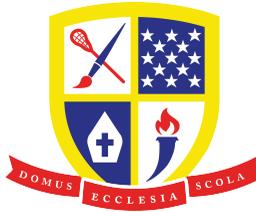


GREENWICH  
CATHOLIC SCHOOL



**2018-2019**

**PARENT/STUDENT HANDBOOK**  
**KINDERGARTEN - GRADE EIGHT**

*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*

## **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. An excused absence is an absence due to:

- An illness,
- an approved school visit

- an athletic competition
- a family emergency

Absences for other reasons than the above are unexcused absences.

**When a student is absent from school, a parent should call the office by 10:00am each day of the absence.** Absence without a call from a parent is considered unexcused until a note from the parent is received. When a student is absent for **five or more days due to illness, 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.

The school calendar provides for extended weekends and school breaks throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Vacations, while school is in session, are considered unexcused. Missed assignments are the student’s responsibility. (Please refer to “Homework” and “Vacation” sections.)

**Excessive absence (40) days or the equivalent of 40 days including tardies,** can be cause for a student to be retained in the current grade for another year.

When a parent requests that an 8<sup>th</sup> Grade student visit a high school, the student will be marked with an excused absence. If a student has perfect attendance for an academic year, except for excused visits to schools, he/she is still eligible for a “perfect attendance award.” Otherwise, to be marked present, a student must be in the school building or at an activity sponsored by the school (e.g., field trip) for at least half of the regular school day. A student who is serving an out-of- school suspension is always considered absent.

The school day for Greenwich Catholic School is from 8:25am until 2:45pm. All students are required to be in classrooms/homerooms by 8:25am when attendance is taken.

## **TARDINESS**

Students who arrive on time for school have the advantage of being calm and prepared for the day by organizing books and materials and speaking with teachers and classmates prior to first period. Students arriving after 8:30am must report to the Main Office. Tardiness and excessive absences are disruptive to students' learning. Therefore, tardiness and absences must be used for sickness and family emergency only. If an Upper School student has 6 unexcused tardies or absences in one Quarter, he/she may receive a 3 on the Effort grade, which will exclude an Upper School student from any Honors, Citizenship, or Effort Award. Lower School students will receive a 3 on the Report Card in "follows class and school rules." Lateness and absences are entered on the student's permanent record. Excessive unexcused tardiness will leave students ineligible for perfect attendance.

## **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 office.

## **ACADEMIC CENTER**

The Academic Center, which is comprised of the Computer Lab and the Library, is a place for reading, class instruction, and research.

Books are checked out for one week, and students will only be permitted to check out books if their accounts are current. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to the local food bank). Damaged or lost books will be replaced at current prices. Students/parents are financially responsible for all books checked out to them. Report cards may be withheld until fines are paid.

Students will not be permitted to use the computers unless a signed Computer Policy Form is on file.

Since the Academic Center is a place for reading and research, courtesy toward others is very important. Loud and excessive talking, unruly and discourteous behavior, and improper handling of books will result in denial of access to the Academic Center facilities for a period of time suitable to the offense. Additional research resources are available in the Upper School classrooms.

## **ACADEMIC INFORMATION** **CURRICULUM**

A Greenwich Catholic education incorporates the hallmarks of a traditional Catholic education and pairs it with contemporary learning. Our program focuses on educating the whole child and prepares each GCS student to enter High School and the world as a well-rounded global citizen. Each child is nurtured, valued and encouraged to work to their full potential.

We support the continuous improvement of student achievement and our curriculum was designed not only to meet, but to exceed state and national standards. Teachers and administrators designed this proprietary curriculum under the guidance of national experts in Curriculum Mapping, a process of organizing and planning what is happening in our classrooms at specific points during the school year. Socially, we offer many extracurricular activities, including sports and clubs. There are programs after school that include choices such as drama, writing, arts and crafts, photography, Zumba and karate. GCS students grow spiritually through their religion lessons, frequent liturgical celebrations (including First Friday masses), virtues of the month, community service and Prayer Buddies.

Greenwich Catholic School offers students opportunities for growth in the following major subjects:

### **1. Religion**

- Catholic doctrine and tradition, Bible study, Social Justice and preparation for the reception of the Sacraments of Reconciliation and Eucharist.

- Liturgical services are held on the First Friday of each month for the entire school community. Students also attend parish Mass monthly on a rotating basis.
- Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

## **2. Computer Science**

- Microsoft Office Suite, Web Design, Effective Use of Social Media, Scratch, coding, digital citizenship, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

## **3. Fine Arts**

- Music, Visual Arts, Art, Performing Arts, Violin, and Band

## **4. Handwriting**

- Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.

## **5. Language Arts**

- Reading, English, Spelling, Vocabulary, Writing, Library Skills, and Appreciation of Literature.

## **6. Mathematics**

- Mathematics Skills, Pre-Algebra, and Algebra I.

## **7. Physical Education**

- Physical fitness programs appropriate for each grade.

## **8. Science**

- General Sciences and Laboratory Experiences.

## **9. Social Studies**

- History, Geography, Ancient Civilizations, State History, and Current Events.

## **10. World Languages**

- Vocabulary, common expressions, grammar, conversation, and culture. Mandarin is introduced to the PreK students.

## **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 entering Kindergarten must be five (5) years of age by December 31.

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

All applicants seeking admission to Greenwich Catholic in Grades K-8 are evaluated on the basis of current standardized test scores, transcripts, an in-house entrance exam, and a shadow visit.

Requirements include:

- Verification of active parish affiliation/stewardship; Use of weekly envelopes or automatic deposit (if applicable)
- Health Records
- Immunization Records; All students entering Greenwich Catholic School must have current immunizations. The only exemption is a student with an illness whose life would be compromised by immunization. Documentation of a compromising condition, such as, but not limited to, leukemia must be present prior to acceptance.
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP

Further testing in some academic areas may be held for new applicants in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Greenwich Catholic School. The recommendation and decision of the school is final. Greenwich Catholic School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible; however, Greenwich Catholic School cannot accommodate students who have **extraordinary** learning differences.

### **AFTER SCHOOL PROGRAMS (Afters, Enrichment, Athletics)**

Greenwich Catholic School offers a varied After School Program for students in Grades PreK through 8. The program includes activities such as Music, Art, Dance, Languages, Science, Sports Activities, Swimming, and Drama. The “Student Life” section of the GCS website includes information about activities, fees and registration. Online registration for After School Programs is available, and registration is typically based on season.

An online student Sports Handbook is issued to students who are interested in participating on a sports team, and provides information as well as requirements and procedures for participation in these activities, including physical exam requirements, permission forms, and mandatory parent meetings.

