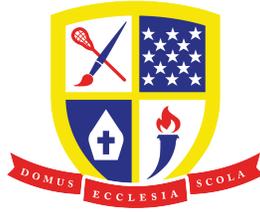


GREENWICH  
CATHOLIC SCHOOL



**2018-2019**

# **PARENT/STUDENT HANDBOOK**

## **PRE - KINDERGARTEN**

*Greenwich Catholic School admits students of any race, color, and national or ethnic origin.*

*This book is subject to change.  
Parents will be given amendments.*

Lord Jesus, I am not an eagle.  
All I have are the eyes and heart of one.  
In spite of my littleness, I dare to gaze  
at the sun of love,  
and long to fly toward it.  
I want to imitate the eagles.  
But all I can do is flap my small wings.  
What shall I do?

With cheerful confidence I shall stay  
gazing at the sun until I die.  
Nothing will frighten me, neither wind nor rain.

Oh, my beloved sun, I delight in feeling small  
and helpless in your presence;  
and my heart is at peace.

#### **Therese of the Child Jesus**

Lord Jesus,  
you taught your disciples  
to welcome little children.

Bless our youth and bring  
them closer to you.

The sky is like God...  
Bright by day with the light  
of the sun  
Restful and friendly at night  
with moon and stars.

The air is like God...  
Air is all around us.  
Even though we do not see it  
we feel its warmth  
and its coolness.  
Without air outside us and  
within us we cannot live.  
Without God we cannot live.

#### **Anonymous**

## **INTRODUCTION**

Greenwich Catholic School (GCS) is a Roman Catholic, co-educational day school for greater Greenwich area students in Kindergarten through Grade Eight. The school also offers a Pre-Kindergarten program for 3 and 4-year-old children.

Greenwich Catholic School's academic program builds on a foundation of basic skills and core knowledge with ongoing curriculum enhancements designed in response to the rapidly changing world. While striving to meet individual abilities, differences, and learning styles, GCS teachers challenge students to achieve their potential.

Within the financial and physical capacity of the school, GCS remains committed to making the institution accessible to all who wish to be educated in the Roman Catholic tradition.

## **MISSION, VALUES AND PHILOSOPHY OF GREENWICH CATHOLIC SCHOOL**

Greenwich Catholic School provides students with a life-long intellectual and spiritual foundation through a rigorous and innovative curriculum focused on faith, critical thinking, responsibility, and service.

Students at Greenwich Catholic School are rooted in faith, surrounded by community and committed to excellence. Greenwich Catholic School, in partnership with parents and parishes, is focused on the formation of the whole Christian person in the tradition of the Roman Catholic Church. Our learner-centered curriculum maintains high academic standards, ensures students are actively engaged through a variety of instructional methods and emerging technologies, and promotes collaboration and higher level thinking skills. Within a welcoming, Christ-centered environment, students are made aware of their role as members of the Christian community through the teaching of Catholic doctrine, participation in liturgy and worship, and involvement in service projects. Members of our school community are encouraged to live as Disciples of Christ, serving all people by sharing the gifts and talents received from God.

Greenwich Catholic School is a regionally incorporated, non-profit institution which has been accredited by the New England Association of Schools and Colleges (NEASC) since 1996 and decennial re-accreditation was renewed in 2006 and 2019. In 2009, the school was awarded Blue Ribbon status.

Beginning in July 2018, Greenwich Catholic School became an Academy. The Advisory Board will be activated as a full-fledged fiduciary Board of Directors to handle finances, legal matters, benefits, insurance and other school-related business. The governance structure will allow more local control, delegating authority from the Diocese of Bridgeport, but the school is still diocese-sponsored.

Greenwich Catholic School admits boys and girls of any race, color, and religion, and of any national, or ethnic origin. While most of the students draw from Greenwich, many students/families are from neighboring communities. Currently, over forty faculty members teach at Greenwich Catholic School, the majority of whom have earned advanced degrees.

## **PARENTS ROLE IN EDUCATION**

At Greenwich Catholic School, we consider it a privilege to work with parents in the education of their children. We believe parents are the primary educators of their children; therefore, it is your right and your duty to become the primary role models for your child's physical, mental, spiritual and emotional development. Your choice of Greenwich Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest and personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Greenwich Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become that best person he/she is capable of becoming.

### **ABSENCES/ATTENDANCE**

Daily attendance at school is an essential factor in the learning process. Frequent absences hinder the student's full involvement in the Pre-Kindergarten program and interrupt his/her overall achievement. Even at the Pre-Kindergarten level, Greenwich Catholic discourages parents from taking children out of school on extended vacations. Excessive absenteeism is disruptive to the continuity of the Pre-Kindergarten program.

When a student is absent from school, a parent should call the office by 10:00am each day of the absence. If a student is absent for five days or more, a doctor's note must be given to the Homeroom Teacher for the School Nurse.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

### **ABSENCE DURING THE SCHOOL DAY**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the Main Office.

### **ADMISSIONS**

The school has a rolling admissions policy, allowing students to be admitted at various times throughout the school year based on availability and student screening. Greenwich Catholic School does not discriminate on the basis of race, color, national or ethnic origin, or religious preference in the administration of all educational policies, admission, and other school administered programs. Admissions is handled through the Admissions Office at extension 109.

### **ADMISSIONS INFORMATION**

- Students entering PreK3 must be three (3) years of age by December 31.
- Students entering PreK4 must be four (4) years of age by December 31.

Students will be fully accepted into the Early Childhood Program contingent on displayed readiness on the Preschool screenings. Priority is given to applicants who have siblings currently attending the school.

