



Catholic Academy of Waterbury

*A STREAM Model & Heritage School of
St. Mary & Blessed Sacrament Schools*

FAMILY HANDBOOK

2018-2019

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Purpose and Vision for Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

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

Office of Education, Evangelization and Catechesis - Archdiocese of
Hartford

Catholic Academy of Waterbury

Mission Statement

Catholic Academy of Waterbury, through a collaborative STREAM program, nurtures a diverse student body to maximize academic, moral, social and spiritual development. We promote self-discipline, self-motivation and an awareness of global citizenship in an environment in which students encounter the love and truth of Jesus Christ.

ADMISSION REQUIREMENTS:

Pre-K children must have reached their third birthday by January 1 and be toilet trained. However, parents are welcome to discuss placement with the Principal and/or Academic Dean at any time. Kindergarten students must be five years of age by January 1 and achieve acceptable results on a Pre-Kindergarten performance assessment for placement administered by the Kindergarten teacher. First grade students must be six years of age by January 1. For admission of **all** students, parents must present the child's birth certificate or some legal verification of the child's birth, Baptismal certificate, and proof of immunization against measles, mumps, rubella, and diphtheria.

CATHOLIC ACADEMY OF WATERBURY (CAW) ADMITS STUDENTS OF ANY RACE, COLOR, NATIONALITY AND ETHNIC ORIGIN to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school administered programs.

ARRIVAL/DISMISSAL:

All students should be in class by 8:45 am. A student is marked **tardy** if he/she is not present at the start of First Period class at 8:45 am. No student is to report to school before 8:30 am, unless students are part of the Before School Program. Once students have arrived on school grounds, they may **NOT** leave without the permission of the Principal, Academic Dean, or teacher. **No one may re-enter the school after classes are dismissed. Once a child is dismissed from the school building he/she is the responsibility of the parents/guardian.** Only students who participate in approved programs will be supervised during after school hours. Once the program has been completed, they, too, must leave promptly.

1. STUDENTS ARRIVING BY CAR ARE TO BE DROPPED OFF AT THE RAMP ON MERRILL STREET AND ARE TO REPORT TO ASSIGNED CLASSES UPON ARRIVAL.

2. THE MAIN DOOR, WHICH IS LOCATED ON ROBINWOOD ROAD, IS TO BE USED BY BUSERS AND BY THE PARENTS/STUDENTS WHO ARE ARRIVING AFTER 9:00AM. STUDENTS WHO ARE LATE MUST BE SIGNED IN BY A PARENT OR GUARDIAN. (All students should arrive no earlier than 8:30AM and report for the first class by 8:45AM.

General Daily School Schedule

9:00-9:10 am

- Student Prayer
- Pledge of Allegiance
- Pledge of Respect (all students will recite the pledge daily)
- Principal Announcements

2:55 pm - Closing Prayer /Principal Announcements

PreK students enter at 8:45am and are dismissed at 2:45pm

K-5 students enter at 8:45 am and are dismissed at 2:55pm

Grades 6 through 8 are dismissed at 3:05 pm

Pledge of Respect

Today I will be kind in every way to my classmates and teachers. I will help them if they are feeling down. When I love myself and others, too. That is the best I can do.

I am Proud to be Me!

ATTENDANCE:

- The school year consists of one hundred eighty days.
- **Should a child be absent for any reason, a parent or guardian must call the school between 8:00am and 9:00am to notify the school of the absence. Homework is to be requested at this time.**
- A note is required upon returning to school stating dates absent and reasons for being absent in addition to the telephone call, if a child is absent more than three consecutive days. **A LETTER FROM THEIR DOCTOR IS REQUIRED IF A CHILD IS ABSENT FOR MORE THAN FIVE CONSECUTIVE DAYS.**
- Regular attendance and punctuality are essential to a child's progress in school. A total of 5 or more tardies/absences in one trimester may result in a parent/guardian meeting with the Principal and/or Academic Dean.
- **Eighteen is the maximum number of days a child is allowed to be absent from school and still be considered for promotion. Absences after 18 days will be reported to DCF. (CT State Department of Children and Families)**
- **Vacations should not be scheduled during school time. During April and early**

May, Iowa testing is scheduled for grades 3-7. Family vacations should coincide with school vacation dates. In situations where absences cannot be avoided, the Principal, Academic Dean and teachers should receive written notification well in advance.