### **SPORTS ACTIVITIES**

For students in Grades 5-8, based on interest, Greenwich Catholic School sponsors the following:

- Fall:
  - Boys Soccer, Girls Soccer, Girls Field Hockey, Boys Cross Country, Girls Cross Country
- Winter:
  - Boys Basketball, Girls Basketball, and Swimming,
- Spring:
  - Baseball, Softball, Boys Lacrosse, Girls Lacrosse, Tennis

### **CONDUCT POLICY FOR AFTER SCHOOL PROGRAMS**

**Participation in After School Programs and sports activities is a privilege. Students must maintain satisfactory academic achievement and must comply with school policies. The Administration reserves the right to remove a student at any time for not adhering to school policies and/or for poor academic and behavioral performance.**

For specific information on student conduct during After School Programs, including but not limited to Afters Enrichment, Athletics, Swim, and Drama, please refer to the “Grading” Section.

### **GRADE 5 POLICY ON CLUBS/TEAMS/PROGRAMS**

Disciplinary situations will be left to the discretion of the 5<sup>th</sup> Grade teachers with the approval of the Principal as to whether a child should continue with an After School club, sports team, or program due to behavioral and/or academic issues.

### **AFTER SCHOOL ACTIVITIES - PICK UP PROCEDURE**

No cars will be allowed in the gym driveway until after 3:15pm to allow a safe transition for buses in and out of the area and for sports teams to get to the appropriate fields.

Parents picking up children from after school activities must be on time and park in the Parent/Visitor Parking Lot or proceed to the gym, cafeteria or Main Office, depending where the activity is being held. Promptness is extremely important as teachers would like to get home to their families. Habitual tardiness may result in the removal of a student from participation in an After School Program.

### **POLICY REGARDING SPECTATORS**

Students are allowed to remain after school to view the sports activities under the following conditions:

1. All students attending after school sports must be accompanied by a parent/guardian.
2. Written parental notification that the child will be a spectator of an after school activity, identifying the responsible adult, and will not be

going home by his/her normal transportation must be submitted to the homeroom teacher in the morning. An unsupervised student will be sent to the Main Office to call home or to Aftercare.

3. Dogs are not allowed on the campus at any time.

Any infraction of the above regulations will warrant Administrative review.

### **AFTER SCHOOL CARE PROGRAM**

This program is open to children in PreK - Grade 8 and runs Monday through Friday from 3:00pm to 6:00pm. There is a daily or weekly option for enrolled students. There is no drop off option. The activities include 3:00pm – 4:00pm homework and then planned indoor and outdoor activities. For more information, please refer to GCS website.

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

Parents should contact classroom/homeroom 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.

### **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. The school day is from 8:25am – 2:45pm. Bus dismissal is at 2:45pm. Only students age 5 or older are permitted on school buses. For additional Bus information, please refer to "Bus Service" Section.

On the opening day of school, parents are responsible to give written notification to their child's teacher regarding their child's **PERMANENT PLAN** for bus or car transportation at dismissal. No changes should be made, especially during the first few weeks of school, except for **EMERGENCIES**. It is imperative for safe dismissal that a routine is put into place. If your child is scheduled to use a bus, 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 given to the homeroom teacher, or in an

emergency a call must be made to the Office Secretary directly. ***No voice mail messages are to be left regarding a change in a student's dismissal.***

### Arrival Times

PreK – Grade 8

8:10am-8:25am

### Dismissal Times

PreK3 & PreK4

12:00pm

Extended Day PreK 3 & PreK 4

2:30pm

Kindergarten – Grade 8

2:50pm

Students arriving at school before 8:10am must report as follows:

- Grades K-5 to the Lunch Room
- Grades 6-8 to the gym

### EARLY ARRIVAL PROGRAM

The Early Arrival Program begins on the first day of school and will continue until the end of the school year. Parents who want to take advantage of the Early Arrival Program must register their children for the program in advance and must prepay the required fee for the year (\$600 for one child per year, or \$850 for a family). The fee and registration form should be returned to the child's classroom/homeroom teacher. Early Arrival time is 7:30am - 8:10am.

The maximum number of students accepted is 35. After that number, Administrative review will take place on an "as needed" basis. Students must enter the building through the Lunch Room.

Students not pre-registered will only be admitted to the Early Arrival Program in the event of an **EMERGENCY**, and only if space is available. Siblings of students being tutored can go to the Lunch Room for early morning drop off and will not be billed.

### MORNING ARRIVAL - GRADES K - 8

At all times, parked and/or unattended vehicles are prohibited in the **FIRE LANE** in front of the school. 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 their children must clear the Fire Lane immediately.

## **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.
- Drive car along the front curb to stop sign (end of Lane 3).
- **Children must exit the car from the curbside door.**
- Children being dropped off must walk on the sidewalk along the South Driveway (road to Gym) and enter through the following doors:

**GRADES K – 5  
Cafeteria Door**

**Building #1 (Lower School) – Art Room Door or**

**GRADES 6 – 8**

**Building #2 (Upper School) - South Door**

Parents may escort children to any school entrance along the South Driveway. However, parents may not to enter the buildings at drop-off time, unless they enter through the Main Entrance and sign in for a scheduled appointment.

There are security cameras, sensors, and/or keypads at all entrances to all school buildings. Parents who wish to enter the school must go to the Main Entrance of the Lower School and press the intercom button. Parents should identify themselves and state the reason for their visit. Upon entering the school, parents are to follow the same procedure of signing in at the Main Office and obtaining a visitor/volunteer sticker.

When dropping off K-Grade 8 students in the morning, parents are to use car line procedure, stopping at the SIDEWALK SIDE of the driveway. If you are parking in the Parent/Visitors lot, it is mandatory that adults walk the children across the driveway to the sidewalk. The children should then proceed up the sidewalk.

## **EARLY DISMISSAL**

Early Dismissal should be used only for emergency reasons and should not be a frequent option. Parents must notify the homeroom teacher in writing the morning of a requested early dismissal, stating the reason (a doctor's appointment or other such emergency). Parents must sign out students who have early dismissal. Students will be called from their classroom when their parent arrives for pick up. Underage siblings cannot sign out students.

## **AFTERNOON DISMISSAL PROCEDURES**

At all times, parked and/or unattended vehicles are prohibited in the **FIRE LANE** in front of the school. 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 their children must clear the Fire Lane immediately. All parents must enter the campus by the Main Entrance/North Driveway and Exit by the South Driveway.

**All parents for car pick up are asked not to enter the campus for dismissal before 2:30pm, with the exception of PreK dismissal.** Parents must notify classroom teachers in writing as to the name of the adult who will regularly pick up their children. If an emergency warrants a change, parents must send in a note to the teacher. The designated adult must provide appropriate identification if requested.