### **AFTER SCHOOL CARE PROGRAM**

This program is open to students in PreK3 and PreK4 and runs from 3:00 pm to 6:00 pm Monday through Friday. There is a daily or weekly option for enrolled students. There is no drop off option. For more information and to enroll your child, go to [www.gcsc.org](http://www.gcsc.org) under the Student Life tab.

### **APPOINTMENTS-TEACHER/PARENT**

Parents should contact classroom teachers directly and schedule a private formal meeting to discuss a student's academic or behavior progress. These appointments are to be held at a time convenient for both parent and teacher. Parents are asked not to come in during the school day to see a teacher unless scheduled for an appointment. Also, parents should refrain from requesting informal conferences with teachers during arrival or dismissal or during school events and activities. Parents should expect written documentation of any major student issues and a scheduled meeting should follow. Parent conferences are held two times a year. A letter will be sent home for conference scheduling. Additionally, Pre-Kindergarten teachers are available for scheduled conferences with parents between 3:00pm and 3:30pm

### **ARRIVAL/DISMISSAL PROCEDURES**

All parents and caregivers must display a 2018-2019 GCS Permit in the interior, upper right windshield (passenger side) of their car.

Each family will be given a laminated name car at Orientation. This card must be visible on the car windshield during arrival and dismissal each day.

On the opening day of school, parents are responsible to give written notification to their child's teacher regarding their child's plan for transportation.

#### **Arrival Times**

PreK – Grade 8

8:10am-8:25am

#### **Dismissal Times**

PreK3 & PreK4

12:00pm

Extended Day PreK 3 & PreK 4

2:30pm

#### **PROCEDURE FOR AM DROP OFF**

- Car drop off is between 8:10am – 8:25am.
- Enter campus by the Main Entrance (North Driveway) and proceed to Lane 1.
- Proceed down this lane and make a right onto Lane 2.
- Proceed down and turn left onto Lane 3.
- **Children must exit the car from the curbside door.**

- There will be Teachers/Assistants outside assisting the PreK students out of the cars and directing them to the cafeteria door.

Parents may escort their children into the cafeteria door if they do not wish to follow the carline drop off procedure.

### **OLDER SIBLINGS**

If a PreK3 or PreK4 student has an older sibling, the PreK3 or PreK4 student should be dropped off first in front of the cafeteria entrance.

Parents should proceed down Lane 3 for older child drop off. Drive car along the front curb to the stop sign. Children must exit the car from the curbside door. Older siblings can enter school at the Cafeteria Entrance door or Art Room door.

### **DISMISSAL PROCEDURE 12:00PM AND 2:30PM**

- Parents should be prompt.
- Enter campus by the Main Entrance (North Driveway) and proceed to Lane 1.
- Proceed down this lane and make a right onto Lane 2.
- Proceed down and turn left onto Lane 3.
- Children must exit the car from the curbside door.
- There will be Teacher/Assistants outside of the Main Building where the child's name will be called and they will be brought out to their parents'/guardians' car. **For the safety of all, parents are requested to remain in the car.**
- If the child needs to be buckled in, the parent should proceed down Lane 3 to the Parent/Visitor Parking Lot, buckle the child into the seat and then exit on North Street. This is a safety issue and non-compliance will cause a traffic build-up and unsafe traffic flow, which could result in an accident.

Anyone who is late picking up his/her child must park in the Parent/Visitors Parking Lot and enter the Main Building to pick up their child.

At dismissal, parents/guardians may be requested to show picture identification. No changes should be made, especially during the first few weeks of school, except for emergencies. It is imperative for a safe dismissal that a routine is put into place. If your child is scheduled to use an individual car or carpool pick-up, please be consistent in following this routine. If there is a change in your child's dismissal procedure, a note must be sent to the homeroom teacher or in an emergency, a call must be made to the Main Office Secretary directly. No voice mail messages are to be left regarding a change in a child's dismissal.

In the event the parent is not picking up his/her child, the parent is to instruct the person doing so on the proper pick up procedure.

### **Emergency Dismissal Procedure:**

It is the parent's responsibility, or the designated contact person, to be available for an unexpected early dismissal, usually for an inclement weather day. The radio stations (WGCH-1490AM) or (WEBE-108FM/WICC-600AM) will announce any school closing, delayed openings, or early dismissals. Information is also available via the school's website, [www.gcscct.org](http://www.gcscct.org), through the alert system, and [ctweather.com](http://ctweather.com). For the safety of your child if you are not at home, cell phones should be kept on during the school day for emergency contact. **It is very important that your emergency contact information be accurate and kept up-to-date.** If there are any changes, parents are to contact the Main Office and Room Mothers immediately.

Extended Day, PreK3, and PreK4 will be cancelled on an emergency early dismissal day. Room Mothers will be notified and a voice blast will be sent to listed cell phones and a notice will be posted on the website.

During midday emergency closings, a voice blast will be sent to listed cell phones and a notice will be posted on the website. Parents, or emergency contact persons of PreK3 and PreK4 students must be available to pick-up his/her child in case of inclement weather, emergency evacuation, or a midday emergency closing.

An unexpected early dismissal Contact for inclement weather or a midday closing should be listed among family members, neighbors, or carpool people who will be responsible for transporting your child (ren) to and from school.

During inclement weather, a parent or emergency contact person may pick-up the student from school at any time and sign out. The safe dismissal of the children is of paramount importance during emergency inclement weather.

