacher.

Parents requesting their child carry a prescribed inhaler may do so on the medication permission form. Otherwise, inhalers will be held at the nurse's office.

*A Parent Permission to Dispense Medication* form is in the back of this Handbook and copies of this, as well as Request for Approval to Use and Possess Epinephrine Auto-Injector forms, are available at the nurse's office.

**RECESS** -- On days when the outside temperature is 20 degrees F or lower as determined by our school weather station, the children will remain indoors for recess.

**FOOD ALLERGY POLICY** – Some food and peanut allergies can be life threatening, St. Christopher School will work with the students, parents and physicians to minimize the risks and provide a safe environment for allergic students. The responsibility for reducing the risk of accidental exposure rests not only with the school, but also with students, parents, and physicians.

It will be the parent’s responsibility to:

1. Notify the school of child’s allergy;
2. Provide labeled emergency medication with a *Physician’s Order Form* signed by the physician;
3. Educate the child in self-management of his/her food allergy;
4. Train another adult of their choosing (other than the teacher) to go on field trips with their child to administer an EpiPen (emergency medication as required (School Health Resource Manual, NH State Department of Education, Chapter 3, p. 400);
5. Ensure that all faculty members who teach the student are aware of the student’s allergy, the symptoms associated with it, and the appropriate follow-up care.
6. It is highly suggested you provide the classroom teacher with a “treat” box that contains safe foods for the child to eat in case a classmate should send in a questionable treat for the class. The box should be labeled with the student’s name and include 5 or 6 treats.

**ALL SCHOOL FOOD EVENTS** -- Occasionally, St. Christopher School holds special events that might include a food treat for all students (i.e., ice cream social during Catholic Schools Week). The school will notify parents of food-allergic students by email prior to the event whenever possible. Parents may opt to send in safe food for their child or give permission for the child to eat the school provided food.

**CLASSROOM “PEANUT ALLERGY” POLICY** – **St. Christopher School is NOT a peanut-free school.** A peanut allergy is a potentially life-threatening condition. Without foolproof methods of guaranteeing peanut detection 100 percent of the time, there is no way to enforce a true "peanut-free" classroom. It would be impossible to do detailed inspections of all food brought into school by other students on a daily basis. In addition, a "false sense of security" results from a school or classroom that claims to be peanut-free, resulting in decreased vigilance and monitoring over time.

At St. Christopher School, classroom teachers will post the room as a “Peanut-Free Zone” to minimize exposure risk. Again, there is no absolute guarantee that a peanut protein won’t come in. There will be a “peanut free” table where the student with a peanut allergy can sit during snacks and lunch. They can sit with friends that have “peanut free” lunches. Children will wash hands, as they always do, and desks will be wiped down regularly. Teachers will discuss this policy with the students and send information home to parents.

To reduce the risk of exposure in the classroom, we are asking that you consider the following:

- Not sending any products containing nuts for your child to eat during snack, lunch and especially for classroom parties. (A “peanut free” snack list follows.)
- If your child has eaten peanuts/nuts prior to coming to school, please be sure their hands have been washed thoroughly before entering school.
- Encourage your child not to share any food, drink or eating utensils. Swapping of crayons, pencils, and desk supplies will not be allowed.

We believe that all families are concerned with their child's health and safety and will join us in helping to make our school environment safe for all students.

**SCHOOL PARTIES AND CELEBRATIONS** -- Birthdays and holidays are worth celebrating! To keep all of our children safe, however, we request that parents consider sending in healthy and nut free treats for the classroom. Please see the "nut free" snack list that follows. Due to some students having food allergies, the homeroom teachers will advise parents what may be sent in when students celebrate birthdays, etc. Some classrooms may require something other than food be sent in if a student would like to share something with the class. Please see the list below for non-food suggestions.

### **IDEAS FOR PEANUT FREE SNACKS**

*Please read all labels to ensure ingredients have not changed.*

#### **CEREAL/CEREAL BARS**

- Cinnamon Toast Crunch
- Kix, Berry Berry Kix
- Lucky Charms
- Rice, Corn or Wheat Chex
- Trix
- Corn Pops, Crixpix, Fruit Loops, Post Alpha Bits, Quaker Cap N'Crunch
- Nutri-Grain Apple, Blueberry or Raspberry
- Nutri-Grain Twist – Banana & Strawberry or Strawberries & Cream
- Honey Comb
- Rice Krispie Treats
- Poptarts – Kellogg's Apple, Strawberry or Blueberry

#### **CHEESE/DAIRY**

- Sargento – Mootown Snacks – Cheese & Pretzels, Cheeze & Crackers, Cheeze & Sticks
- Other cheeses – sliced, cubed, shredded, string cheese, cream cheese spreads & dips
- Yogurt – Go-Gurt, Drinkables
- Kraft – Handi Snacks – Cheez N'Crackers, Apple Dippers, Cheez & Pretzels

#### **CRACKERS/CHIPS/COOKIES**

- Austin – Zoo Animal Crackers
- Betty Crocker – Cinnamon Graham Cookies
- Dunkaroos
- Frito Lay – Cheetos – crunchy, zig zag, puffs, Fritos, Doritos, Tostitos, Lay's Potato Chips (classic, salt&vinegar, KC Masterpiece)
- Rold gold pretzels
- Sun Chips – Original, Sour Cream, Cheddar, Classic, Flavored
- General Mills Bugles- Original
- Keebler – Snackin Grahams – Cinnamon or Chocolate
- Keebler – Elf Grahams, Fudge Stripe Cookies, Golden Vanilla Wafers, Grasshopper Mint Cookies, Rainbow Vanilla Wafers, Munch 'ems (sour cream & Onion, Original, Ranch, Cheddar)
- Keebler Snak Stix, Sugar Wafers, Toasteds (Wheat or Buttercrisp)
- Keebler Town House Classic Crackers
- Keebler Wheatables (Original, Honey Wheat, Seven Grain)
- Nabisco – Air Crisps, Wheat Thins, Ritz (original), Barnum Animal Crackers, Cheddar Sportz, Cheese Nips, Dizzy Grizzlies (Vanilla or Chocolate Frosted), Graham Crackers (Honey Maid, Cinnamon, Chocolate), Newtons Cookies (Fig,

Cobblers, Raspberry, Apple), Saltine Crackers, Teddy Cheddy Crackers, Teddy Grahams (cinnamon, chocolately chip, chocolate, honey)