Teachers are not required to give make-up tests or assignments for absences due to vacations. Teachers may choose to give the student work to take along or have the work available when the student returns, depending on the grade level of the child and the type of work missed. Students are responsible, under the supervision of their parents/guardians, for the mastery and completion of work missed during an absence. Teachers will assign a reasonable length of time in which assignments are to be completed. **Work that is not made up will be marked as incomplete and graded accordingly.** Make-up work is the child's responsibility. The child is expected to make up the work in a reasonable amount of time.

- If the child is absent for only one or two days, parents/students should check with another classmate, or online, regarding homework assignments.
- Parents should not ask to have children excused from classes except in **extreme cases**.
- If it is necessary to interrupt that school day because of an appointment, a note should accompany the child to school on the morning of the appointment. At that time accommodations for dismissal will be made. **The intercom will not be used to interrupt classes.**
- **Any child who is late must report directly to the school office and be signed in by an adult before going to the classroom.**

BUS & CAR RULES:

Due to safety concerns:

- **Do not drop off or pick up students in the staff parking lot located between the church and school. Parking is also not allowed in this parking lot.**
- **ONLY BUS STUDENTS MAY RIDE THE BUS.**
- **PER THE POLICE DEPARTMENT – NO PARKING ON MERRILL STREET,** except when dropping off or walking students on arrival or dismissal is permitted. **Parking is available in the lot across the street from the church on the other side of Merrill.**
- Do not have your children exit your car in the middle of the road. This jeopardizes the safety of your child as well as preventing others from pulling up to the ramp and having children exit.
- Do not congregate on the ramp because the children cannot safely walk down the ramp.
- All bus riders will remain in school until the bus arrives. Children will be supervised by a faculty member at all times.
- **IF THERE IS A CHANGE IN A STUDENT'S TRANSPORTATION ARRANGEMENTS, WE MUST HAVE WRITTEN PERMISSION SIGNED BY THE PARENT/GUARDIAN.** If you know there will be a change, a note must be written to school in the morning. Phone calls to change transportation plans will only be allowed in emergency situations.

BUS BEHAVIOR:

Students are required to follow bus rules at all times and to be respectful and courteous to the bus drivers. The bus driver shall report any student who violates bus rules to the school Principal. A student may be denied the privilege of riding the bus for inappropriate behavior. Students may ride **only** on their assigned bus.

CALENDAR:

A copy of the 2018-2019 School Calendar is posted on the website. Event dates are subject to change. As the school year progresses, please check the website regularly for updates. In case of emergency school closings or delays, listen to **WATR 1320 AM** on your radio or channels 3, 4, 8 and 16 (Public Access) on television. In case of weather cancellation, we follow the Waterbury Public School Procedure. **Do not call the school for this information. We will NOT be in the building. You will be notified by a call/text from School Messenger as to emergency school closings or delays.**

CHANGE OF ADDRESS:

The school office should be notified immediately of any change in address, telephone number, or parent employment. This will ensure changes to the Emergency Contact Form you filled out when you registered your child. This includes anyone named as an emergency contact person on your form. Only one form needs to be filled out per family. If you have more than one child attending our school, please be sure that all children's names and grades are listed on the form when you fill it out. If the custody rights of the parent/guardian change, please inform the school office so that the appropriate change can be noted in our records.

CHILD ABUSE LAWS:

Catholic Academy of Waterbury 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.

CONTRACTS/TUITION AGREEMENTS:

No child will be permitted to attend Catholic Academy of Waterbury unless a yearly contract is signed by parents/guardians and returned to the school.

No child will be permitted to attend Catholic Academy of Waterbury unless an **Emergency Contact Form has been completed.**

EARLY DISMISSAL:

If a student is to be excused because of dental, medical, or other appointments, please send in a written request. The request must state clearly the reason for early dismissal. If a student should be sent home for illness, the school will inform the parents/guardians by phone. Please make

sure that the school has a **local** emergency phone number in case you cannot be reached. All students must be signed in and out in the front foyer.

ELECTRONIC DEVICES:

No electronic devices, i.e. iPads, hand held games, Apple Watches, etc. are allowed in school except for teacher approved devices in grades 6-8. No cameras are allowed in the classroom or on school grounds during school hours. This includes phone cameras. Unauthorized picture taking is prohibited. Any unapproved electronic devices that are brought to school must be turned off and stored in the students' locker. Devices found to be out/turned on will be held in the school office and returned to student at the end of the school day. Cell phones should be turned off before entering the building and kept off until leaving the building.

Cell Phones are permitted under the following guidelines:

- Phones must be kept in the OFF position from 8:30am to 3:05pm or later if bus pick up.
- No cell phones may be used for picture taking.
- No harassment or threatening of persons via cell phones is permitted.
- Cell phones may not be used for texting, games, internet, as calculators, email access, gambling, or making purchases of any kind.