For Indoor Dismissal, parents have the choice to either utilize the curbside pick-up procedure, or park and escort their children out of the building. Students will be called to be dismissed either by walkie-talkie or over the loudspeaker.

Parents are not permitted to walk to the classroom.

### **BACKPACKS**

For fire code safety, backpacks must fit into lockers and/or must be safely hung in classrooms. PreK - Grade 3 parents should follow the directive of the Homeroom teacher. Backpacks on wheels are discouraged. This backpack must fit into the locker and for safety reasons students must carry them down stairways.

### **BIRTHDAY OBSERVANCES**

Students in PreK through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). In addition, birthday treats may be brought to school for students in the class. Parents are asked to notify their child's teacher 3 days in advance. ***Birthday treats are given out at morning snack time and dropped off with the student at arrival. Recommended treats are small cupcakes, brownies.***

### **BUCKLEY AMENDMENT**

Greenwich Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated the testimony (mileage, parking, food, etc.).

## **BULLYING/HARASSMENT POLICY**

In accordance with State Law, "Bullying" means any overt act by a student or a group of students directed against another student with the (repeated, ongoing) intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity. Bullying behavior is strictly prohibited at Greenwich Catholic School. In all cases where there has been an allegation of (repeated, intentional), inappropriate behavior, the teacher and Administration will intervene as they deem appropriate in their professional assessment of the situation. Students who persist in such behavior will be subject to disciplinary action, which will be administered after the totality of the situation is analyzed, including due consideration of the age of all students involved. In the most serious of situations, disciplinary action may include Probation, Suspension, and/or Expulsion from school. In all cases, the privacy of all parties involved will be preserved by the Administration throughout the resolution process.

Cyber bullying is a situation where a student is (repeatedly) "tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted" by another student or groups of students using text messaging, e-mail, social media, instant messaging, or any other type of digital technology. All incidents of cyber bullying should be reported to a teacher and/or the Principal immediately. Greenwich Catholic strongly recommends that students not register or participate in social networking.

## **CALENDAR**

The school calendar is posted on the gcsc.org website in mid-August and changes are made throughout the year. Special Events are highlighted by the Parent Association, as well as posted in the weekly "*e-Previews*" email blasts. Parents should check for updates by looking at the monthly calendars under the Home Page.

## **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week (January 27-February 2, 2019) is a special opportunity for our school to join with the Bridgeport Diocesan Schools and Parishes, as well as Catholic schools nationwide, to celebrate the mission of Catholic education. It is an opportunity to pray, rededicate the school community to the loving mission of Christ, and to appreciate God, Our Father, our communities, and families. During this week of celebration, we are aware of our responsibility to give back to each other and to our world community.

## **CHILD ABUSE LAWS**

Greenwich Catholic School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Families.

## **CONDUCT**

Greenwich Catholic School's mission is to create a safe, loving, and Christ-like community, and to teach students to work out conflicts and differences in an appropriate manner. The development of Christian character is the foundation of behavioral standards for our students. Our goal is that students internalize and develop within themselves the Student Mission Statement both in and out of the classroom.

The Greenwich Catholic School community does not permit any acts of unkindness or aggression. The Administration reserves the right to act to solve and bring calm to incidents as they may arise in the school. While students may have the right to due process, it is recognized that there may arise emergencies where the school must act immediately to protect the health or safety of an individual or group.

In such situations, students may be questioned by Administration about any allegations of misbehavior and/or inappropriate aggressive behavior toward another student or adult. Depending on the situation, and at Administration's discretion, parental notification of the incident may occur either before or after the questioning.

In considering if and when disciplinary action will be taken, the Administration and teacher will consider the totality of the situation, including the age of all students involved. Parents will be informed whenever any disciplinary action is taken, and will have the right to appeal any such action by scheduling an appointment with the Administration.

The Administration, teachers, and staff are committed to working with all parties involved to resolve all disciplinary behavior issues, and the ongoing relationship between the parents, teachers, and staff is paramount in managing behavioral issues. Ultimately, the Administration will have the final determination on disciplinary action. In the most serious of situations, disciplinary action may include probation, and/or Suspension/Expulsion from school. If the Administration determines that there is not adequate cooperation on the part of the families involved to resolve an ongoing behavior issue, the student and/or family may be asked to leave the school. In all cases, the privacy of all parties involved will be preserved by the Administration throughout the resolution process.

### **EMERGENCY MEDICAL TREATMENT**

The Principal will be notified immediately of all serious injuries and illnesses.

1. The School Nurse or an Administrator will call the parent, guardian, or responsible individual designated on the emergency card to inform that individual of the nature of the emergency. In an emergency, if a parent cannot be reached, the family physician will be notified that the injured person is en-route to the hospital.
2. In a serious emergency, 911 will be called to transport the individual to the Emergency Room of Greenwich Hospital. A designated individual from the school will accompany the student, if possible, unless the parent is available.
3. If transported by private vehicle, the hospital will be notified by the School Nurse that the injured student is en-route. The parent will be advised to meet the student in the Emergency Room.
4. The individual who witnesses the accident will complete an Accident Report.

### **EXTENDED DAY OPTION**

PreK3 and PreK4 students may enroll in the Extended Day Program from 12:00 pm – 2:30 pm for an extra fee at the beginning of the school year. Students who are enrolled in the Extended Day option must bring a Lunch. Lunch is followed by a rest period. Daily activities that are covered are Art, Science, Math, Music and Movement, Language Arts, and outdoor play.