Please note that once children are picked up, parents should leave the premises immediately. Playground supervision is not provided before or after school hours. Students are not to use fields, gymnasium, or grounds before or after school. Ball playing, skating, climbing trees, or playing on the front statue is also prohibited. Students are required to use sidewalks when entering and leaving the building and must always enter and leave the main building promptly. Lingered can cause traffic build up or delays.

## **PROCEDURE FOR CURBSIDE DISMISSAL CAR PICK UP FOR GRADES K - 8**

- K-8 students will be dismissed from their home rooms starting at 2:45pm
- Cars will not be allowed in lane 3 until 2:45pm
- Enter campus by the Main Entrance (North Driveway) and proceed to Lane 1.
- Proceed down this lane and make a right onto Lane 2. (NOTE: IF YOU WILL BE

- BLOCKING THE EXIT LANE, YOU ARE TO CONTINUE THE CAR CHAIN OVER TO THE PARENT/VISITOR PARKING LOT)
- Then follow school personnel instructions. (NOTE: NEVER BLOCK LANE 1 OR THE EXIT LANE.)

### **PICK UP AT STATUE IN FRONT OF SCHOOL**

Parents who do not wish to wait in the car line should adhere to the following procedure:

- Parents should park in the Parent/Visitors Parking Lot at 2:45pm.
- Parents who choose to park their cars for dismissal should not enter the school.
- Students and Parents should cross at crosswalks/crossing guard and walk to their cars.
- Students are not permitted to meet their parents in the Parent/Visitor Parking lot.
- Students must be escorted by an adult to the parking lot.

### **EMERGENCY DISMISSAL PROCEDURE**

It is the parent's or designated contact person's responsibility to be available for an unexpected early dismissal. Information will be available via the school's web site, [www.gcsct.org](http://www.gcsct.org), through the GCS alert system (text and call) and via GCS Facebook and Instagram accounts. **For the safety of your child, cell phones should always 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. The Contact person should be listed among family members, neighbors, or carpool people who will only be responsible for transporting the child to and from school. If there are any changes, parents are to contact the Main Office immediately.

In an emergency early dismissal, students who regularly take the bus home will be put on the bus unless parents contact the school on the day of the early dismissal at ext. 100 to request an alternate dismissal arrangement for their child. If the child is not placed on the bus, it is the responsibility of the parent or emergency contact person to pick up the child.

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

During inclement weather, the parent or emergency contact person may pick up his/her child 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 in the parent/Visitor Lot 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.

## **AWARDS**

### **AWARDS ASSEMBLY**

Students in Grades 6, 7, and 8 will be recognized at the end of the year for having achieved High Honors or Honors for all 4 quarters and will receive Certificates and Pins at the year-end assembly. A select group of students will also receive Effort and Citizenship Awards three times a year and also receive Certificates and Pins. Students are encouraged to wear these pins. In all subjects, a student must receive a one or two (1 or 2) for both Conduct and Effort to receive High Honors, Honors, Citizenship, or Effort Awards.

The Administration reserves the right to deny a student academic honors if that student has had a severe disciplinary action (Suspension) and/or for excessive tardiness/absences and/or other mitigating circumstances. The three highest 8<sup>th</sup> Grade numerical academic achievers will be recognized at the end of the school year.

### **CITIZENSHIP AWARD**

The Citizenship Award is one of the most prestigious awards at Greenwich Catholic School and is given to students who have exhibited a holistic awareness of the spiritual, academic, and performance standards set

at Greenwich Catholic School. A student who receives a Citizenship Award becomes eligible for the 8<sup>th</sup> Grade Principal's Award.

### **CRITERIA**

- Exhibits outstanding Christian behavior
- Academically performs up to his/her potential
- Provides service to the school community
- Adheres to school policies and academic policies
- Respects fellow classmates, faculty, and staff
- Earns (1) or (2) in Conduct Code/Effort Code

### **EFFORT AWARD**

An Effort Award is issued to students who have shown great pride in their work each quarter and have put great effort into maintaining and increasing their academic performance.

### **CRITERIA**

- Outstanding effort and improvement in academic subjects
- Positive attitude toward learning
- Adherence to school policies
- Earns (1) or (2) in Conduct Code/Effort Code

### **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. Students will either remain in their classrooms during

their birthday observances, or distribute birthday treats in the cafeteria during lunch periods. Students are prohibited from walking around the school to deliver birthday treats.

## **BOOKSTORE**

The Bookstore is located in the Main Building in the Lower School wing and is open to students and parents on Mondays and Thursdays from 7:30-8:30am, and to parents only after Parents Association meetings. Special store hours for holidays will be announced via email. The store carries school supplies and other appropriate items. Kindergarten classroom supplies are provided at no charge. Grade 1-8 students will be given an initial set of supplies with which to begin the school year; however, parents are responsible for the replenishment of supplies throughout the year. The Bookstore will not issue credit to students or parents. Bookstore access is not permitted for Kindergarten students.

## **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.

## **BUS SERVICE**

### **Greenwich Residents**

Bus service is provided by the Town of Greenwich for Greenwich students who live over a mile from the school.

The Greenwich Bus Company does not have to be notified when a student is not taking the bus due to the large number of students transported each day.

The Greenwich Bus Company only allows a **guest** student to ride home on a Greenwich bus with an assigned Greenwich bus student if the parent sends in a note stating the name of the assigned student and the name of the **guest** student, the bus stop, and the date. The note must be given to the bus driver. For the students who take the Byram Hills/Bedford, Port Chester/Rye Neck, Valhalla, Chappaqua, or Stamford - Shippan Buses, parents must call those bus companies directly to find out their policies.

Bus infractions are considered serious, and buses may return to school if behavioral problems occur. Students could receive a one-week to a full-year Suspension from bus service. Parents will then be responsible for transportation to and from school. Students must bear in mind that proper conduct and safety rules are mandatory on the bus and students should bring credit to themselves and to the school. Students owe it to themselves and each other to behave in such a way that no one's safety is jeopardized. Such bus infractions as loud talking, verbal harassment, eating or drinking on the bus, getting out of seats, hitting, throwing things off the bus, disrespect for the driver, etc. are forbidden and will be brought to the attention of the Administration.

A written note from a parent/guardian to the homeroom teacher may excuse scheduled bus students who request to go home by car. Please state the date, bus number, and the name of the person picking up the student. Phone requests are only accepted in case of **EMERGENCY**.

### **OUT OF TOWN RESIDENTS**

Parents of students using New York buses are responsible for notifying the bus companies when their children will not be using bus service. Also, if there is no school in New York due to inclement weather or a New York holiday, there will be no transportation to our school. Parents are responsible to find out if their bus company is running and if they are not, parents must provide transportation for their children to Greenwich Catholic School.