Those who violate any of the rules regarding cell phones may forfeit the privilege of bringing them to school.

TECHNOLOGY MISUSE PUNISHMENTS:

1st offense: Verbal Warning

2nd offense: Taken until the end of the day

3rd offense: Confiscated until a parent/guardian picks up the device at the end of the school day

EMERGENCY CLOSING (This time may change depending on the bus schedule):

The announcement for emergency closing of the school due to bad weather will be announced on local radio station, WATR. Please make sure you listen for the announcement. If school is closing early due to bad weather, the DISMISSAL TIME IS 12:30pm, and it will also be announced on the local television stations. You will receive a call/text from SchoolMessenger regarding emergency school closings or delays. All children must be picked up immediately by 12:30pm during emergency closings, if they do not take the bus home. Please have a plan ready that your child will follow in case of an early closing. Signify on your Emergency Contact Form individuals that may transport your child home in case of an early dismissal. If a person's name is not listed, the child will not be released to that person. There will be no After Care Program on early dismissal days due to inclement weather.

FACULTY MEETINGS:

Students will be dismissed at 12:30pm for faculty meetings on the **first Friday of every month**, unless otherwise listed on the school calendar. After Care will be available on these days.

FIELD TRIPS:

All students must have written permission from a parent or guardian to attend field trips. Students not taking part in the field trip must report to school on that day. All forms and money must be returned by the due date chosen by the teacher or your child will be ineligible for the trip.

All students who need daily medication prescribed by a physician must have a parent or guardian in attendance to participate in the field trip experience, if requested by the school nurse, teacher, Academic Dean or Principal.

Field trips are a privilege and not a given. The Principal, Academic Dean and the teacher, with the Principal's permission, may omit your child from a field trip. Field trips may be in or out of school.

All chaperones must be Virtus trained.

FIRE DRILLS:

Fire and safety drills are held regularly. Children must keep silent in the process of evacuating the building and during lockdown drills.

FORGERY/PLAGIARISM:

Students are not allowed to forge signatures or copy text from sources other than their own writing. Students are required to use their own words in assignments or give credit and quote copies of text written by others. The Principal, Academic Dean and the teacher will determine the punishment on a case by case basis.

HOME & SCHOOL ASSOCIATION:

Members of the faculty and each father, mother, and/or legal guardian of the pupils attending Catholic Academy of Waterbury are expected to be active members in this organization with full privileges thereof. It shall be the purpose of this organization to:

Purpose:

- To assist the School Board, the school Principal, the Academic Dean and the parish priests in the spiritual, intellectual, physical, emotional and social development of the students.
- To be a liaison between the parents/guardians and the school

Objectives:

- To provide a vehicle for promoting communication and cooperation between the school and the home
- To foster a better understanding of the goals and spirit of Catholic education
- To assist parents/guardians by providing a positive forum for presenting and discussing all matters affecting the school
- To provide a forum for the presentation of speakers on topics of interest
- To develop fundraising activities to help the financial health of the school

Duties and Responsibilities of Room Parents:

Room Parents are essential liaisons between the school and home. They are uniquely poised to create a positive school climate. They are the link to creating positive relationships between students, staff, and parents/guardians. Here are some responsibilities for this volunteer position:

- The degree of your involvement will be determined by the teachers' expectations. Please make every effort to assist the teacher in planning all holiday events and other class activities.
- Make sure that all parents/guardians in the class are informed about upcoming events. It is advisable to personally contact class parents/guardians over the **phone, text, email or in a meeting** and explain their required (Principal recommended) role to volunteer for grade/school level activities and fundraising.
- The seventh grade room parent may be responsible for organizing the graduation reception.
- All written correspondence must be approved by the Principal.
- Room parents may be contacted by the Principal, Academic Dean or the School Board for help in securing volunteers for fundraisers and or school events.
- Room parents may also be contacted by the Principal, Academic Dean or other parents with details regarding sensitive information...which should be communicated with the Principal.
- All Room Parents must be Virtus trained.

FUNDRAISING OBLIGATIONS:**a) HSA Fundraising Assessment**

In addition to tuition, all CAW families are encouraged to participate in the various fundraising activities held throughout the school. There is not a mandatory HSA fundraising assessment.

b) General Fundraising:

Any fundraising done throughout the school year will contribute to the school operational budget.