### **FINANCIAL OBLIGATIONS**

#### **Kindergarten – Grade 8**

Non-Diocesan Tuition Rate/year per child	\$12,200.00
Diocesan Tuition Rate/year per child	\$11,200.00

#### **PreK3 and PreK4**

Tuition Rate/year per child	\$ 8,500.00
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**Tuition Payment Plans:** Visit <https://online.factsmgmt.com/signin/3CY8R>

**Family Grant Program:** We offer a \$500 grant for each sibling attending GCS in Grades PreK-8.

**Student Activity and Supply Dues:**

Grades PreK-7 per student \$500  
Grade 8 per student \$650

**Parents Association Dues:** \$125 per family

Greenwich Catholic School collects tuition through an outside vendor, FACTS Tuition Management Company. FACTS offers families the following three options of payment:

1. Payment in full by May 1
2. A two payment option – ½ due in July and ½ due in November
3. A ten payment plan due monthly – July through April

These payments can be automatically withdrawn from either a checking or savings account.

It is the Board of Director's policy that a student not be permitted to attend classes the first day of school unless the parent has either paid tuition in full or arranged payment through FACTS Tuition Management Company.

It is also the Board of Director's policy that any student with an outstanding fee or tuition balance during the year shall be prohibited from receiving Report Cards, obtaining school transcripts, or participating in Graduation. These policies are strictly enforced.

**TUITION ASSISTANCE:**

**Bishop's Scholarship Fund:** All families who wish to apply for financial aid *must first apply to the Bishop's Scholarship Fund*. Those interested in applying should visit <https://online.factsmgt.com/aid>, and complete a Grant and Aid application, supplying all supporting documentation, including tax returns and W2s. The application deadline is in March. Award notifications begin to go out starting in April. For more information, visit <https://www.foundationsineducation.org/bishops-scholarship-fund/> or call 203-416-1629.

**GCS TUITION ASSISTANCE:** To apply for financial aid from GCS, a completed FACTS Grant and Aid application is required, which will have been submitted when applying for the Bishop's Scholarship Fund. All families who have filed that application will be sent forms to complete in order to be considered for aid from Greenwich Catholic School. If you have questions, please contact the Business Manager.

To qualify for the Diocesan parish tuition rate, the Business Office must have a Parish Verification Form from the pastor of the family's parish. Every family is required to submit a new form *each year*.

**FOOD ALLERGY POLICY**

Greenwich Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

GCS encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

In order to minimize the incidence of life-threatening allergic reactions, GCS maintains a system-wide procedure for addressing life-threatening allergic reactions, and maintains an Emergency Action Plan for any student(s) whose parent/legal guardian and physician have informed the school in writing that the student(s) has a potentially life-threatening allergy.

Teachers and new staff are made aware of this policy. All Staff who come in contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. Training policies are updated as needed. (Also see Allergy Policy).

### **FOOD SAFETY CONSIDERATIONS**

Reasonable accommodations are made for students with specific food allergies. Greenwich Catholic School does not endorse the concept of a ban on an allergy-producing product (e.g. peanuts, milk), since such a ban is difficult to enforce and may create a false sense of security for the affected students.

**Greenwich Catholic School has instituted a peanut-free snack policy.** Classroom teachers will monitor student snacks and provide cleaning supplies to wipe down the tables.

School personnel will not attempt to determine foods that are safe for an allergic student to consume. Parents, upon request, will be provided with information regarding ingredients of school lunches. The school relies on ingredient list provided by Westchester Food and other food companies. Food service staff will be instructed on the utmost importance of avoiding cross contamination. They will further be given full information on how to avoid cross contamination while preparing food.

Students will be encouraged to wash hands frequently especially before and after meals and before and after snack, if possible. An "allergy free table" is available in the school cafeteria. This table will be washed before the first lunch and between subsequent lunch periods with appropriate cleaning supplies. Parents will indicate if their child is to be seated at this table.

Food or utensil sharing or "swapping" is prohibited. Parents and school staff will remind students of this rule. Cafeteria monitors will also be aware of the no sharing rule and will remind children. Further, cafeteria monitors will know which children have food allergies and the signs and symptoms of anaphylaxis.

### **FOREIGN LANGUAGE**

The students in PreK through Grade 5 will be offered French and Spanish enrichment. PreK students will also be offered Mandarin enrichment

### **FUNDRAISING**

Financial support is vital to advancing Greenwich Catholic's mission and ensuring that we have the resources to provide our students with the best academic and spiritual foundation. To that end, all fundraising endeavors are managed by the Advancement Office based on the objectives set forth by the Advancement and Finance Committees of the Board of Directors to meet annual operating budget goals beyond what tuition revenue covers.

GCS most important fundraiser is the Annual Fund, which is an ongoing tax-deductible giving campaign that supports the school's operating budget. In addition to the Annual Fund, GCS hosts a major fundraising event each year, the Back-to-Basics Benefit. The proceeds from this event are applied directly to GCS' operating budget in order to:

- Fund curricular initiatives and professional development across the grade levels

- Provide tuition assistance for deserving students and their families
- Enhance technology in our classrooms
- Maintain our expansive campus

**GUM**

Students may not chew gum on school grounds at any time. This includes before school, during school, and after school.

**HEALTH**

A certified registered nurse is available on a full time basis to meet the physical needs of the children. The State of Connecticut mandates that all students must provide documented proof of immunizations including month, day, and year of each required vaccine. The following is a summary by grade of all required immunizations.