### **CALENDAR**

The school calendar is posted on the [gcsct.org](http://gcsct.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.

### **COMPUTER AND INTERNET ACCEPTABLE USAGE POLICY**

We are pleased to offer students of Greenwich Catholic School access to the Greenwich Catholic School Network and Internet access. We continually work to provide a safe technological environment for our students, and they are supervised when using the Internet. We use filtering software to prohibit, to the best extent possible, access to improper sites on the Internet. GCS is not responsible for students who circumvent the filtering that the school has in place.

Greenwich Catholic is mandated to follow the Diocesan policy regarding Computer and Internet Usage. **Before students are granted the privilege of using the internet, parents are mandated annually to sign the “Parent Permission Form” and students must also sign the “Student Agreement Form.”** Inappropriate use of the network and/or the Internet may result in loss of privilege of this educational tool as well as a possible Suspension or Expulsion. Technology is a privilege, not a right.

Parents are urged to closely monitor their child/children’s usage of the Internet. Common usage includes communication with classmates through e-mail, texting, SnapChat, Facebook, other social networking sites, or other forms of digital technology. Although GCS is not responsible for students’ actions outside of school, outside e-mails that include any form of harassment, name calling, or bullying can lead to negative reaction on campus. Therefore, the academic climate of the school could be negatively impacted. Severe disciplinary action could result in Suspension and/or Expulsion of involved students. The school will report any suspected activity including name-calling, bullying, or threats to juvenile authorities.

### **COMMUNITY OUTREACH**

Greenwich Catholic School's mission calls for students to be prepared for a life-long commitment to social responsibility. **Community Service participation is required in Grades 5-8, and encouraged across all grade levels.** GCS students participate in an impressive and creative array of service activities and learn to make a difference in the world around them.

## **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 gospel values of truth, community, peace, compassion and forgiveness.

The Greenwich Catholic School community does not permit any act of unkindness or aggression. The Administration reserves the right to solve and bring calm to incidents as they 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 the Administration about any allegations of misbehavior and/or inappropriate aggressive behavior toward another student or adult. Depending on the situation, and at the 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 and teachers 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.

## **UPPER SCHOOL CONDUCT**

Inappropriate behavior could result in parent notification and/or student disciplinary action throughout the school year. Parents will be notified in writing or by telephone of any infraction. The written notice must be signed and returned to the classroom/homeroom teacher within 24 hours. The options may include Loss of Recess, After School Detention, or Suspension/Expulsion. In addition to telephone calls, formal notifications include the mid-marking period Notice of Concern (academic and/or behavior). Homeroom teachers and the Administration will keep a record of behavior for each student.

If an Upper School student receives a (3) in Conduct or Effort in any subject, the student is ineligible for High Honors or Honors.

## **CHEATING**

Cheating is giving or receiving unauthorized help on a test, quiz, or assignment, which includes the following:

1. Communicating in any way with another student during a test or quiz.
2. Sharing information about a test or a quiz with another student who has not yet taken the test or quiz.
3. Having in one's possession materials or information not approved in advance by the teacher, which would indicate intent to give or receive help.
4. Using a computer, cell phone, or any form of technology to gain access to information to which the student has no right.
5. Copying homework.

**Plagiarism** is copying another's work and claiming it as one's own. **Forgery** is signing another's name on a test or document.

**Cheating, Plagiarism, Forgery, or Copying of another's homework is strictly forbidden.**

Students who forge, plagiarize, or cheat on a quiz, test, or exam will receive an automatic zero, with no opportunity to retest, re-quiz, or repeat the exam for a grade.

**First offense:** The student will receive a zero and a detention. Parent must sign the test or document.

**Second offense:** The student will receive a zero and two detentions. The student will meet with the Principal and will be suspended from all extra-curricular activities for a period of two (2) weeks. Parent must sign the document.

**Third offense:** The student and parents will meet with the Principal and will be subject to disciplinary action deemed appropriate by the Principal.

### **LOSS OF RECESS**

For minor violations, teachers may opt for a loss of recess for ten minutes. After three warnings, the student will receive a Detention.

### **AFTER SCHOOL DETENTION**

The following behavior could warrant an automatic Detention, which may be issued by any faculty member. In addition, a student's disregard for any additional standard outlined by classroom teachers may result in the same. Detention will be served on the following Tuesday from 3:00pm to 4:00pm. Behavior resulting in an automatic Detention could include:

1. Improper behavior that endangers the physical or emotional safety of other students and disrupts the academic climate of school, or the academic and spiritual focus of any student. Such behavior could include pushing, shoving, punching, and spitting.
2. Cheating.

3. Disrespect toward the Administration or adults in authority.
4. Vulgar, inappropriate language.
5. Tampering with lockers, book bags, gym bags, or another student's belongings (this also could result in a Suspension).
6. Truancy or cutting classes.
7. Outside of school e-mails or social media that include any form of harassment, name-calling, or bullying.
8. Violations of cell phone or personal electronic device usage.

No photographic instruments, including cell phone cameras, cameras, or videos can be used on or off the campus to photograph the Administration, faculty, students, parents, or religious persons without permission from one in authority. These images cannot be used to create false images which can illicit derogatory comments on any social network or to be considered detrimental to the reputation of the school.

## **SUSPENSION**

The Principal has the right to suspend those students whose presence in the school has become a serious impediment to the school operation. When Suspension from school is deemed necessary, the following guidelines will be followed:

1. Parent/Guardian will be notified by the Principal immediately.
2. A conference will be arranged immediately by the Principal involving the parents or legal guardians, all personnel involved, and the Principal.
3. The period of suspension will not exceed five (5) school days.
4. Suspended students are responsible for making up all tests and assignments missed during the period of suspension.

## **EXPULSION**

Expulsion of a student from school will only follow a period of Suspension, unless the situation calls for immediate action. In the cases involving Expulsion, the following guidelines will be followed:

1. The Superintendent of Schools or his/her designee and Catholic Charities will be consulted prior to an expulsion.
2. Parents or legal guardians will be contacted by the Principal, and a conference involving all parties concerned shall be immediately scheduled.
3. The final decision for expulsion rests with the Superintendent of Schools. A written report on the situation and circumstances involved in the expulsion shall be tendered to the Superintendent within five (5) school days of the decision.
4. All questions regarding expulsion shall be referred directly to the Superintendent of Schools or his/her designee.