HOMEWORK:

Guidelines for homework assignments, as set by the Archdiocese of Hartford, Office of Education, Evangelization and Catechesis:

Grades 1-3.....1/2 hour a night - weekend optional

Grades 4-6.....60-90 minutes a night - weekend optional

Grades 7-8.....90-120 minutes a night - weekend optional

Grade 4-8 students are required to complete and hand in homework on the date it is due. Students missing or not completing homework on the day the assignment(s) are due will be subject to the following procedure:

DELINQUENT HOMEWORK CONSEQUENCES

Hierarchical consequences will be levied for students who do not do **or** complete homework assignments. The third time in a semester that homework is missed the following consequences will be initiated:

1. A parent/guardian meeting with the teacher, Principal and/or Academic Dean will be required after three missed homeworks in any trimester.
2. Work must be completed.

Other Homework Details:

- *Students will not be permitted to call home to ask a parent to bring an assignment or supplies they have forgotten.*
- *If a student is absent on the day the assignment is due, then the assignment is to be turned in on the first day s/he returns to school.*
- *If a student is absent the day the assignment is given, s/he is given one day to complete the assignment and turn it in. If absent two days, then s/he is permitted two days to complete the work and turn it in.*

HONOR ROLL:

High Honors – 100-96 ~ 1st Honors – 95-90 ~ 2nd Honors – 89-85

* No grade below an 80 in any subject for honor roll status

Grades 4&5

Language Arts
Mathematics
Reading
Religion
Science
Social Studies

GRADES 6-8

History
Language Arts
Literature
Mathematics
Religion
Science
Spanish

INVITATIONS:

Invitations are not allowed to be distributed in the classroom unless all students receive one.

LITURGIES:

School liturgies will be scheduled on a rotating basis (except when First Friday liturgies are scheduled), and for special celebrations during the school year. Parents/guardians will be notified through the monthly calendar. Mass will be celebrated each week on Wednesday at 9:15am for students in grades K-8. All school liturgies will be held at Blessed Sacrament Church or the Basilica of the Immaculate Conception Church. Students will be bused to the Basilica of the Immaculate Conception Church if this is where the liturgy is held.

Sacramental Preparation and Religious Instruction

The curriculum is so planned as to assist parents/guardians in preparing their children for the reception of the sacraments of Reconciliation and Eucharist for the first time in grade three. After this, students prepare for and participate in these sacraments as scheduled by the Pastors and the Principal. Parents/guardians are expected to see that their children attend Mass on Sundays and Holy Days of Obligation.

A children’s school Mass will generally be held on the 3rd Sunday of the month at 11:00am, subject to change, at Blessed Sacrament Church or the Basilica of the Immaculate Conception Church.

Students are encouraged to volunteer their services during school times as well as after school hours for parish celebrations.

LUNCH PERIODS and RECESS (subject to change):

Pre-K – Grade 2 11:45 – 12:05 (Lunch)... 11:20-11:40 (Recess)
Grades 3-5. 11:20 – 11:40 (Lunch) . . . 11:45-12:05 (Recess)
Grades 6-8 12:20 – 1:00 (Lunch)

Lunch Guidelines:

Upon entering and leaving the Cafeteria students must line up in an orderly fashion. Students must respect the privilege of using the cafeteria and exhibit self-control and manners. Loud talking, running, cutting lines and pushing is not allowed. The cafeteria time is a chance for students to get together with classmates, relax, and have a conversation with their friends. In order to ensure a safe, clean environment for every student, rules must be clearly understood and observed by everyone.

1. No food or drinks may be eaten outside of the cafeteria or classroom.
2. All tables and class desks must be kept clean by each student.
3. Students may “brown bag” lunches, but must bring them in the morning. Special lunches brought in during the day cause problems and are not allowed.

Recess Guidelines:

- Play safely; take care of yourself and others.
- Rocks, sticks, and sand stay on the ground.
- Use equipment and structures safely.
- Show teamwork and sportsmanship.
- Solve conflicts peacefully.
- Keep the playground clean.
- Games involving physical contact are not allowed.

Play Scape Guidelines:

Only one student at a time shall be on any play scape activity. No running in the mulch area around the equipment is permitted. No one should climb up the slide. The safety bar at the top of the slide is to help students to position themselves correctly. Students must walk away from the slide after use. Only one rider per flume is permitted. The Hanger-Bar is designed to improve upper body strength. Primary students MUST BE HELD, or have someone ready to catch them or lower them down, if they can't complete the loop. Students should use hand grips when climbing up the flume. All surfaces that have gaiter strips will prevent slipping; do not stand on the parts of the play scape that do not have the strips. The play area can safely accommodate fifty students. All students must practice respect and sharing when a class is using the area.