- Tricuits, Triscuit thin chips
- Wheat Thins
- Old Dutch Brand – Baked Cheez Curls, Chips, Crunchy Curls, Pretzels
- Pepperidge Farms – Butter Thins, Goldfish – any flavor, Goldfish Graham Snacks (Honey, Cinnamon, Golden)
- Pringles – any flavor
- Sunshine – Big Cheez-It, Cheez-It Regular, Reduced Fat
- Hi-Ho Crackers – Regular, Reduced Fat

#### OTHER SNACKS

- Fresh Apples, Bananas, Oranges
- Packaged Fruit – Apple Sauce, Apple Sauce Mixes, Diced Peaches, Pears, Raisins, Mandarin Oranges
- Fruit Snacks – Fruit Roll-Ups, Fruit by the Foot, Fun Fruit
- Jello Pudding and Pudding Snacks
- Popcorn – Barrel O’ Fun, Corn Pops (no kernels), Frito Lay Cheddar Cheese, Chester’s Popcorn Butter Flavor, Old Dutch Popcorn – Carmel Puffcorns, Cheddar, White, White Cheddar
- Vegetables – Fresh Carrot Sticks, Celery Sticks
- Candy – Airheads, Dum Dum Pops, Gum Drops, Hershey Kisses – Milk Chocolate, Extra Creamy, Jolly Ranchers, Junior Mints, Life Savers, Lollipops , Mike & Ikes, Milk Duds, Nerds, Oompas, Ring Pops, Rolos, Runts, Shock Tarts, Sixlets, Skittles, Smarties, Spree, Starburst, Sugar Babies, Sweet Tarts, Tootsie Pops, Tootsie Rolls, Twizzlers
- Ice Cream and Frozen Treats – Edy’s Whole Fruit Bars, FlaVorice Freeze Bars, Good Humor Popsicles – Sherbert Cyclone, Icee Squeeze Up Tubes, Italian Ice, Kemps – Fudge Bars, Ice Cream Bars, Ice Cream Cups, Ice Cream Sandwiches – Regular, Mint Chocolate Chip, Twin Pops – any flavor, Klondike – Oreo Ice Cream Sandwiches, Minute Maid Soft Frozen Lemonade, Polar Express Ice Cream Sandwiches

#### **Healthy Snack Ideas for Parties**

- Small bottles or cartons of flavored milk, 100% juice, cider, smoothies and water
- Fresh fruit tray-whole, wedges, slices (dip in orange juice to retain color)
- Fresh vegetable tray (baby carrots, grape tomatoes, celery sticks, cucumber spears, red and green bell pepper strips, cauliflower and broccoli florets) with reduced fat ranch or yogurt-based dip
- String cheese, cheese cubes or slices with whole grain crackers
- Low fat pudding cups, low fat yogurt squeeze packs or cups
- Fruit with low fat yogurt dip
- Finger sandwiches or sliced wrap sandwich pinwheels
- Pretzels, low fat popcorn, trail mix\*
- Animal crackers, goldfish, oatmeal raisin cookie\*
- Yogurt, fruit and granola parfaits\*
- Brownie made with fruit puree instead of oil\*
- Baked tortilla chips with fruit salsa
- Mini muffins, banana bread, “healthy” granola bars\*

*\*Please check with your classroom teacher about nut or other allergies in the classroom.*

#### **Non-Food Ways to Celebrate in School**

- Donate a book to the school library or classroom in honor of the child's birthday with child's name inside.
- Donate playground/physical activity equipment such as jump ropes, balls, etc.
- Distribute holiday or school party favors for the classroom. Examples are pencils, mini notebooks, rulers, Christmas ornaments, mini pumpkins or gourds, heart shaped erasers, Dollar Store items, and packs of flowers or fruits or vegetables seeds.

**EMERGENCIES and SAFETY** -- A safe learning environment is essential. St. Christopher School has emergency and safety plans in place to keep all children and adults safe. As noted below, certain procedures, like Fire Drills and Lock Downs, are practiced regularly to ensure students and teachers respond calmly and effectively should a real emergency occur. *Please note that in order to keep our children secure, not all safety measures are covered in this document.*

**Building Safety** – The school takes school security very seriously. Although the following building security measures are in place, the building is constantly and consistently evaluated for security purposes.

*School Entrance:* The school is equipped with outdoor security cameras and has a designated entrance for visitors with a camera and buzz-in system. A receptionist stationed at the front desk will monitor the door and talk with potential visitors before allowing entrance to the building. All other doors are locked during the school day and monitored by security cameras. **Parents and other visitors are asked to NOT open doors for ANY other adult under any circumstances.**

*School Communication:* The use of a walkie talkie system is in place at recess, gym, music, and dismissal. In addition, each classroom is equipped with a telephone and is connected to the intercom system.

*Medical Situations:* In addition to our full-time school nurse, all teachers are certified in CPR and first aid and have access to medical supplies in the nurse's office as well as an emergency backpack in each classroom. The emergency backpack goes with each class to recess and during Fire Drills.

**Emergency Communications** -- Should an emergency occur, we will make every attempt to communicate the nature of the emergency to parents via email, robocall, Facebook post, or through local news media (WZID 95.7 or WMUR Channel 9). Be aware, however, that in certain situations, communication may be difficult or impossible. Please be patient and wait for additional information and instructions.

**Parent Actions** -- Cooperation is necessary in any emergency. While we understand your concerns should an emergency situation occur, we ask that you please use the following guidelines to help us keep our students safe:

1. If you are in school, report to the closest classroom and follow teacher instructions. **Do not remain at the front desk or in any public area.**
2. **Do not telephone the school.** Telephone lines may be needed for emergency communication.
3. **Do not attempt to enter the school through the front or rear doors** as this could create panic in students and staff.
4. **Follow traffic procedures and patterns for picking up your child** as announced over local media outlets or in a school issued communication.
5. **Note that students will only be released to parents and those identified on the School Emergency Card.**

**EMERGENCY PROTOCOLS** – Faculty and staff have established protocols in place for the unlikely event of emergencies in the school. These are practiced with the children during the school year.

**Drop and Cover** -- Drop and Cover is used if severe weather like a tornado or hurricane threatens the school. Children are gathered against the walls in the hallways to protect against flying debris.

**Evacuation** -- Should an emergency or disaster situation arise in our area while school is in session and evacuation is required, the students, faculty and staff will assemble at two locations dependent on the situation: the upper church and barn parking lots for temporary issues and Amherst Street School gymnasium for long term issues. **Please do not proceed to either location unless you have received instructions via local media outlets or through an official school communication.**

**Fire Evacuation** -- St. Christopher School has documented Fire Evacuation procedures in place. Each classroom has a displayed fire escape route by the classroom door. The school practices timed Fire Drills throughout the school year.