### **SUSPENSION/EXPULSION**

The following constitute serious infractions and will result in Administrative review and Suspension/Expulsion:

1. Possessing of or bringing a firearm or any type of weapon, or what may be perceived as a weapon, to school or to any Greenwich Catholic School sponsored activity.
2. Continued and documented bullying, verbal and/or physical harassment of any kind directed at students, teachers, parents in charge, or bus drivers. These actions include, but are not limited to, school grounds, transportation to and from school, or any school related activity.
3. Actions in or out of school that could be detrimental to the reputation of the school.
4. Using and/or possessing drugs or alcohol.
5. Disregarding a directive from the Administration.
6. Not abiding by the Diocesan Computer Acceptable Use Policy.
7. Leaving the campus in an unauthorized bus.
8. Smoking, Vaping or Juling.
9. Gambling.
10. Pornography.
11. Sexual misconduct on campus.
12. Truancy.
13. Stealing.
14. Vandalism.

15. Pulling the fire alarm or falsely making a 911 call.
16. Negatively impacting other students or the climate of the school

### **HALLWAY CONDUCT LOWER/UPPER SCHOOL**

1. Students are to line up orderly in two quiet lines to the right of the hallway when passing to the Lunch Room, Specials, and to dismissal.
2. There should be no conversation, laughing, loud noises, or pushing.
3. Students should not be in the hallway without a pass or faculty permission.

### **BATHROOM CONDUCT**

Students are to use the bathrooms in an appropriate manner and with a teacher's permission. Any damage is vandalism and a serious infraction, which could warrant Suspension and/or monetary consequences. Students in Grades 3-8 should sign out or carry a Lavatory pass.

### **LUNCH TIME CONDUCT GUIDELINES**

Upon entering and leaving the Lunch Room, children must line up in an orderly fashion in two quiet lines, following the hallway rules. Students must respect the privilege of using the Lunch Room and exhibit self-control and manners. No loud talking, running, or pushing is allowed. In order to ensure a safe and clean environment for every student, rules must be clearly understood and observed by everyone.

1. Food or drinks may not be eaten outside of the Lunch Room or Classroom.
2. No sharing of food.
3. Food cannot be micro-waved at lunchtime.
4. Soda cans or glass bottles are not allowed.
5. No outside fast foods may be brought into the Lunch Room during the lunch periods.
6. Parents/visitors may not eat with a student unless permission is granted by the Administration.
7. All tables or desks must be cleaned. Each student must take care of his/her own area.
8. All trash is to be put into the proper receptacle.
9. Each student should push in his/her own chair.

10. Respect for the Lunch Room Monitor is mandatory; non-compliance may result in recess penalties and/or suspension from the Lunch Room.

### **UNIFORM NON-COMPLIANCE**

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 will result in students being denied participation in the next casual dress day or serving a Detention.

### **RECESS AND PLAYGROUND CONDUCT**

1. Students are to line up in an orderly manner in two quiet lines when going to Recess.
2. Students are to be dressed appropriately for outdoor recess unless otherwise specified in writing by a parent.
3. Students must wear laced or tied footwear to participate in games or physical activity.
4. Games involving physical contact are forbidden.
5. Students are not permitted on the ice or snow, nor are they permitted to play with it.
6. Playground cliques that have a negative effect on other students or are exclusive of other children on the playground are forbidden.
7. Students are not to have cell phones (refer to Cell Phone Policy), radios, MP3 players, CD players, Game Boys, or other hand-held video games, sharp objects, skateboards, roller blades, metal or wooden bats, or hard balls at recess.
8. Sports bags equipment cannot be used at recess without approval from the Athletic Office.
9. Bullying or verbal and/or physical harassment of any kind is forbidden and will be cause for an immediate referral to the Administration, which could result in Suspension, depending on the severity of the incident.

### **CELL PHONE POLICY**

1. Cell phone use will be strictly monitored by faculty, coaches, and staff.
2. Cell phones are to be used only in an emergency.

3. Cell phones, in the lower grades, are to be kept in backpacks throughout the day. Cell phones of students in grades 5-8 will be collected and placed in a lock box and are not to be accessible to students or even visible without a teacher's permission.
4. Cell phones are NEVER permitted in pockets, purses, pencil cases, etc. throughout the day and are never to be used in the locker room, the bathroom, the classroom, the playground, etc.
5. Any student caught using a cell phone without prior permission will have the phone confiscated and taken to the school office. Parents must retrieve the cell phone from the office.

### **SPECIAL EVENTS CONDUCT**

Students must be orderly, respectful, and appropriately quiet during all special events (Cultural Events, Honor Assemblies, Student Assemblies, Spirit Day, etc.) as well as when entering and exiting from these events.

### **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.

### **FIELD TRIPS**

Field trips are designed to correlate with teaching units and to achieve curricular goals. The following guidelines are to be established for all trips:

1. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
2. A field trip is a privilege and not a right.
3. All grades do not always have the same number of field trips.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted; therefore, a telephone call will not be accepted in lieu of the proper field trip permission slip.
6. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
7. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
8. All monies collected for the field trip are non-refundable.
9. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
10. The recommended ratio of children to adult chaperones is: 5 to 1 for preschool; for all other grade children, 10 to 1. If there are an insufficient number of chaperones, the trip will be cancelled.
11. Chaperones must be in full compliance with the Safe Environment Policy.
12. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
13. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip
14. All chaperones must be 25 years of age or older

## **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	

**Tuition Payment Plans:** Visit <https://online.factsmgt.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

**Parent 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.foundationineducation.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. Grade 6-8 students enroll in a three-year French or Spanish Program.

## **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

## **GRADING SYSTEM**

Report Cards are issued four (4) times a year for Grades K-8.

### **Kindergarten Grading**

M	Meeting Success
P	Progress Shown

I		Improvement Needed
N		Not yet expected
<b>Grades 1-8:</b>		
A	=	94-100
A-	=	90-93
B+	=	87-89
B	=	84-86
B-	=	80-83
C+	=	77-79
C	=	74-76
C-	=	70-73
D	=	66-69
F	=	65 and below
*	=	Modified Grading

### **FOREIGN LANGUAGE GRADING**

In Foreign Language, letter grades will be used for Grades 6, 7 and 8 and will affect Honors. Foreign Language in Spanish and French are enrichment for Grades K – Grade 3 and no grade is given. Grades 4 & 5 receive a conduct and effort grade.

### **ART, MUSIC, COMPUTER SKILLS, PHYSICAL EDUCATION GRADING**

#### **Grades 1-3:**

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

#### **Grades 4-8:**

Letter grades will be used. In Grades 6-8 these subjects will affect Honors

The following pertains only to Grade 6-8 students:

### **MID-TERM EXAMS AND FINAL EXAMS**

#### **Purpose of Examinations:**

- Prepare students for high school

- Improve Study Skills
- Cultivate Organizational Skills
- Develop the skill of retaining material
- Knowledge of subject matter

First Semester exam grades are averaged in with the first and second marking period grades to determine the midyear (First Semester) grade. **The exam grade alone will NOT affect Honor Roll status of a student.**

Second Semester exam grades are averaged in with the third and fourth marking period grades and are included in the Final grade along with the First Semester grade. **The exam grade alone will NOT affect Honor Roll status of a student.**

First Semester and Second Semester exams will be given in all major subjects: Religion, Mathematics, English, Social Studies, Science, and Literature.