**Immunization Requirements for Enrolled Students in Connecticut Schools - 2018-2019 School Year**

**PRESCHOOL**

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

All completed health forms must be returned to the School Nurse for review by August 10, 2018. Students with scheduled health exams after August 10, 2018, must submit all health forms to the Nurse prior to the start of school.

**NEW STUDENTS**

In order to comply with the Connecticut State Law, Department of Health and the Greenwich Board of Education, **all new students** to GCS entering into Preschool through Grade 8 must have:

- A complete physical exam by an M.D, PA, or APRN.
- Mandated state immunization requirements
- Completed State of Connecticut Health Form (Blue Form) for Grades K - 8
- Early Childhood Health Assessment Record. (Yellow Form) for PreK3 & PreK4
- Sports Physical Form required annually for all students for PreK3 – Grade 8

- Current TB skin test with results done within the last year (except for certain circumstances).

In order for the health form to be accepted, physicals must have been performed within the past 12 months prior to the start of school, and all mandatory screenings, tests, and immunization requirements must be completed. **Incomplete health forms will be returned, and students will not be able to begin school until the School Nurse receives all missing health information for review and health clearance is given.**

### **STUDENT EMERGENCY CONTACT INFORMATION FORM**

Complete all Personal Emergency Contact Information, Student Health Information, and sign the Authorization for Emergency Treatment (one form per child). These forms must be returned upon receipt. The information will be in the Main Office and in the Nurse's Office.

\*Note: Whenever a contact change is made by a parent, the parent needs to update the school with a new completed form, noting the information change. A new parent signature is needed authorizing emergency medical treatment for the child.

In an emergency, the school's policy is to contact the parents first, or in their absence, contact the individuals listed on the child's Emergency Contact Information Form. For the child's safety, it is imperative that parents fill out the emergency contact section of the form.

Each family must provide the following information (per student)

#### **Non-Parent Medical Emergency Contact**

This person must be available during the school day to pick up a sick child from school and make minor health decisions, i.e. taking a child to the doctor.

#### **Non-Parent Midday Emergency Dismissal**

This person must live near school and be available during the school day to pick up a child during an emergency dismissal. GCS recommends that parents ask another GCS parent or neighbor to be a contact.

### **SCHOOL MEDICAL ADVISOR'S GUIDELINES FOR CHILDHOOD ILLNESS**

The following guidelines are to help provide a healthy environment for your child in school. Please keep your **child home** when he/she has the following:

- Cold symptoms (esp. fever, malaise, cough, discolored nasal drainage).
- Diarrhea and/or vomiting.
- Eye drainage (profuse and/or thick).
- Fever (for any reason).
- Rash (undiagnosed - not seen by MD).
- Sore throat (if cultured, until 24 hours when result is back & is negative).
- Sore throat with positive culture – 24 hours after antibiotics started.
- When your child feels too sick to take part in the school day.

Your **child may return** to school when

- Temperature is normal for 24 hours after stopping Tylenol or Ibuprofen.
- Diarrhea and/or vomiting has stopped for 24 hours.
- Rash has been seen by MD (must bring note to School Nurse).

Children are generally **non-infectious**:

- 24 hours after starting antibiotics.
- After all chicken pox lesions are scabbed (usually 1 week).
- 1 week after the onset of any communicable disease.

**Please Note:**

**Children who arrive at school wearing a cast, sling, splint or using crutches must bring a note to the nurse from the child's M.D. indicating restrictions and the duration of restrictions. Students unable to participate in P.E. class and/or recess because of injury (wearing cast, splint, or using crutches) or illness must bring a note to the School Nurse from the child's MD indicating restrictions and the duration of the restrictions. All students must be evaluated by the School Nurse prior to entering their classroom. Students on crutches cannot take the bus to and from school.**

**Children who have been treated for an injury, have had surgery, or have been hospitalized even overnight must bring a note to the nurse from the child's MD stating they may return to school and indicating any restrictions.**

The Greenwich School District and the Department of Health Nurses reserve the right to send home any student who displays signs of ill health that, in the Nurse's judgment, may jeopardize the general welfare of the student and/or the class.

**MEDICATION POLICY**

If it is necessary that a child receive medication, either on a daily basis or on an occasional basis, the parent and the doctor must fill out a Medical Authorization Permission Form. Forms are available in the Nurse's Office.

Students will not be allowed to self-administer or receive over-the-counter or prescription medication in school until a written Medication Authorization Form is completed by a physician or dentist and parent written authorization is noted on the form. This policy is in compliance with Connecticut State Law, Greenwich Department of Health, and the Greenwich Board of Education mandates regarding the administration of medication in the school.

The School Nurse will determine on an individual basis whether a student will be allowed to self-administer inhalers in school only when the physician has indicated that the child is able to self-administer on the Medication Authorization Form. If the Nurse determines that it is not in the student's best interest for him/her to self-administer a medication with respect to health and safety, the medication will be kept in the Nurse's Office and will be administered by the Nurse or a designated trained Administrator or teacher in her absence.

1. Medication Authorization Forms are available in both the Nurse's Office and the GCS Website.
2. ALL MEDICATION **must be delivered** to the NURSE **by the parent/guardian** or other responsible adult. Students are not allowed to transport medication to and from school.
3. Medication must be in the pharmacy prepared containers and labeled with the name of the child, name of the drug, strength, dosage, time of administration, and physician or dentist's name. **OVER THE COUNTER MEDICATION** such as Tylenol, Advil, Cough Syrup, Cough Drops, etc. must be received in an unopened container.
4. Medications will be kept in a locked cabinet in the Nurse's Office. An individual student record will be maintained regarding medications administered.
5. If the Nurse is not present to receive the initial order and medication, school personnel should not accept any medication.