**Lock Down** -- As required by law, St. Christopher School has Lock Down procedures in place and practices them on an annual basis. School administrators, teachers and staff have detailed Lock Down instructions and teachers will discuss classroom procedures with their students in an age appropriate way.

A Lock Down is necessary to provide additional security, isolation and protection of students and staff in the event of an intruder or other potential threat inside or outside the school. **Police are notified immediately.**

**Suspicious Individual/Activity** -- Adults and students who see any suspicious person, observes behavior that causes concern, or hears of any threat against the school or its students, **MUST** notify a teacher or staff member or contact local police immediately.



# School Communications

**NO SCHOOL ANNOUNCEMENTS** -- Notification of “no school”, “delayed school opening”, or unscheduled “early dismissal” due to weather conditions will be done through our student information system called “Notify”. You may get a call, text or email. You can also hear announcements on radio station **WZID** 95.7 FM and also on TV channel 9 (**WMUR**) and information will also be found on their websites, as well as ours at [www.stchrisschoolnh.org](http://www.stchrisschoolnh.org). **St. Christopher School follows the Nashua Public School System for all cancellations and delayed openings.**

If there is a “**delayed opening**”, there will be **no school for the AM Pre-Kindergarten**. If there is a “**delayed opening**” on a scheduled **early release day**, there will be **no school for all students**.

On “**delayed openings**”, school starts at **10:20 AM** for grades Full Day Pre-Kindergarten through 6. Doors will open at 10:00 AM. When there is a “**delayed opening**”, Before School Care will begin at **9:00 AM**.

*It is extremely important that you make arrangements for your child’s care in the event school is dismissed early when you are not at home, and it is important that your child and the school know what those arrangements are.*

**GENERAL SCHOOL COMMUNICATIONS** -- Important communications from the school will be sent to parents in a number of ways:

1. On the last Wednesday of each month, children will bring home a paper packet of information called the “Wednesday News”. This will include a newsletter of current school happenings and news, as well as the monthly calendar and other special flyers. This packet will be sent home with the oldest or only child in a family.
2. On all other Wednesdays of each month, you will receive an electronic version of the Wednesday News via email. Please be sure to provide us with your current email address. The electronic Wednesday News is also available on the school website at [www.stchrisschoolnh.org/Wednesday News](http://www.stchrisschoolnh.org/Wednesday%20News)
3. On occasion, we may also send important time-sensitive news items through email or paper copy on days other than Wednesday. Please encourage your child to always give paper communications to you as soon as he or she arrives home.

**PARENT/TEACHER COMMUNICATION** -- As partners in education, parents and teachers have one very important thing in common...the desire for student success! Research shows that the more parents and teachers share relevant information with each other about a student, the better equipped both will be to help that student achieve academically and socially. We encourage parents to reach out to teachers when necessary, and teachers will do the same for parents!

*Please note: Staff communication regarding a student’s academic progress, behavioral issues, or other concerns will be limited to the student’s parent(s) or legal guardian unless otherwise authorized by the administration.*

**Methods of Communication:** Communication between parents and teachers can take several forms:

1. *Email* – Each teacher will share his or her email address with parents at the beginning of the school year. In addition, all email addresses can be found on the school website at [www.stchrisschoolnh.org/faculty](http://www.stchrisschoolnh.org/faculty). Please remember, teachers are busy in the classroom during the school day and may not be able to respond to your message. Please allow the teacher 24 hours to respond to any email messages.

2. *Phone* – The receptionist will gladly take a message for any faculty member. The teacher will return your call as soon as possible, either during a classroom break, or after school hours. If your call is urgent, please indicate this when speaking with the receptionist and she will mark you message accordingly.
3. *Notes* – Written communication is certainly welcome between parents and teachers and may be brought in by students. Be aware, however, that some students are not very “conscientious” about getting notes from their backpack to their teacher!
4. *Conferences* – In-person meetings between parents and teachers are often the best way to resolve any complex issues or concerns. All conferences must be scheduled ahead of time via email or phone call. Please do not approach the teacher during the school day and expect an on-the-spot meeting, as teachers have other responsibilities they must attend to during the day.

**Scheduled Parent/Teacher Conferences** -- Formal Parent/Teacher conferences are scheduled for the week prior to Thanksgiving. All students must have at least one parent attend a conference at this time to discuss student progress. Teachers will usually provide sign-up’s for the conferences during the Parent Information Night in September.

**Principal Involvement** -- Parents are asked to confer directly with the teacher should any issues or concerns arise. In most cases, a parent/teacher conference will usually clear up any problems. If, however, a parent continues to have concerns, parents are welcome to make an appointment to meet with the principal and teacher to discuss the issue.

**SCHOOL LOGO, PHOTOS AND OTHER BRANDING** -- Unless created or sanctioned by school administration, permission is required for external use of any St. Christopher logo. Any pictures or information shared with our school community needs to go through Mrs. Clarke and Marta Nissen.

**STUDENT PHOTOS and RECORDINGS** – Photographing and video and audio recording of our students and their work often occurs during the school year. While these may be used for publicity and instructional purposes, a child’s name will NOT be attached to a particular image unless the school has obtained permission from the parent. The only exception to this policy will be the school Yearbook which is only available for purchase in the school by current parents.

**CHARITABLE SOLICITATIONS** -- Requests to solicit support for other charitable causes in any of our communications with parents and/or the school community must be approved by the principal. In addition, please do not post such requests on any of our social media outlets or attach the school’s name to outside charitable efforts.

**SCHOOL ADVISORY BOARD** -- The School Advisory Board advises the Principal in regards to fulfilling the mission of St. Christopher School of “providing an excellent Catholic elementary education”. They support the principal by formulating, reviewing and recommending school policies. Final approval of school policy, however, is the sole responsibility of the principal, and, in some cases, is regulated by the diocese. School Board members serve at the invitation of the principal, the pastor and current Board members. The School Board meets monthly on a schedule published online and in the Wednesday News. All current parents are invited to attend School Board meetings.

# Student Life

**UNIFORM POLICY -- All school and gym uniforms must be purchased from Red Brick Clothing, 17 Dracut Road, Hudson, NH or online at [www.redbrickclothing.com](http://www.redbrickclothing.com).**

Catholic School uniforms are a longstanding tradition in education. Studies indicate that the school uniform helps students focus more on their studies and less on social status. By requiring students to wear uniforms, Catholic Schools are helping provide their students with a healthy academic climate.