**HIGH HONORS:**

- no grade lower than an A- in all subjects
- (1) or (2) in Conduct and Effort

**HONORS:**

- no grade lower than an B- in all subjects
- (1) or (2) in Conduct or Effort

**PERMANENT RECORDS:**

At the end of the year, teachers must record all grades on their students' permanent record card.

Student Records:

- Records of students transferring to other schools will only be sent through the U.S. Mail.
- No records will be given to parents to transport to the new school.
- Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to Greenwich Catholic School Office for distribution.

Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

- No records will be sent to transferring schools of students whose financial commitment is in arrears.
- 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.

<b>CONDUCT CODE</b> <b>Grades 6-8 Academic Grading</b> <b>Grades 1 – 5 Rubric based on letter</b> <b>Grades</b>	<b>EFFORT CODE</b> <b>Grades 6-8 Academic Grading</b> <b>Grades 1 – 5 Rubric based on letter</b> <b>Grades</b>
<p style="text-align: center;"><b>(1) Excellent</b></p> <p>No infraction of school rules            Consistently contributes to class discussions            Consistently helps classmates            Consistently sets a good example for others            Consistently is polite and respectful            Consistently is quiet and cooperative in class            Consistently observes school rules</p>	<p style="text-align: center;"><b>(1) Excellent</b></p> <p>Consistently takes pride in work            Consistently prepares diligently for tests            Consistently completes assignments on time            Consistently responds in class            Consistently participates in class</p>
<p style="text-align: center;"><b>(2) Good</b></p> <p>Student may have received a verbal warning or Loss of Recess            Usually contributes to class discussions            Usually helps classmates</p>	<p style="text-align: center;"><b>(2) Good</b></p> <p>Usually takes pride in work            Usually prepares diligently for tests            Usually completes assignments on time            Usually responds in class            Usually participates in class</p>

<p>Usually sets a good example for others</p> <p>Usually is polite and respectful</p> <p>Usually is quiet and cooperative in class</p> <p>Usually observes school rules</p>	
<p><b>(3) Improvement Needed</b></p> <p>Needs to improve in contributing to class discussions</p> <p>Needs to improve in helping classmates</p> <p>Needs to improve in setting a good example for others</p> <p>Needs to improve in being polite and respectful</p> <p>Needs to improve in being quiet and cooperative in class</p> <p>Needs to improve in observing school rules</p> <p>Student may have a 2nd After School Detention</p> <p>Ineligible for Honors, Citizenship, or Effort</p>	<p><b>(3) Improvement Needed</b></p> <p>Needs to improve on taking pride in work</p> <p>Needs to improve on being prepared for tests</p> <p>Needs to improve on completing assignments on time</p> <p>Needs to improve on responding in class</p> <p>Needs to improve on participating in class</p> <p>Needs to improve punctuality and/or attendance (Excessive Tardiness)</p> <p>Ineligible for Honors, Citizenship, or Effort</p>
<p><b>(4) Unsatisfactory</b></p> <p>Frequently is rude and disrespectful</p> <p>Frequently challenges or talks back to teachers</p> <p>Frequently is removed from class</p> <p>Student may have 2 plus Losses of Recess or 2 or more After School Detentions</p> <p>Ineligible for Honors, Citizenship, or Effort</p>	<p><b>(4) Unsatisfactory</b></p> <p>Frequently produces poor quality work</p> <p>Frequently is not prepared for tests</p> <p>Habitually is missing assignments or submitting assignments late</p> <p>Rarely responds in class</p> <p>Rarely participates in class (Excessive Tardiness)</p> <p>Ineligible for Honors, Citizenship, or Effort</p>

## NOTICE OF CONCERN

Notices of Concern for students in **Grades 6 - 8** are a detailed evaluation of a student's scholastic performance. They are issued, as necessary, four times during the school year, at the midpoint of the marking period. These Notices of Concern must be signed by parents and returned to the issuing teacher. The reports show areas of academic concern in a particular subject and indicate that a child may be in danger of failing or is failing. Suggestions for improvement are stated. It is important the cause(s) of the concern be understood and that the recommendations of the teacher are followed by the student. **Students in Grades 4 & 5 are issued a Notice of Concern as needed.**

To prevent student failures or Notices of Concern, parents are highly encouraged to supervise their child's assignments using the Homework Planner books, particularly for long-term assignments and reports for students in Grades 4-8. Parents should be in touch with the specific teacher regarding any assignment or report and should contact that teacher immediately upon receiving a Notice of Concern.

1. A student who receives a Notice of Concern indicating an academic failure and/or behavior problem will be suspended from participation in games and practices for two weeks. Parents will be notified by the Athletic Director and/or classroom teacher. Notices of Concern must be signed and returned to the issuing teachers. If the student is maintaining passing grades after a two-week period, he/she will be allowed to rejoin the activity. If not, the suspension will continue for another two weeks. After that time, another evaluation will take place. A satisfactory evaluation will allow the student to resume participation in the activity. An unsatisfactory evaluation will cause the student to be removed permanently from the activity until the next marking period.
2. Suspended students are permitted to try out for a team placement, but cannot participate in practices or games until the probationary or suspension period has been served. At any time, upon Administrative review, a student can be removed or suspended for breaking any

school rules, for poor sportsmanship, or for poor academic performance.

3. If any student receives three After School Detentions, he/she may be automatically suspended from participation in all After School activities for two weeks. An Administrative review will decide reinstatement of that student. If a student receives a fourth After School Detention, he/she will be suspended from that team/club for the remainder of the program/ session.

### **PROMOTION POLICY, ADVANCEMENT POLICY, RETENTION POLICY**

Progression to the next grade in Greenwich Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. A student may be retained only once in grades K-8.

Students may also be advanced to the next grade. A student who is advanced to another grade may or may not be allowed to continue as a student at Greenwich Catholic School.

### **REPORT CARDS**

Report Cards are distributed four times during the school year for Grades K-8, at the end of each marking period. Report Card conferences are by appointment only and are held twice a year, after the 1st and 3rd marking period for Grades K-8. A letter will be sent home in November and April to schedule the conference. No student will be issued a report card if tuition, library, or After Care fees are in arrears.