Before & After School Hours – Playground Rules:

Due to safety issues, the playground is available only during school hours and only for Catholic Academy of Waterbury students.

PARENT-TEACHER CONFERENCES:

Conferences can be scheduled individually between parents/guardians and a teacher upon request. A parent may request a conference by sending a note with the child addressed to the individual teacher, by emailing the teacher, or by calling the school office and requesting that the child's teacher return the phone call. The parent must meet with the teacher first to resolve any

problems. If satisfaction is not reached, the Principal and/or Academic Dean, teacher, and parents/guardians will schedule a meeting.

PARENT CONCERNS:

Parent Involvement is encouraged, which can be facilitated in respectful, courteous, and confidential communicative processes including written notes, emails, phone calls, and scheduled meetings. Parents with concerns about any issues regarding their child and experiences in the classroom should **FIRST contact the teacher** for clarification, complete understanding, and/or resolution of the issue or incident. **If the issue needs more clarification** the parent should contact the **Principal or Academic Dean** to schedule a conference.

PRE-K 3-4 PROGRAM:

The pre-school years are the beginning of a strong foundation that molds children as individuals for the rest of their lives. We are committed to creating an atmosphere that is both nurturing and comforting, allowing children to discover their individuality and how they relate to the collective whole. Our program is designed to encourage children to discover themselves and God's world in creative and exciting ways.

Three and Four Year Old Programs:

The development of socialization skills is an integral part of our students' growth. The children will learn to interact with their peers and teachers by communicating their needs, ideas, problems, and frustrations. They will also learn to play cooperatively by developing listening and sharing skills, and respecting their classmates as well as their teachers. In addition to the focus on social skills, pre-reading and basic math concepts will also be addressed. The children will be introduced to letters and numbers, shapes and colors, and sequencing skills. Using fine and gross motor activities will develop these skills.

Our Catholic religion curriculum based on The Weekly Gospel program is designed to draw preschoolers to know and love God by focusing on the world God has created.

Kindergarten **readiness** is the main focus of our four-year-old program. An integrated curriculum consisting of religion, pre-reading and pre-math skills, fine and gross motor development, social studies, science, and language arts is the core academic structure of the pre-k classroom. Children will also be taught self-help skills.

Pre-K 3 parents can choose 3 or 5 days with full or half day options.

Pre-K 4 can also choose 3 or 5 days with full or half day options.

Absent days are not allowed to be made up without permission from the teacher.

Both programs include the following critical attributes:

- National, Regional, and CT State aligned standards-based early childhood curriculum
- Comprehensive preparation for Kindergarten

- Nurturing and safe environment
- Whole Child Development: Social, Academic, Physical and Gospel values
- SMARTboard and iPad Technology
- Integrated Fine Arts: Music, Visual Arts, Theater, and Dance
- Little Engineers Program
- Spanish
- Daily Hot Lunch Program (optional)
- Before and After School Program
- Outdoor Play Scape
- Gym Facilities
- Affordable Tuition

PHYSICAL EDUCATION:

Students will participate in a physical education program on a weekly basis. These classes will be held in our gymnasium or in our outdoor play area.

PROGRESS REPORTS:

Student papers are sent home regularly. Each child receives a School Progress Report at the mid-point of all trimesters. Teachers may send home additional progress reports at their discretion. This report must be signed and returned to school promptly.

PROMOTIONAL REQUIREMENTS:

Students must achieve a passing grade in all major subjects in order to be promoted to the next grade. After the Progress Reports of 2nd trimester, teachers will notify the parents/guardians if their child's progress is not what it should be and if promotion may be in danger.

Parents/guardians will be notified if summer school or tutoring is **required** for their child, or if there is a question of retention.

Criteria for Diploma:

Students are expected to work toward their highest potential. However, criteria for diplomas is the attainment of a passing grade (65/D) in all major subjects. In order to receive a diploma, the family's tuition requirements **MUST** be fully met.

REPORT CARDS:

Report Cards are distributed three times a year to the students in Grades 1-8. The children in Kindergarten will also receive their reports three times a year and Pre-K twice a year.

“Retained” indicates that the student has failed to meet the minimum level of academic achievement. Considering all factors (social, emotional, physical, academic, and age), and with the involvement of teachers, parents, administration, and support services, it is determined that retention would benefit the student. All cases of possible retention at any grade level must be

discussed with the Principal and Academic Dean between the second and third trimesters, or as soon as a problem becomes evident. Parents/guardians of a student who might be retained will be notified in writing no later than April 15 of the school year.