One great reason for wearing uniforms at school is that it eliminates the concept of inferiority, as well as inappropriate [fashion](#) statements. More importantly it instills discipline. In this manner, students learn how to follow simple rules. Eventually, students can also learn to apply this kind of discipline to other things and not just on wearing the school uniform itself. Moreover, the reason we have students wear uniforms at St. Chris is that it teaches the value of individuality and self-expression without depending on the clothes being worn. In all cases, we rely on our parents to support us in these policies. The faculty and administration feel very strongly about how our students appear and present themselves in and out of the building. When our students come to school, we want them to look neat, clean, modest, and to show regard for conventional/conservative decencies in dress, styles and behavior.

**It is a good idea to write your student's name inside all of the clothing. This helps with lost items.**

## **DAILY SCHOOL UNIFORMS --**

### **Girls – Grades Pre-K, K, 1, 2 & 3**

- Blue Plaid Jumper (**No more than 2 inches above the knee**) worn with White Round Collar Blouse or Light Blue or Red Knit Shirt (with school logo). Black or navy blue bike shorts may be worn under the jumper as long as they are not longer than the jumper.
- Blue Plaid Skort worn with Light Blue or Red Knit Shirt (with school logo) (**no more than 2 inches above the knee**)
- Navy Twill Uniform Pants worn with Light Blue Knit Shirt (with school logo)
- Navy or White plain, matching knee socks or tights. **Leggings are not allowed under skirts/skorts/jumpers.**
- Red or Navy Sweater (with school logo)
- Grey or Navy Sweatshirt (with school name)

### **Girls – Grades 4, 5 & 6**

- Blue Plaid Skirt or Skort (**no more than 2 inches above the knee**). Black or navy bike shorts may be worn under the skirt as long as they are not longer than the skirt.
- Navy Twill Uniform Pants worn with Light Blue or Red Knit Shirt (with school logo)
- Navy or White plain, matching knee socks or tights. **Leggings are not allowed under skirts or skorts.**
- Red or Blue Sweater (with school logo)
- Grey or Navy Sweatshirt (with school name)

### **Boys – Grades Pre-K through 6**

- Navy Twill Pleated Pants worn with Light Blue or Red Knit Shirt (with school logo)
- Navy Twill Shorts (**may be worn September, October, April, May & June**)
- Navy or White plain, matching Socks (no sports socks)
- Red or Blue Sweater (with school logo)
- Grey or Navy Sweatshirt (with school name)

**GYM UNIFORMS** – Worn on Mondays for grades Kdg through 2 and Thursdays for grades 3-6. PreK will wear gym uniforms on Thursdays.

### **All Students – Grades Pre-K through 6**

- Navy Sweatshirt (with logo)
- Navy Sweatpants (with logo)
- Grey T-shirt (with logo)
- Navy Nylon Shorts (with logo)
- Athletic Shoes

Students must wear their gym uniforms and sneakers to school on their gym day. The blue gym shorts may be worn in the months of September, October, April, May and June. All other months the shorts may be worn under the sweatpants or just sweatpants worn. Please be sure your child's name is written inside their uniforms.

**Please note: Students may only wear their Spiritwear and school club/sports shirts to gym on designated days. Other sweatshirts will not be allowed in school.**

**SHOES** -- Closed, non-skid flat shoes or athletic shoes for both boys and girls are to be worn. No “heelies” (shoes with wheels or discs of any kind), crocs, clogs, high heels, sandals, flip flops, or oversized sneakers like Osiris. Blinking, flashing or other light up sneakers are not allowed. Sneakers should be tied tightly so that they do not fall off when walking or running.

**Boots cannot be worn in school and are to be worn outside only.** This includes leather boots, Ugg style boots, cowboy boots, short boots, high boots or boots of any kind. Please send your child with shoes or sneakers to change into.

**SKIRTS/SKORTS LENGTH** -- Skirts are to be **no more than 2 inches above the knee**. Please buy the appropriate skirt/skort size for your student's age. For example: If you are a sixth grader you should not be wearing or buying a skirt/skort meant for a second grader. These skirts/skort would be too short.

**HAIR** -- Boys' and girls' hairstyles should be kept out of their eyes. **Boys' hair should be cut around the ears and not be long enough to touch their collar or be in their eyes.** Girls may wear **post earrings only, NO DANGLING OR HOOP EARRINGS**, and absolutely no earrings of any kind for boys. No body piercing or any type of tattoo is allowed.

**JEWELRY** -- No jewelry is allowed for boys or girls except for religious articles, modest rings and necklaces, and watches.

**MAKEUP** -- No makeup or nail polish may be worn at any time during the school day.

**VIOLATIONS OF UNIFORM POLICY** – All students are expected to be in appropriate uniform every day. Should a student come to school out of uniform, the following will apply:

**First Offense:** Uniform concern sheet will be sent home to identifying the infraction.

**Second Offense:** Uniform concern sheet will be sent home identifying the infraction.

**Third Offense:** The principal will be notified and will contact the parent by phone.

**FREE DRESS DAYS** -- Occasionally throughout the year, there will be scheduled Free Dress Days, including “theme” days to celebrate special occasions such as St. Patrick’s Day or Spring picture day when we “dress up”.

The following are not appropriate for free dress days:

- Tank tops (boys and girls), spaghetti straps, tube tops or halter tops, sheer tops
- T-shirts/shirts/shorts or articles of clothing that display rock groups, violence, or inappropriate saying
- Large baggy pants, bike shorts
- Shorts, skirts or skorts that are more than 2 inches above the knee
- Legging and yoga pants may be worn on dress down days **ONLY** if a shirt is worn that covers the students’ bottom.

Students must also wear socks on dress down days. **Any student abusing free dress codes will be denied the privilege of future dress down days.**

**HOT LUNCH** -- The Hot Lunch program is run by volunteers. Hot lunch is offered on a daily basis, but orders are placed online on a monthly basis. From the 1st to the 15th of each month, lunch orders may be placed at Boonli.com for the next month. Our school code is stchris111. All orders are ordered and paid for online only. No late orders will be accepted. If your child has a food allergy, we recommend you consider sending a lunch from home.