### **ACADEMIC FAILURE**

Any student who fails one or more major subjects for the year must attend an authorized summer school and pass the course(s) in order to return to Greenwich Catholic for the next school year. In lieu of an authorized summer school, professional tutoring is permitted with permission of the Administration. A written evaluation of the student's progress by the tutor or documentation of the summer school grades must be submitted to the school after the completion of the course(s).

## **GUM**

Students may not chew gum on school grounds at any time. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during Mass.

## **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

### **KINDERGARTEN**

DTaP	At least 4 doses; the last dose must be given on or after 4 <sup>th</sup> birthday
Polio	At least 3 doses; the last dose must be given on or after 4 <sup>th</sup> birthday
MMR	2 doses separated by at least 28 days; 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday
Hepatitis B	3 doses; last one on or after 24 weeks of age
Varicella	2 doses separated by at least 3 months; 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 for children less than 5 years old
Pneumococcal	1 dose on or after 1 <sup>st</sup> birthday for children less than 5 years old
Hepatitis A	2 doses given six calendar months apart; 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday

### **GRADES 1 - 6**

DTaP	At least 4 doses; the last dose must be given on or after 4 <sup>th</sup> birthday; Students who start the series at age 7 or older only need a total of 3 doses
Polio	At least 3 doses; the last dose must be given on or after 4 <sup>th</sup> birthday
MMR	2 doses separated by at least 28 days; 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday
Hepatitis B	3 doses; last one on or after 24 weeks of age

Varicella	2 doses separated by at least 3 months; 1 dose on or after 1 <sup>st</sup> birthday or verification of disease
Hepatitis A	2 doses given six calendar months apart; 1 <sup>st</sup> dose after 1 <sup>st</sup> birthday

## GRADES 7-12

Tdap/Td	1 dose for students who have completed their primary DTap series; ; Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria containing vaccine, one of which must be Tdap
Polio	At least 3 doses; the last dose must be given on or after 4 <sup>th</sup> birthday
MMR	2 doses separated by at least 28 days; 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday
Meningococcal	1 dose
Hepatitis B	3 doses; last one on or after 24 weeks of age
Varicella	2 doses separated by at least 3 months; 1 dose on or after 1 <sup>st</sup> birthday or verification of disease

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.**

### **RETURNING GCS STUDENTS ENTERING GRADE 3 AND GRADE 6 MUST HAVE THE FOLLOWING:**

- A complete physical exam by a medical doctor performed on or after January 1, 2018.
- Completed State of Connecticut Health Form (blue form) returned to the school by October 1, 2018.
- Completed Sports Physical Form required annually for all students.

### **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.

Sports Physical Exam Forms were mailed to returning students in Grade 5 through Grade 8 and were included in the New Student Health Packets. Sports Permission Forms will be available in September during registration and can be picked up at School. All students participating in an interscholastic sport or any after school sponsored sports program are required to have a current sports physical. This includes students enrolled in all after school programs, but not limited to Swimming, Cheerleading, Sports Clinics, Tennis, and Interscholastic Varsity and JV sports. **Students may not participate unless these forms are received before tryouts.** Physicals must be dated within **thirteen (13) months** prior to the starting date of tryouts for that sport (see Sports Participation). Sports Emergency Medical Treatment Forms will be distributed in September 2018.

### **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.

## **HOMEWORK**

Homework is reinforcement of work learned in class or is a chance to complete a project begun in class. Parental understanding of the importance of homework and its supervision are vital for the successful completion of homework. Homework is available for parents to check on the teacher's webpage. The link is available on the Greenwich Catholic School website.

## **HOMEWORK POLICY**

1. Homework is considered to be part of the total educational program and is a reinforcement of classroom teaching.
2. All assignments must be handed in on time.
3. Late assignments are to be handed in, based on the teacher's discretion.

4. The use of a Homework Planner is mandatory in Grades 3-8. This Planner involves the use of a weekly assignment calendar for daily homework and long term assignments as a means of helping students to become better organized and accountable.
5. Parents of students who have not completed homework will receive a notification from the subject teacher. Points will be deducted from the homework grade each day the homework is not completed.
6. If a student is absent, he/she is still responsible for missed assignments, based on individual teacher discretion.

### **PARENTS CAN HELP**

1. Check the Lower School student assignment sheets and/or Homework Planner daily as well as checking the website.
2. Make sure that all assignments for the following day are completed.
3. See that reasonable study and bedtime hours are observed.
4. Provide a quiet, well-illuminated place of study at home.
5. Monitor the use of television, telephone, computer, and after school activities.

### **HOMEWORK REQUEST PROCEDURE**

All parents must call the Main Office between 8:30am and 9:30am to notify the school of their child's absence and/or request homework. If homework is not requested, absent students will make up assignments based on their teacher's discretion when they return to school.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher(s) when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations taken while school is in session. No assignment will be given in anticipation of the 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. Papers or reports that are due on a day when an absence is unexcused must be submitted on time or considered late. Students who miss a test/exam will be expected to make it up immediately upon return.

### **PARENT HOMEWORK PICK UP**

Parents who requested homework are required to pick up assignments and books outside the Main Office after 3:00pm. Students/parents are not permitted to re-enter the school after dismissal for forgotten books, clothing, or belongings. Classrooms are locked at the end of the school day. Parents should check the teacher's webpage for homework assignments.

### **SIBLING AND CLASSMATE HOMEWORK PICK UP**

Siblings must notify the Homeroom Teacher in the morning if they will be requesting books and homework assignments for an absent student. Parents/Lower School siblings are permitted to pick up homework in the Main Office.

Requests for homework assignments are left to the teacher's discretion. Parents must coordinate homework assignments with classroom/homeroom teachers if their children are absent for an extended time so that the child does not miss an extensive amount of schoolwork. Long-term absences can have profound effects on instruction, student's performance, and Report Card assessment.

### **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.

## **LOCKERS**

Lockers are assigned to students in Grades 1- 8 at the beginning of the school year. They are school property and may be inspected by the school at any time. Each student is responsible for the condition and contents of his/her locker and will be fined for damaged lockers. Locks are prohibited.

Students are not permitted to enter the locker of another student or tamper with any book bags, or belongings of another student. Doing so could result in a Detention or Suspension.

## **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 PreK – 8 are responsible for their own lunches. Milk is included in the Student Activity Fee. The Parents Association offers a Pizza Lunch Program on Wednesday and Westchester Food Service offers hot and cold lunches on Mondays, Tuesdays, Thursdays, and Fridays.

The Pizza Lunch Program can be ordered in two sessions throughout the year. Westchester Food Services menus are on the GCS website and

payment is required in advance. Students may also purchase their lunch on the day of, from Westchester Food Service for cash. Students who forget to bring their lunch should notify the classroom teacher, Lunchroom Monitor, and/or Nurse.