RE-REGISTRATION:

- Re-registration is held each year in the spring. Families with outstanding balances (including tuition, parish subsidies, fees) will not be permitted to re-enroll children until their balances are paid in full.
- At the time of registration, a **non-refundable** registration fee of \$100.00 will be required to be paid for the coming school year.
- All families who plan to pay tuition in monthly installments must enroll with the FACTS Tuition Management Program.
- After registration, contracts/tuition agreements will be prepared.

SCHOOL BOARD:

The School Board is advisory to the Pastors and Principal of the school, and its main responsibilities including the following:

- **Mission Statement:** Periodic review of the statement's operational validity.
- **Policy:** the development and adoption of policy for the school, as needed, within the framework of Archdiocesan policy.
- **Strategic Planning:** The development and regular updating of a five-year plan for the school; annual goal setting for the school and for the Board. The long-range plan should follow the guidelines of the Office of Education, Evangelization and Catechesis (OEEC).
- **Development:** The formulation and implementation of a Development Program for the school, following Archdiocesan guidelines, and in cooperation with the OEEC specified by the Office of Education, Evangelization and Catechesis; receiving periodic reports from the Principal on the implementation of the budget.
- **Evaluation:** Systematically evaluating the school's mission statement, the goals and policies, the Principal and the Board itself.
- **Safety:** Consistently review and update, when necessary, the school's safety procedures.

SCHOOL CLIMATE – the quality and character of school life – fosters children's development, learning and achievement. School climate is based on the patterns of people's experiences of school life; it reflects the norms, goals, values, interpersonal relationships, teaching, learning and leadership practices, and organizational structures that comprise school life.

Expected Behaviors:

The faculty and administration of Catholic Academy of Waterbury expect the students of our school community to behave in a responsible and caring way.

Students are expected to demonstrate the Gospel Values Daily:

- a) Faith in God
- b) Community
- c) Justice
- d) Forgiveness
- e) Truth
- f) Service to Others
- g) Peace
- h) Respect for Life
- i) Simplicity
- j) Compassion

The students shall:

1. Respect the leadership and authority of teachers, administration and other staff members.
2. Cooperate with teachers and other students.
3. Cooperate with parent volunteers.
4. Be courteous to staff & students.
5. Be honest in all class work and homework.
6. Use acceptable language and attitude.
7. Remain on school property until dismissed by a teacher or administrator.
8. Not chew gum or candy in the building, on the school bus, or on school property.
9. Not eat or drink on school property, unless permission granted by the administration or teacher. Food, aside from snacks, must be consumed in the cafeteria at lunchtime.
10. Be in the school building before or after school only with the permission of a teacher or administrator.
11. Be in proper school attire while on school property.
12. Show consideration and care for school property.
13. Complete all assignments on time.
14. Return any test or assignments requiring a parent's signature the following school day.
15. Not carry matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion)
16. Obey all rules and regulations pertaining to transportation.
17. Not verbally or physically abuse another student at any time. If an act is severe, with the intent to humiliate, harass, ridicule or intimidate a child, it may be reported in a log that may be used over time to prevent and/or identify a pattern of 'meanness' or bullying. Information in the log is confidential and will not be part of a student's school record.
18. Assume responsibility for learning:
 - a. Be attentive in class.
 - b. Come to school prepared and ready to learn.
 - c. Be organized.
 - d. Use time wisely.

- e. Cooperate with peers and teachers.
19. Students are not allowed to bring toys from home.
20. Appropriate building/bathroom behavior.
21. Preparation for extra class activities, ex. snacks, water, etc. to be done before arrival at school. **Students are not to be sent to the office to call parents/guardians if they forget to prepare for school activities.** Students are **only** allowed to use phones in emergencies.
22. Students are required to return originally signed parent/guardian documents on school generated forms, ex. report cards.

General Discipline:

An important part of discipline is Christian development. In this development, the goal is to teach the student Christ's response to life's situations through the student implementation Gospel values, such as Faith in God, Community, Justice, Forgiveness, Truth, Service to Others, Peace, Respect for Life, Simplicity and Compassion. **The purpose of discipline is to provide a school atmosphere conducive to learning and to the building of community... administrators, teachers, staff, student relationships.** Communication between the stakeholders' of the school community is vital to the creation of a positive school climate.

A Discipline Continuum

The punishment and consequence modes of dealing with inappropriate behavior may be handled by a variety of ways:

1. Be assigned a writing punishment, which may require a parent's signature.
2. Be denied recess time.
3. Be required to remain after school to complete work (parents will be notified).
4. Meeting scheduled with the Principal and/or Academic Dean.
5. Receive a detention.
6. Receive an in-school suspension.
7. Be suspended from the school.
8. Be assessed by the Principal for expulsion.