No refunds will be issued for sick or snow days. Any excess money is used for special events sponsored by the hot lunch program. Parents are responsible for ensuring that children have a lunch from home on days when hot lunch is not ordered. Please review the hot lunch order form with your child. If you order a hot lunch that your child does not like, we do not have anything else to serve them. If you have any questions concerning hot lunch, please send an email to [hotlunch@stchrisschoolnh.org](mailto:hotlunch@stchrisschoolnh.org) and someone from the hot lunch staff will get back to you as soon as possible.

**PARTY INVITATIONS** -- Birthday/party invitations may be passed out at school as long as the entire class or all same gender students receive the invitation.

**ENRICHMENT and EXTRACURRICULAR ACTIVITIES** -- In order to make our students' education a fuller, more in-depth experience, we often include a number of additional enrichment and extracurricular activities throughout the school year. Many times, these activities are intended to supplement curriculum being studied in the classrooms. Other programs include a service-learning experience to deepen our students' spiritual and community connection. And other activities are just for the fun of it! Enrichment activities are held during the school day and may include special speakers and programs. Extracurricular activities are usually held before or after school and may include a fee. Enrichment and extracurricular activities will be listed in the Wednesday News as appropriate, along with any student qualifications and instructions for signing up if necessary.

**LITURGIES, PRAYER SERVICES AND DEVOTIONS** -- We are rooted in Jesus Christ. Our religion--our way of life--is a priority at St. Christopher School. All students must attend these celebrations. This is the difference that makes a difference, which enables us to instill the quality of life both spiritually and academically within each child. Parents will be notified and are encouraged to attend all liturgies, prayer services and devotions.

# Volunteers

Volunteers are an integral part of the St. Chris family and important to the life and success of the school. We are blessed to have you with us. Volunteering sends a powerful message to our children – the message that people care about them and their success! By giving of yourself, you partner with our teachers and staff to help students develop into self-assured, cooperative, respectful, and charitable young men and women. You model the very behavior we work to instill in our students at St. Christopher School.

Volunteers at St. Chris allow the school to add a wide variety of enrichment and educational programs. From drama to hot lunch, and fundraising to faith outreach, volunteers bring an incredible depth to the St. Chris experience. Without our volunteers, many of these programs would not be possible.

**DIOCESE OF MANCHESTER SAFE ENVIRONMENT REQUIREMENTS -- All adults who work regularly with minors in the Diocese of Manchester must fulfill the following requirements:**

- Complete a Volunteer Application;
- Complete background checks for all states in which you have resided during the past 5 years. Your name will also be checked on the national sex offender registry [www.nsopw.gov](http://www.nsopw.gov);
- Complete child abuse awareness training online through the *Shield the Vulnerable* training site (see instructions below);
- Read and acknowledge our Diocesan Code & Policy (you will complete this at the end of your online training).
- Forms are available from your parish or school. The forms and training should be completed before you begin your work with minors (but no later than 30 days after beginning your work). Volunteer eligibility is contingent upon the results of the background check results.

## **Instructions for online training, Shield the Vulnerable**

- Go to [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)
- Click on “First Time Signup”
- On the “Pick Type” dropdown list, choose **Catholic Dioceses**
- Choose **Manchester Diocese (NH)** from the second dropdown list and click “Confirm”
- Enter your registration information and click “Next Step”
- Choose **Employee** or **Volunteer** and select the appropriate choices that follow
- Review your information, accept the license and click “Confirm Signup”
- Once registered, you will automatically be taken to the training area. Click the green button next to the course listing to begin.
- Note: Additional trainings may be listed. These are optional and are marked as such.

Every four years volunteers will be required to participate in an online refresher safe environment training and a renewal background check.

Jackie Langenfeld is our onsite coordinator for the safety requirements. You can reach her at 882-7442, ext. 114.

**CONFIDENTIALITY** -- A volunteer operates in a position of trust. Personal information regarding students or staff must be kept confidential. **Children’s actions, responses, progress or problems at school are not for sharing with other parents or in the community.** Conversations between parents, teachers and students in the school must remain confidential. Volunteers should not discuss these conversations outside of school. For example, student or staff issues should not be discussed on the baseball field or on social media. Any problems should be discussed with the principal. **If the sharing of confidential information by a volunteer becomes an issue, the individual will no longer be allowed to volunteer at the school.**

Students and families at St. Christopher School have the right to expect that all volunteers will keep information about them confidential. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”). If for some reason you are unable to follow these rules you will be asked not to volunteer. We appreciate your cooperation with this and look forward to working with you! **Please sign the Volunteer Confidentiality Agreement at the back of the handbook.**

**ACCIDENTS AND INJURIES** – If a child under your care is mildly hurt or feels sick, please notify the teacher and/or send the child to the Nurse’s office. If the injury appears serious, or involves a fall or blow to the back or head, do not move the child. Send another volunteer to the nurse to report the injury.

**APPROPRIATE DRESS** – We require our students to wear uniforms because it creates less distraction in the classroom and encourages modest dressing. By the same token, our volunteers should also wear clothing which is appropriate to the school setting. Clothing that is revealing is not allowed. Please also be cognizant of any messages or advertising on t-shirts which may not be appropriate for school.

**ATTENDANCE** – We’re counting on you! Please be sure to let the school and your program coordinator know if you are not going to be able to make your volunteer commitment so that we can make adequate arrangements. If your program has a substitute list (like Hot Lunch), please try to find your own substitute.

**CLASSROOM INTERRUPTIONS** – Because classroom interruptions are distracting to students, we ask that all parents do not go to any classroom during the school day. Volunteers should follow the same guideline, and only proceed to the classroom for approved volunteer activities. If you need to deliver material to the class, please place it in the box outside the classroom door, without disturbing the class.

**CLEAN-UP** – Please take the time to clean-up completely when you are finished. Take all trash to the dumpster and return the classroom, kitchen, church hall, or main foyer to its previous condition. Please do not leave it to the teachers or staff to clean up, as they usually have their hands full with their students!



**COATS, PURSES, AND OTHER BELONGINGS** – When you are in the school to volunteer, you are welcome to store your personal belongings in the lobby or take them with you to the classroom.

**DISCIPLINE** – Volunteers should expect students to behave according to our school Community Code. However, discipline is always the responsibility of the teacher. When a student’s behavior is unacceptable, the volunteer should speak to the teacher as soon as possible so that the teacher may appropriately address the situation.

**EMERGENCIES** – Instructions for all emergencies are on a clipboard located at the entrance to each classroom. In most cases, simply follow the teacher’s instructions. See special instructions below for Fire Drills and Lock-Downs.