6. The Parent/Guardian will be responsible for administering his/her child's medication until the Medication Authorization Forms are received from the physician for the said medication and until a Medication Administration Plan has been developed by the Nurse.

### **ALLERGY POLICY**

Greenwich Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

GCS encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

In order to minimize the incidence of life-threatening allergic reactions, GCS maintains a system-wide procedure for addressing life-threatening allergic reaction and maintains an Emergency Action Plan for any student(s) whose parent/legal guardian and physician have informed the school in writing that the student(s) has a potentially life-threatening allergy.

Teachers and new staff are made aware of this policy. All Staff who come in contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training and policies are updated as needed.

Due to student or faculty/staff allergies, pets from home are not permitted inside school buildings except in the case of service animals.

### **INSURANCE**

Students should immediately report injuries occurring on the school grounds or at school related functions to the teacher-in-charge and/or to the School Nurse.

As a benefit to school families, Greenwich Catholic School provides all students with accident insurance. This is paid through the child's student activities fees. All claims must first be filed through the student's family health insurance carrier. Any remaining expense is covered by the Student Accident Insurance.

Greenwich Catholic School is not involved in any way in the administration of the insurance claims process, except to make accident reports and Nurse's reports available to the parents. It is the sole responsibility of the parents to file and follow-up on all claims made under the insurance policy.

### **LOST AND LEFT**

It is mandatory that all student belongings, such as clothing, shoes, book bags, lunch boxes, and equipment be **marked or labeled with full names**. Large misplaced items, such as clothing, baseball gloves, shoes, etc., will be brought to the Lost and Left closet in the Lunch Room. Any small items, such as jewelry, watches, glasses, or keys will be kept in the Main Office. All articles not claimed after a period of a month will be sent to a charitable organization. Greenwich Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

### **LUNCH**

Students in the Extended Day program must bring their own nutritious lunch in cold packs or hot thermoses. Lunch will not be heated in the classroom. All utensils must be provided by the parent. Students must also bring their own healthy snacks. Please refer to the Food Allergy Policy.

### **MEDIA RELEASE FORM**

Throughout the year, students might be included in group pictures for cultural events, advertisements, and/or videos. This includes advertisements, pictures, and/or video by newspaper photographers to be used on our website or brochures. If a parent does NOT want his/her child to be photographed by a newspaper photographer, parent or teacher, the parent should have checked the appropriate box on the Student Registration Form or notify the Administration prior to the first day of school. Children should be informed and aware of their parents' decision.

### **PARENT AMBASSADORS**

The Parent Ambassador Program provides support to the school in the areas of recruitment, enrollment, and retention and is overseen by the Associate Director of Enrollment and Marketing.

Parents selected for this committee are involved and positive about the school, are connected with school families and their neighborhood communities, have a strong work ethic, and are comfortable talking to prospective families. Ambassadors attend admissions events, provide support for the admissions process, and offer community outreach.

### **PARENTS ASSOCIATION**

The mission of the GCS Parents Association is to support the School's strategic goals by promoting fellowship among families, faculty, and staff. In the spirit of service to others, the all-volunteer Parents Association seeks to integrate GCS's mission by organizing programs and events throughout the year that engage and strengthen the entire School community. Monthly meetings provide parents with the opportunity to volunteer for committees and events, as well as keep up with current happenings at GCS. Meetings are held on the 1st Wednesday of each month at 8:45 am. Please refer to the GCS website for more information on PA committees and upcoming events.

### **PARENT CONCERNS**

Parental involvement is encouraged. However, respect, courtesy, and confidentiality must be maintained at all times when solving school behavior and academic issues or concerns. Parents with any concerns must follow the process of addressing concerns to the Teacher and the Principal.

#### **PROCESS**

##### **Step 1 - Teacher**

If any parent has concerns about any issues regarding their child and his/her experiences in the classroom, he/she should immediately contact the child's teacher for clarification and a complete understanding and/or resolution of the issue or incident.

##### **Step 2 - Principal**

If a parent of a student feels that any such resolution by the teacher is not satisfactory, the parent should contact the Principal for an immediate conference. It is strongly suggested that the parent's concerns are put into writing in order to facilitate the Principal's review. A plan of action will be formulated for implementation by the Principal/parent within a reasonable time frame and upon mutual agreement.

### **PARENT/CHILD SEPARATION**

Some PreK3 and PreK4 students may have difficulty separating from their parents in September. We encourage parents to leave as quickly as possible after bringing their child to school as this makes their child's transition easier. A child may cry, but will usually stop after the parent leaves. During the first week of school, parents of children who are having separation problems will be allowed to remain on campus for an hour in the Convent. If a child has not adjusted after an hour, the parent will be requested to take the child home for the day.

Some children may continue to have a severe separation problem. If, after a three-week period, a child is still having a very difficult time separating, he/she may not be ready for the PreK3 or PreK4 program. Greenwich Catholic will hold a place for an additional two-month period. Parents are required to continue to pay their tuition. If, after that period, when the child returns, he/she is still having difficulty separating, parents will be notified in writing that their child is not ready for the program. Parents will then be asked to withdraw their child.

## **PARKING**

**Parking is not permitted in the PreK Parking Lot.** Parents must comply with parking and traffic regulations and park in the Parent/Visitor Parking Lot when visiting and/or volunteering in the school. No parking is allowed in front of the school (Fire Lane), in the North or South Driveways, by the gymnasium, or in front of the Convent. Parked and/or unattended vehicles in the Fire Lane in front of the school are always prohibited. If there is an emergency situation at the school and a safety or police vehicle enters the campus, parents who are dropping off or picking up the children must clear the Fire Lane immediately. The Administration, Staff, and Custodians will monitor the roads.