Restorative Discipline Procedure:

1. Verbal warning
2. Written warning
3. Detention slip

Most discipline is handled routinely by the **school staff**. **If a serious problem occurs, the Principal will be notified.** The administration will meet with the child and the parents/guardians may be called in for a conference. The administration will make the decision regarding the appropriate actions to be taken. Certain offenses are more serious and may be cause for suspension and/or expulsion. Some of these include (but are not limited to) the following:

- Truancy from school

- Provoking physical contact
- Intended physical harm
- Bullying
- Chronic disobedience or disrespect of authority
- Open defiance of a staff member's authority
- Possession of drugs, alcohol, tobacco, or matches on parish grounds or when representing the school elsewhere
- Vandalism
- Abusive or inappropriate language toward staff or other students
- Any misbehavior during fire or safety drills
- Defacing school property/failure to cover schoolbooks
- Failure to conform to school dress code regulations
- Any disrespect or behavior that does not conform to school policy when representing our school at various functions
- Any threatening behavior, including language
- Any body piercing, tattoos, or hair color/styles that disrupt the learning process
- Any verbal disruptions of the classroom teacher during class time
- Leaving the school or yard without permission
- If a student is caught cheating, they are automatically disqualified from the honor roll for the current marking period.
- Chronic violation of any school rules
- Inappropriate hallway, bathroom, recess or lunchroom behavior
- Misuse of technology

The administration will decide upon the length of the punishment. All suspensions, as a rule, will be in-school suspensions. Suspended students cannot participate in after school activities or events while suspended. This means that the child will report to school, but will not be allowed with his or her class. Work will be supplied by the teacher and the child will be monitored. All missed work must be made up. Any work not completed that day will be considered homework.

- Warning slips serve as written notification to the parents/guardians of a student's behavior and are given at the teacher's discretion.

These rules and all others will be enforced at the discretion of the teachers and administration.

SUSPENSION

In-School And Out Of School Suspension

A student may receive an **out of school** suspension as a result of serious offenses at the discretion of the administration. The Principal will determine the length of the in-school or out of school suspension. When a student is given an out of school Suspension (assigned in very serious infractions to be determined by the Principal):

- The student is removed from school and remains at home for a duration of time determined by the Principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed.
- The Principal may require a student to receive professional counseling prior to returning to the school environment.

When a student is given an **In-School** Suspension:

- The student is removed from all classes to a designated area of the school for a duration of time determined by the Principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the day s/he returns to class.

Examples of behavior that may result in immediate out of school Suspension or Expulsion include but are not limited to:

- Violent behavior
- Harassment, bullying
- The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products

Harassment: Catholic Academy of Waterbury shall maintain a learning environment that is free from harassment. No student in the school shall be subjected to any form of harassment. Students will need to notify the proper school authority (verbal or written) when a harassment issue occurs, and the school will address the situation using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Students engaging in harassment or bullying may be subject to the following:

- A meeting of the parents/guardians, student, teachers, Academic Dean and Principal
- An in-school suspension (This decision lies with the Principal)
- Expulsion (at the discretion of the Pastors and Principal)

If the harassment or bullying continues after the above consequences, the parents will be asked to withdraw their child from Catholic Academy of Waterbury.

The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products: Catholic Academy of Waterbury will provide a safe learning environment for all members of the school community. The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products is a violation of civil law and, therefore, is considered a serious violation of school policy. Students who engage in any of these activities on school grounds, at school functions, on the way to or from school functions, or are involved in any mention of violence to the school community or property that is reported to the school will be subject to immediate suspension or withdrawal for cause. Students involved in these activities may be subject to the following:

- A meeting of the parents/guardians, student, teachers, Academic Dean and Principal
- An immediate out of school suspension
- Expulsion

BULLYING

Grades Kindergarten-8:

Introduction:

Bullying is prohibited in all Catholic schools of the Archdiocese of Hartford. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

Definition of Bullying:

"Bullying" is defined as any overt acts by an individual/group of individuals directed against any members of the Catholic Academy of Waterbury community, with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are repeated against the same person over time. Protocols may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school. Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct. **Bullying is more than misconduct or meanness.** Bullying is marked by the repeated intent to ridicule, harass, humiliate or intimidate the victim.

Location:

Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity (which includes transportation services). Conduct that occurs off-campus, e.g. harassment over the internet or physical intimidation in the community, is not bullying per this document unless it has a direct and negative impact on a student's academic performance or safety in school.

Informal complaints:

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator.