**ENTRY DOORS** – To ensure the security of our children, please do not open any of the entry doors. The receptionist will buzz people in and greet them in the lobby.

**FIRE DRILLS AND OTHER EMERGENCIES** – If you are volunteering in a class when the fire alarm goes off, please follow the teacher’s instructions and quietly exit the building with the class. If you are in another part of the building, exit through the nearest door and stand quietly at a safe distance from the school. The principal or another staff/faculty will tell you when it is safe to return to the building.

**Lock-Down** – In the event a lock-down is called while you are in the classroom, please follow the teacher’s instructions. If you are in the lobby or other open area of the school, please move to the closest classroom and follow the teacher’s instructions.

**LOYALTY TO THE SCHOOL** -- It is important to understand that volunteers do not just "give time," but also act as representatives of St. Christopher School. Any disagreements with school policy should be discussed with the principal. It is expected that, since the volunteer is serving in a Catholic school, he or she will act in accordance to the teachings of the Catholic Church.

**LUNCH/RECESS SCHEDULE** – Several of our volunteer activities are scheduled around the lunch and afternoon recess schedules. For your information, the schedule is:

	PreK	Grades 3 & 4	Grades K, 1, 2	Grades 5 & 6
Lunch	11:40-12:20	12:00 – 12:40	12:20 – 1:00	12:40 – 1:20
Afternoon Recess	12:20-12:40	1:40 – 2:00	1:00 – 1:20	1:20 – 1:40

**MEETING AND WORK SPACE** – Because space is extremely limited in the school, meetings and events /parties will have to be pre-scheduled to ensure a room is available and reserved. To reserve a space for a meeting, event, or work session, please contact Marta Nissen or Jackie Langenfeld at the school as far before your meeting as possible. We will do everything we can to make room for your group, but please remember that some flexibility will probably be required!

**MONETARY SOLICITATION** --No volunteer should send information to parents or collect money without prior approval of the Principal. This includes soliciting donations for class teacher gifts, fundraisers for other organizations, or as payment for goods or services.

**PARKING** – Volunteers are asked to park only along the side of Cushing Ave opposite of the school. All other parking areas, including the back parking lot and the teachers’ lot on the school side of Cushing, are used or reserved during the day and should be avoided. (If you’d really like to save some steps, the first space in the teachers’ lot is always auctioned off to the highest bidder at the Annual St. Chris Auction!)

**RESOURCES/MATERIALS**— St. Chris makes every effort to be sure that volunteers have all of the materials and resources they need to properly complete their activities. If you find that you need additional items, please let your teacher or Marta Nissen know as soon as possible.

**YOUNGER CHILDREN/SIBLINGS** – We understand that volunteers often have other children who are too young to be a St. Chris student (but we hope to see them in our classrooms in the future!). These children are welcome to accompany you when appropriate. Younger siblings in the classroom are not encouraged, however, as they are often distracting to the students or take your attention away from your volunteer duties.

**SIGN-IN AND SIGN-OUT** – All volunteers should sign in as soon as they enter the school building and receive a volunteer sticker for the day. The sign-in book is located on the counter in the lobby. Please wear your sticker at all times in the school to ensure the security of our children.

**STORAGE** – Storage space in the school building is **extremely** limited. If possible, please store items for school programs at home until they are needed in the school. If storage at home is impossible, please see Marta Nissen for assistance in finding a suitable place.

**STUDENT INTERACTION** – Students do not care how much you know, but they do know how much you care! Make a commitment to nurture every student’s self-esteem and take every opportunity to help children feel good about themselves. Give each child abundant, sincere, and deserved praise. Be sure to respect the individual differences of every child. Enjoy each child for his or her differences! Be patient, flexible, and understanding. Remember – a child’s attention span can be very short! Also, like adults, children can have a “bad day” for a variety of reasons. If a child seems to be unresponsive to your interaction, don’t take it personally. **Above all else, just keep smiling!**

Take the time to learn as many students’ names as possible, and be sure the children know your name. Nothing makes a child feel more special than when an adult mentor calls him or her by name!

Make good use of wait time. Students who are occupied are always better behaved. If possible, fill transition times with a thought-provoking question, a riddle, a song, or reflection on the day’s lesson.

Students make mistakes. Let them know that making mistakes is a big part of learning. Don't be afraid to make mistakes yourself – use them as an opportunity to teach students how to handle mistakes with grace and humor.

We all face occasional difficult times in our personal and/or professional lives. If, for any reason, you do not feel as if you can be a positive influence on our children when in the school, please allow us to find a substitute for you until you are feeling “back on track.”

**TEACHER INTERACTION** – Be sure the teacher knows you are coming. While teachers love to have you in the classroom, teachers also need to be sure that the activity or program you are volunteering for fits into their class's busy day.

Please be on time. Like you, a teacher's schedule is very full. For every minute that a class has to wait to begin an activity, they will lose a minute of valuable learning time in another subject.

**Please save private conversations with the teacher about your child for mutually agreeable conference times when you can have an unrushed, in-depth conversation.** In addition, try not to interrupt a teacher when she is teaching. It is easy to lose the momentum of a lesson when students are distracted by interruptions.

**VOLUNTEER RIGHTS** -- You, as a volunteer, are a valued member of our school community. In that manner, you have certain rights, including the right to be treated with the respect that is due any adult staff member and the right to the tools and information necessary to the performance of the task for which you are volunteering. You always have the right to ask questions in order to gain the information needed. At St. Christopher School, we emphasize the virtue of respect. If a volunteer feels that she/he has not been treated in a respectful manner by a student, the volunteer should talk with the homeroom teacher. All discipline will be carried out by the teacher, in accordance to our Community Code and Code of Conduct. If the volunteer feels that he/she was treated in a disrespectful manner by a staff member, the Principal should be informed. Volunteers should also model respect for each other, and any conflicts should be discussed between the concerned individuals, or, if necessary, with the principal.

*The guidelines that are being presented in this handbook should serve as general policy. Specific information pertinent to specific tasks will be given to volunteers as they begin their new assignments. If, at any time, you need additional information, please do not hesitate to ask!*

**VOLUNTEER SIGN-UP** -- We're anxious to get started on many of the programs listed, so volunteers are encouraged to get involved as soon as possible. Ideally, all **volunteers will register by September 13** so we can get going!