All parents and caregivers must display a 2018-2019 GCS Parking Permit in the interior, upper right windshield (passenger side) of their car.

For specific information about Arrival/Dismissal parking, please refer to Arrival/Dismissal Procedure Section.

## **PLAYGROUND BEHAVIOR**

PreK3 and PreK4 students have wonderful outdoor play equipment and spend their free time outdoors in most kinds of weather. Although the equipment is safe and set in soft chips, misbehavior, carelessness, and lack of awareness can lead to accidents. In cases of misbehavior, PreK3 and PreK4 teachers help students learn what behavior is appropriate for the playground environment. Parents should reinforce positive playground behavior by discussing appropriate behavior regarding sharing, taking turns, including playmates in games, and avoiding inappropriate behavior such as yelling or hitting.

- Participation in outdoor recess is mandatory unless otherwise specified in writing by a parent. Appropriate dress for weather conditions is required. Students go outdoors every day and should be sent to school with hats, mittens, and boots for cold, snowy days.
- Sneakers are to be worn each day.

Playground supervision is not provided before or after school hours. Students are not to use fields, gymnasium, or grounds. Ball playing, skating, climbing trees, or playing on the front statue is prohibited.

## **PRAYER, LITURGIES, AND PRAYER SERVICES**

Our school day begins with prayer. During the school year, the students are given the opportunity to participate in monthly Liturgies and Prayer Services.

Parents are invited to attend all Liturgies and may refer to the calendar for specific dates. Liturgies that require Full Dress will be noted in the calendar and referenced in communications.

## **PROGRESS REPORTS**

Student Progress Reports are distributed two times a year. These Progress Reports give an overview of the student's performance at school. Parents of PreK students are required to schedule formal conferences with classroom teachers.

Additional private conferences are encouraged when necessary. Teachers are available for scheduled conferences between 3:00pm and 3:30pm and regularly scheduled Parent/Teacher Conferences are held twice a year. A letter will be sent home for conferencing.

### **SAFE ENVIRONMENTS PROGRAMS - VIRTUS**

In light of its sacred obligation to protect children, youth and vulnerable adults, the Diocese of Bridgeport is renewing its commitment to and strengthening of the Safe Environments programs.

The Safe Environment Programs are designed to prevent, identify, and respond to abuse. The program provides appropriate education and ongoing training to Diocesan personnel and volunteers about inappropriate behavior and about warning signs of possibly abusive behavior. Keeping your children safe while at school is a top priority of Greenwich Catholic School.

The Diocese of Bridgeport has developed the Safe Environment Program in compliance with the USCCB Charter for the Protection of Children & Young People which charges that all adults who will be in contact with the children in our school must comply with the following mandates:

1. Background Check - Must be completed every five years.
2. *Protecting God's Children for Adults* (VIRTUS) Training – This training must be in person the first time and then can be completed on-line every five years thereafter.
3. Signature on a Code of Conduct (Executive Summary) agreement.

***If you would like to volunteer in any way at Greenwich Catholic School, you must be in compliance with the above mentioned mandates.***

To register for VIRTUS training and complete the background check process go to [www.virtusonline.org](http://www.virtusonline.org).

### **SCHOOL CLOSINGS**

It is the parent's or designated contact person's responsibility to be available for an unexpected early dismissal, usually on inclement weather days. The radio stations (WGCH-1490AM) or (WEBE-108AM/WICC-600AM) will announce any school closings, early dismissals, or delayed openings. An announcement regarding school closing or delayed opening will be made by the Administration in concurrence with the Greenwich Public School System. This information is also available via the school website, [www.gcsct.org](http://www.gcsct.org), through the alert system, and [ctweather.com](http://ctweather.com). For the safety of children, if parents are not at home, pagers/cell phones should be kept on during the day for emergency contact. It is very important that your emergency contact information be accurate and kept up-to-date. If there are any changes, parents are to contact the Main Office/ Room Mothers immediately.

Parents or emergency contact person(s) are permitted during severe weather conditions to pick up students from school at any time. Common sense should prevail. In the event of snow, parents should listen to weather reports, and according to predictions, come to school to pick up and sign out their children. The safe dismissal of the students is of paramount importance during emergency inclement weather. Greenwich bus schedules will follow the public school early pick up schedules. Parents should contact their bus companies for emergency schedules. It is the responsibility of out of town parents to notify their bus companies of any changes in their schedules. It is also the parents' responsibility to learn of bus cancellations through their own local towns.

Extended Day PreK3 and PreK4 will be cancelled on an emergency early dismissal day, a voice blast will be sent to listed cell phones, and a notice posted on the website. Any outside activity may be cancelled due to rain or snow, but this will be done no later than 2:30pm. Parents must understand that it is their responsibility to listen to the radio or contact the school and prepare themselves during inclement weather situations for possible cancellation of activities.

During midday emergency closings, including inclement weather, a voice blast will be sent to listed cell phones, and a notice posted on the website. Parents or emergency contact persons must be available to pick up the children in case of inclement weather, emergency evacuation, or a midday emergency closing. An unexpected early dismissal (inclement weather, or a midday closing) contact person should be among the listed family members, neighbors, or carpool people who will be responsible for transporting the child to and from school.