Loss of Recess or other consequence may result because of an infraction in Lunch Room conduct.

Please be advised there is no lunch on early dismissal days. This includes Pizza and Westchester Food Service days.

### **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.

## **PARKING**

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.

## **PASSES**

Students in the halls during class time should have a pass from his/her teacher. Students in Grades 3-8 going to the lavatory should sign out of class or carry lavatory passes. Non-compliance could result in a Detention.

## **PHYSICAL EDUCATION**

Physical Education classes are scheduled for all students in Grades PreK to Grade 8. All students in Grades 1-8 are required to wear a Greenwich Catholic School gym uniform. Students in Grades 1-8 are required to wear their gym uniform to school on scheduled gym days. **Students not in proper gym attire will not be permitted to participate in gym class.**

Non-participation in gym activities could affect the grade. All excuses for non-participation must be in writing, signed by a parent, guardian, doctor, or nurse and submitted to the instructor prior to class.

## **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.**

## **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.

## **SCHOOL RECOMMENDATIONS**

Administration/teachers will only give written recommendations for Eighth Grade students applying to high schools. These recommendations are directed to the high schools and are not given to parents or students. Grade 8 parents should limit their request for recommendations. Teachers make high school placement recommendations for individual academic subject areas and provide an overview of academic performance. All other school recommendation requests will be reviewed by Administration.

Transcripts are only sent to schools when a written request, signed by a parent, is received at Greenwich Catholic. Grade 8 recommendations are separate from school transcripts; thus, transcripts are not automatically sent with recommendations and must be requested on a separate form provided by the requesting school and signed by the parent.

## **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

## **SPECIAL SERVICES**

The goal of Greenwich Catholic School is to meet the academic and emotional needs of the students. In the event that a student is identified by his/her teachers to be exhibiting a learning problem, or a pattern of behavior that is interfering with the student's learning process, a referral will be made

within the school. This referral will prompt a CST (Child Study Team) meeting with an Administrator, classroom teacher(s), **Guidance Counselor and the Coordinator of Special Services** to discuss the student's needs.

In cases where a full psycho-educational evaluation is recommended, the parent(s) must comply within a specified time frame. Teachers who are asked to assess a student's performance will send information directly to the evaluator. After careful consideration and evaluation of the student, and in the best interest of the student's psychological and emotional well-being, the Child Study Team will make recommendations to the parents.

Parents are an integral part of this process, and parent involvement with the Child Study Team is critical. If the parents are not in compliance with the recommendations within a specified time frame, the student's attendance at Greenwich Catholic School will be evaluated. Should the parents (or guardian) decide that they will not comply with the recommendation of the Child Study Team for any reason, the student could be asked to leave the school.

If specific services are deemed necessary, the Director of Special Services will monitor and coordinate the services and progress of the student.

The following services are provided at Greenwich Catholic

- **Title I** - A Federal program that funds professional and technical services, supplies, and technology property. Funding levels vary annually.
- **Coordinator of Special Services** who is certified in regular and special education provides direct and/or consultative services to students needing remediation in basic academic skills, organization, and study skills.
- **Guidance Counselor** – A certified Guidance Counselor is at school 5 days a week. Services are directed to classrooms and identified groups of students.

- **Speech and Language Therapist** - This is a certified teacher in screening, assessment, and treatment of communication problems, specifically articulation and cognitive skills. The therapist is on campus twice a week.
- **School Nurse** - A certified registered nurse is available on a full time basis to meet the physical needs of the children.

## **SPORTS PARTICIPATION & HEALTH PHYSICALS**

Greenwich Catholic School will require an **annual Sports Physical Examination Form completed for all students in Grade 5 – Grade 8**. This includes students enrolled in all interscholastic sports or any after school-sponsored sports program. Student are required to have a current sports physical and must submit a Sports Physical Exam Form, a Sports Permission Form, and a Medical Treatment Form. In order for the physical exam to be acceptable for the sports season, the doctor must have performed it within **thirteen months** prior to the starting date of tryout placement.

## **STUDENT AMBASSADORS**

A Student Ambassador represents Greenwich Catholic School to the visitors of the community. He/she should exemplify the School Mission, strong Catholic values, and exceptional courtesy.

The job of an Ambassador requires knowledge of Greenwich Catholic's curriculum, after school activities, and the school's weekly schedule. A Student Ambassador must be well spoken, conform to the uniform policy, and be welcoming, positive, and enthusiastic. Students in Grades 6, 7, and 8 are invited to apply for the opportunity each fall. An interview process takes place, and students are chosen after Committee review.

## **STUDENT COUNCIL**

The purpose of this organization is to service the needs of the school and local community. The Student Council is comprised of 4 elected officers, as well as elected representatives from the 6th, 7th, and 8th grade homerooms. Student Council members must represent and exhibit Christian standards of behavior, comply with Greenwich Catholic's policies, and follow

Student Council's rules and regulations. Student Council members are role models and must adhere to the highest expectations.

## **TEXTBOOKS**

Textbooks are school property and should be treated with care. Students must keep textbooks covered throughout the school year. **Covers will be available for purchase in the Bookstore.** The student to whom the book was issued must pay for a lost, damaged, or defaced book. The student's name, subject, and grade must be on each book cover. Covers should be changed according to need throughout the year.

## **TUTORING POLICY**

A teacher shall refrain from accepting remuneration for tutoring students who are in his/her class or classes during the official school calendar year. Subject teachers and classroom teachers should be available before and after school to provide extra help to their students without remuneration.

## **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.

### **MISCELLANEOUS**

**Outerwear with hood**, preferably water repellent, for inclement weather is **strongly recommended**. During the winter, **hats or caps** may be worn at recess, before and after school hours, and from building to building during school hours. Hats are prohibited in church, in school buildings, in classrooms, in the lunch room, or in the gym. If athletic hats are worn, students must wear them appropriately. Sweatshirts or cardigans which are not part of the uniform code, should be removed during school hours. GCS fleece jackets and vests and GCS sweatshirts (only with Gym uniforms) are allowed to be worn during the school day. **Headbands**: Girls are allowed to wear the school plaid or navy blue headbands. Girls in PreK to Grade 4 are permitted to wear white or navy bows.

**Natural Hair color** is to be neat and groomed in keeping with the uniform code. Boys' hair length must be above the collar. No fad or trendy hair cuts for boys or girls are allowed. The definition of trendy is any look that will distract students from classroom learning.

**Makeup** is prohibited. The wearing of jewelry should be limited to one bracelet and a watch. No large hoops or dangling earrings are permitted. Nail Polish of a pale pink color is permitted.

### **Dress Code for Field Trips**

Students participating in field trips are to wear their Full Dress or Optional Uniform according to the season.

### **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.