To make signing up for volunteering easy for our parents and coordinators, we have created online volunteer registration sheets for all of our programs through Sign-Up Genius. This system is GREAT! You can sign up with just a few clicks of the mouse, receive automatic email reminders about your volunteer activities, see who else is volunteering for a program, switch volunteer times with another volunteer, and more!

To sign-up for a particular volunteer program, go to <http://stchrisschoolnh.org/support/volunteering.html>

**Please sign the St Christopher School Volunteer Confidentiality Agreement at the back of this booklet. This form is required in order to volunteer.**

# **Organizational Chart**

**Office of the Bishop  
Most Reverend Peter A. Libasci, D.D.**

**Department of Catholic Schools  
Mr. David Thibault, Superintendent**

**Director of Finance  
Mr. David A. Gabert**

**Saint Christopher Parish  
Reverend Richard Kelley, Pastor**

**St. Christopher School  
Mrs. Cynthia Vita Clarke, Principal**

**Saint Christopher School**  
**Mrs. Cynthia Vita Clarke, Principal**

**Faculty**

Pre-Kindergarten Teacher – Full Day/Half Day	Mrs. Angela Labrecque
Pre-Kindergarten Aide	Ms. Andrea Romero
Pre-Kindergarten Teacher – Full Day/Half Day	Mrs. Allison May
Pre-Kindergarten Aide	Mrs. Nancy Garceau
Kindergarten	Mrs. Lisa Brown
Kindergarten Aide	Mrs. Beth Cole
Kindergarten	Miss Karen Narkis
Kindergarten Aide	Mrs. Irene Foran
Conversational Spanish	Mrs. Carmen Bichrest
First Grade	Mrs. Marilyn Moore
First Grade	Mrs. Mary Beth Allen
Second Grade	Mrs. Kerry Crow
Second Grade	Miss Nicole Jacques
Third Grade	Ms. Emily Bedard
Third Grade	Ms. Cassandra De Zorzi
Fourth Grade	Mrs. Danielle Donohue
Fourth Grade	Mrs. Claire Ternan
Fifth Grade	Mrs. Sarah Mitchell
Fifth Grade	Ms. Kerry Goltsov
Sixth Grade	Mrs. Melissa Emond
Sixth Grade	Miss Mary Lou Wefers
Computer	Mrs. Kathy Litch
Library	Mrs. Donna Noon
Music	Mrs. Emily Skelly
Physical Education	Mr. PJ Levesque
Integrated Arts	Mrs. Rebecca Fessenden

**Staff**

Director of Advancement	Mrs. Marta Nissen
Advancement Associate	Ms. Carol Fiore
Receptionist	Mrs. Tracy Bastarache
School Secretary	Mrs. Jacquelyn Langenfeld
Business Manager	Mrs. Murrayann Abucewicz
Nurse	Mrs. Gloria Sheehan
After Care Coordinator	Mrs. Jennifer Lang
Building Manager	Mr. John Levesque

# Important Contact Information for St. Christopher School

20 Cushing Ave.  
Nashua, NH 03064

**603-882-7442**  
FAX (603) 594-9253

[www.stchrisschoolnh.org](http://www.stchrisschoolnh.org)

## School Personnel

Cynthia Vita Clarke	ext. 112	<a href="mailto:cclarke@stchrisschoolnh.org">cclarke@stchrisschoolnh.org</a>
Jackie Langenfeld	ext. 114	<a href="mailto:jlangenfeld@stchrisschoolnh.org">jlangenfeld@stchrisschoolnh.org</a>
Murrayann Abucewicz	ext. 113	<a href="mailto:mabucewicz@stchrisschoolnh.org">mabucewicz@stchrisschoolnh.org</a>
Marta Nissen	ext. 116	<a href="mailto:mnissen@stchrisschoolnh.org">mnissen@stchrisschoolnh.org</a>
Gloria Sheehan (Nurse)	ext. 115	<a href="mailto:gsheehan@stchrisschoolnh.org">gsheehan@stchrisschoolnh.org</a>
Tracey Bastarache (Attendance)	ext. 111	<a href="mailto:attendance@stchrisschoolnh.org">attendance@stchrisschoolnh.org</a>
After School Care		<a href="mailto:aftercare@stchrisschoolnh.org">aftercare@stchrisschoolnh.org</a>

## Other Important Contacts:

FACTS	800-624-7092	<a href="http://www.factsmgt.com">www.factsmgt.com</a>
Red Brick Clothing	882-4100	<a href="http://www.redbrickclothing.com">www.redbrickclothing.com</a>
St. Christopher Parish Rectory	882-0632	<a href="http://www.stchrisparishnh.org">www.stchrisparishnh.org</a>

## SIGNATURE PAGE

As members of the St. Christopher School community, parents and students must follow the rules and policies set forth in this handbook. Parents should read the handbook carefully and discuss its contents with their child/ren.

The Administration retains the right to make any changes to this handbook at any time during the year and will notify parents should that occur.

As outlined in this handbook, photographic images or videos or audio recordings may be taken of students, and used by St. Christopher School for publicity or instructional purposes only. Students may also be asked to share artwork, written work, or verbal comments for publicity activities as well.

Please sign this page and return it to your classroom teacher by September 15 to acknowledge your consent and verify that the policies have been read and understood.

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Cut here

We agree to abide by the rules and regulations of the school.

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

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

Signature: \_\_\_\_\_  
(Student)

Signature: \_\_\_\_\_  
(Student)

Signature: \_\_\_\_\_  
(Student)

Signature: \_\_\_\_\_  
(Student)





## St Christopher School Volunteer Confidentiality Agreement

Students and families at St. Christopher School have the right to expect that all volunteers will keep information about them confidential. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”).

- Each student and parent with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school (**this includes posting on all social media**).
- You may not share information about a student or parent, even with others who are genuinely interested in a student or parent’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception). Thus, you must refer all such questions to school employees so authorized and indicated to you, typically the student’s teacher or principal.
- If you suspect that a student has been subjected to abuse, you must comply with the reporting requirements under New Hampshire law and the Diocese of Manchester Promise to Protect, Pledge to Heal Policy for the Protection of Children and Young People. Therefore, suspected abuse must be reported to the school principal immediately.
- Parents, friends, or community members may in good faith ask you questions about a student’s or problems or progress. Again, you must refer all such questions to authorized school employees or the principal. You may not share information about a student even with members of your own family or the student’s family.
- Before you speak, always remember that violating a student’s confidentiality isn’t just impolite, it’s against the law.