### **SEARCH**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

### **SPECIAL EVENTS**

Parents are encouraged to attend all special events. Some of the key special events during the year are the following:

- Liturgies
- HSA Volunteer Fair– September
- Back to School Picnic – September
- Halloween Party - October
- Angel Day - December
- Christmas Show - December
- Catholic Schools Week - January
- Science Fair
- Family Bingo Night
- Back to Basics Evening
- Drama Club Play
- Fall and Spring Book Fairs
- Field Day – June
- Father-Daughter Dance
- Mother-Son Outing
- STEM Night

### **TOILET TRAINING AND “ACCIDENT” POLICY**

All students must be toilet trained prior to entry in the PreK3 and PreK4 program. Pull-ups are not allowed. **Because “accidents” occur occasionally, parents are required to provide an extra change of clothes on the first day of school.** Due to state laws and safety concerns for the students and the staff, GCS has developed the following “Accident” policy.

- If a child urinates in his/her pants, the child must change himself/herself in the bathroom with the door partially open so the Teacher/Assistant can provide verbal cues as needed. The Nurse will be notified if the child seems ill. Parents will be notified by the classroom teacher and asked to pick up the child if the child is not capable of dressing himself/herself.
- If a child has a bowel movement, parents or emergency contact will be notified by the classroom teacher and the student must be picked up immediately. If a parent or emergency person cannot be contacted, the Teacher/Assistant will change the child. The Nurse will be present.

After an initial “accident,” the child may return to school, but if another “accident” occurs within a three-week period, he/she may not be ready for the PreK3 or PreK4 program. Greenwich Catholic will hold a place for an additional two-month period. Parents are required to continue to pay the tuition. If after that period, when the child returns and he/she has an “accident,” parents will be notified in writing that their child is not ready for the program. Parents will then be asked to withdraw their child.

## **UNIFORM**

Greenwich Catholic School has historically subscribed to standards of male and female dress within the Catholic Church.

New students who have not received their uniforms are expected to dress neatly. All uniforms, including gym uniforms, must be properly labeled with full names. Students are required to wear the mandatory uniform without substitution. Parents are asked to be sure students are completely in uniform, whether Full Dress Uniform or in regular Uniform before leaving for school each day. If a student is out of uniform, the parent will be notified to bring the correct uniform to school. Hair and uniforms must be neat and clean.

All shirts must be clean and tucked in and no blousing is allowed. Pants should be hemmed so that bottoms do not drag on the floor. Jumpers must be mid-knee at all times and be altered with a 3” hem to allow for growth. A note is required to excuse a student not in proper uniform.

**Please refer to GCS website for uniform guidelines by grade level.**

GCS uses Lands’ End and Dennis Uniform Manufacturing Company, for the entire school. Parents may purchase items online at Lands’ End or Dennis Uniform, or at the Dennis Uniform retail store in Orange. **Please always refer to GCS website for all up-to-date and accurate uniform information. FULL DRESS UNIFORM IS REQUIRED FOR ALL STUDENTS in Grades 1-8 at all school-wide Liturgies and for other formal occasions as warranted.**

Grades 1-8 students are required to wear gym uniforms to school on the days that they have Physical Education classes.

Students will receive a warning slip which must be signed by parents if they are not dressed in uniform or violate the uniform code (shirt not tucked in, missing a belt, wearing a hat or sneakers, etc.). Excessive violations of the uniform policy could result in Detention for students in Grades 6-8.

## **UNIFORM EXCHANGE**

Greenwich Catholic School has a Uniform Exchange Program located in a labeled closet in the Lunch Room. Donations are accepted.

## **VACATIONS**

Extended vacations are not encouraged beyond the listed Christmas, Winter, and Spring vacations. In the event of an extended vacation, extra help and extensions for required work should not be expected. Assignments that are due during the absence should be handed in ahead of time unless otherwise instructed by the teacher. Students who miss a test/exam will be expected to make it up immediately upon return. This should be discussed with the teacher. Assignments completed after a student’s return will be subject to penalty.

## **VISITORS/VOLUNTEERS**

Volunteer involvement is encouraged. As one would expect, respect and courtesy must be maintained at all times whether working among adults or children. Parents who wish to volunteer may contact the Administration/Main Office or the Parents Association President. Volunteers are needed and welcomed as Room Mothers and Library Assistants. Parents are also encouraged to participate in the various activities of the Parents Association. All communication regarding events/promotion needs to be coordinated through the Associate Director of Communications & Marketing. All parents volunteering in any capacity are required, by Diocesan policy, to meet the requirements listed under Virtus Training. The main office maintains a list of all volunteer parents who have completed their Safe Environment requirements and shares this list with all teachers. If a name of a parent who wishes to volunteer is not on the list, that parent will be unable to volunteer.

All parents and visitors must park in the Parent/Visitor Parking Lot during school hours. Upon entering the school, parents are to **sign in** at the Main Office and obtain a **visitor/volunteer sticker**. Only those visitors or volunteers who have authorization from the Administration may go through the building or into a classroom.

Students may not bring friends to school without a written parental request and Administrative approval. After signing in, visitors or volunteer parents are asked not to make contact with their child/children during school hours.

### **WEBSITE**

Greenwich Catholic School maintains a website, [www.gcsct.org](http://www.gcsct.org). The website contains information to help promote the school to the general public, as well as to provide information important to the school community. Parents are highly encouraged to utilize the website as a primary source of information.

### **WITHDRAWAL OF STUDENTS**

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal, **Business Manager, and Associate Director of Enrollment and Marketing** in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.