### *Agreement*

I, as a volunteer for St. Christopher School, agree never to disclose information about a student, family or school employee to anyone other than the principal. I will refer all requests for such information from those not directly involved in the student’s education to the principal. I understand that failure to adhere to this agreement will be grounds for dismissal from my volunteer duties.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### CHANGE OF ADDRESS FORM

If you have a change of address during the school year, please be sure to notify your child's teacher as soon as possible using the form below.

**CHILD'S NAME:** \_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_

**Street**

\_\_\_\_\_  
**City**

**State**

**Zip Code**

**TELEPHONE NUMBER:** \_\_\_\_\_

### CHANGE OF ADDRESS FORM

If you have a change of address during the school year, please be sure to notify your child's teacher as soon as possible using the form below.

**CHILD'S NAME:** \_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_

**Street**

\_\_\_\_\_  
**City**

**State**

**Zip Code**

**TELEPHONE NUMBER:** \_\_\_\_\_



## Parent Permission to Dispense Medication

Occasionally youth will request or require medication while under our supervision. State law allows us to comply with this request if WRITTEN PERMISSION is provided by the parent/guardian.

**Over the Counter Medications:** The staff may administer Tylenol (acetaminophen), throat lozenges, cough medicine, or other over the counter medication to a young person experiencing minor discomfort, due to headaches, toothaches, menstrual cramps, and/or minor cold symptoms (coughing, sore throat) if the parent/guardian completes the form below. Other over the counter medications may be dispensed only if the medication is 1) supplied by the parent/guardian, 2) accompanied by written parental permission, and 3) required by written order of a healthcare provider or physician.

**Prescription Medication:** Youth who require prescription medication must bring the medication in its original container and must have written parental permission.

**If your child is ill, please do not expose the other youth. Keep your child at home.**

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### Permission to Dispense Medication

\_\_\_\_\_  
Student Name (first/last)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Date(s) of Event

List Current Medication:  
\_\_\_\_\_  
\_\_\_\_\_

List Medication Condition(s) requiring above medication: \_\_\_\_\_  
\_\_\_\_\_

I give permission for the staff to assist my child/ward by providing over the counter medication if requested and to assist with the prescription medication listed above. By signing this form I agree that I will not hold the staff responsible for any adverse reactions from the medication.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Medication Permission  
February 2003 Rel. 1.0

Date/Time	Medication/Prescription	Dosage	Administered By





**ST. CHRISTOPHER SCHOOL  
2018-2019 SCHOOL CALENDAR**

<b>AUG.</b> (3)	<b>M</b> (27)	<b>T</b> 28	<b>W</b> 29	<b>TH</b> 30	<b>F</b> <b>XX</b>	<b>FEB.</b> (15)	<b>M</b> 4	<b>T</b> 5	<b>W</b> 6	<b>TH</b> 7	<b>F</b> 8
<b>SEPT.</b> (18)	<b>XX</b>	4	5	6	7	<b>XX</b>	11	12	13	14	15
		10	11	12**	13	14	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	
		17	18	19	20	21					
		24	25	26	27	<b>XX</b>					
<b>OCT.</b> (22)	1	2	3	4	5	<b>MAR.</b> (20)	4	5	6	7	<b>XX</b>
	<b>XX</b>	9	10	11	12*		11	12	13	14	15
		15	16	17	18	19	18	19	20	21	22
		22	23	24	25	26	25	26	27	28	29
		29	30	31							
<b>NOV.</b> (18)				1	2	<b>APR.</b> (16)	1	2	3	4	5
	5	6	7	8	9		9	10	11	12	13
	<b>XX</b>	13	14	15	16		15	16	17	18	<b>XX</b>
	19	20	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>
	26	27	28	29	30		29	30			
<b>DEC.</b> (14)	3	4	5	6	7	<b>MAY</b> (22)			1	2	3
	10	11	12	13	14		6	7	8	9	10
	17	18	19	20*	<b>XX</b>		13	14	15	16	17
	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>	<b>XX</b>		20	21	22	23	24
	<b>XX</b>						<b>XX</b>	28	29	30	31
<b>JAN.</b> (21)		<b>XX</b>	2	3	4	<b>JUNE</b> (9)	3	4	5	6	7
	7	8	9	10	11		10	11	12	13***	(14
	14	15	16	17	18		17	18	19	20)	
	<b>XX</b>	22	23	24	25						
	28	29	30	31							

August	23	All Teachers Report to School	November 21	No School
	27	Meet Your Teachers 9-11 AM	22-23	Thanksgiving Recess
	28	<b>1<sup>st</sup> Full Day Gr. K-6</b>	December 20	Early Release
	29	<b>9:15 AM Pre-K Orientation</b>	Dec 21 – Jan 1	Holiday Recess
	30	<b>7 PM New Parent Orientation</b>	January 21	<b>No School</b> – ML King Day
	31	<b>No School</b>	February 18	<b>No School</b> – Presidents’ Day
September	3	<b>No School</b> – Labor Day	Feb 25 – Mar. 1	Winter Recess
	4	<b>1<sup>st</sup> Day Pre-K</b>	March 8	Teachers’ Workshop - Early Release
	12	Information Night – 6:45 PM	April 19	<b>No School</b> – Good Friday
	28	<b>No School</b> – Diocesan Prof. Day	April 22-26	Spring Recess
October	8	<b>No School</b> – Columbus Day	May 27	<b>No School</b> – Memorial Day
	12	Teachers’ Workshop – Early Release	June 13	Tentative Last Day – Early Release
November	12	<b>No School</b> – Veterans’ Day	June 14 – 20	Weather-Related Make-Up Days
	15	Conferences 4:00 to 8:00 PM		

**Calendar is Subject to Change. \*\*\*Last Day may change due to days missed due to inclement weather.**

**XX = No School**

**\*\* Information Night – September 12 - 6:45 to 8:30 PM**

<b>SCHOOL BEGINS:</b>	<b>Pre-K thru 6</b>	<b>8:50 AM</b>	<b>* Early Release Dates – 12:30 PM Dismissal</b>
<b>SCHOOL DISMISSES:</b>	<b>AM Pre-K</b>	<b>11:25 AM</b>	<b>October 12    December 20</b>
	<b>Full Day Pre-K &amp; K</b>	<b>2:45 &amp; 2: 50 PM</b>	<b>March 8</b>
	<b>Grades 1 thru 6</b>	<b>3:00 PM</b>	

**ON DELAYED OPENINGS – There will be NO AM Pre-K. Before School Care Program will start at 9:00 AM.**