Formal complaints:

Students and/or their parents/guardians may file written reports of conduct they consider to be bullying.

Anonymous Complaints:

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s), administrator(s) who receive the complaint.

Staff responsibilities and intervention:

Teachers, administrators and other professional staff such as teacher's aides, the school nurse, and school volunteers who witness bullying, as defined above, shall promptly notify the Principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

Investigation of Complaint:

Once a complaint has been reported, the Principal and/or Academic Dean shall promptly investigate to determine if bullying has occurred.

Consequences of Actions:

Once the investigation is complete, the school Principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis.

Non-disciplinary interventions:

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

Disciplinary interventions:

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of Christian service within our School/Parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Christian service may include, but is not limited to, tasks in the classroom, cleaning up school grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention (grades 1-8), in-school suspension, suspension at home, and expulsion. An in-school/out of school suspension given as a result of bullying shall be reported to the Assistant Superintendent, Office of Education, Evangelization and Catechesis. Parents/guardians of all disciplined children will be notified of the consequences.

Educational Measures:

The faculty of Catholic Academy of Waterbury will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible an appropriate. The Religion Program in grades K -8 will integrate issues about bullying behavior into the classes as a violation of the lack of the implementation of Gospel Values.

Reporting Obligations:**Report to the parent or guardian of the student involved in acts of bullying:**

If after an investigation, acts of bullying by a specific student are verified, the Principal shall notify the parent/guardian of the student in writing, or via phone, of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

Reports to the victim and his/her parent or guardian:

If after an investigation, acts of bullying against a specific student are verified, the Principal shall notify the parent/guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents/guardians of the victim, except as provided by law.

SCHOOL CROSSING GUARD:

The school crossing guard is responsible for the safety of your children. He/she is there to assist in the enforcement of proper discipline, street safety rules and to help protect them against street hazards. All students are to obey the guard and the rules. Parents/guardians are asked to be aware of the need for safe driving in the school zones.

SCHOOL HOURS:

Pre-K - 8:45am. - 2:45pm
Grades K-5 – 8:45 am – 2:55pm
Grades 6 through 8 – 8:45am - 3:05pm
Early Dismissal is 12:30pm
Weather Related Early Dismissal is 12:30pm

SCHOOL NURSE:

Per the School Nurse, for the following illnesses/sicknesses your child would be permitted back to school with a Doctor's "Return to School" note:

Strep – 24 hours after first dose of antibiotic, 24 hours without a fever
Pink Eye – 24 hours after first dose of antibiotic
Infectious Diarrhea/Vomiting – 12 hours after last episode

If your child is sick or was sent home with a fever with or without vomiting, diarrhea, sore throat, or rash, you must keep child home 24 hours without fever or until above symptoms are resolved. Questions or concerns, please call the School Nurse at **203-597-8258**.

SCHOOL PICTURES:

School pictures are taken each school year. An announcement will be sent home prior to the date. School pictures will be taken in full uniform. **Parents who do not want pictures to be used in newsletters, brochures marketing the school must send a letter to the Principal at the beginning of each school year. Failure to send a waiver letter will suggest approval of the school to use pictures.**

SCHOOL PROPERTY:

If a child carelessly or intentionally destroys or damages any furniture, equipment, buildings, or anyone's personal property the parent will be obligated to pay the full amount of repairs, labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. The student's parents will pay a fine or replacement fee for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Lockers

Each student in Grade PreK-8 is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. No decorations are permitted on the outside of lockers. Students may be sharing lockers. No student should touch anything that does not belong to them.

SCHOOL UNIFORM - DRESS CODE:

Check with Rosenblatt's Dept. Store of Naugatuck for proper uniform. If uniforms are purchased at Rosenblatt's of Naugatuck, they will conform to our dress code. If purchased elsewhere, they may not conform to our dress code and may be deemed improper.

Dress Uniforms

Boys K-3

Polo Shirt (Long or Short Sleeved) White or Gray – with Academy Logo tucked in at all times
Navy Pants
No belt required
Socks – Must be solid colors, but not be neon colors (no sports logos)
Sweater (optional) – Gray (cardigan or vest) – with Academy Logo

Boys 4-8

Light Blue or White collared shirt tucked in at all times
Navy Pants
Striped Tie from Rosenblatt's
Belt
Socks – Must be solid colors, but not be neon colors (no sports logos)
Sweater (optional) – Gray (cardigan or vest) – with Academy Logo

Summer Uniforms

Boys K-8

White, or Gray Polo Shirt (long or short sleeve) – with Academy Logo
Navy walking shorts or navy slacks

Socks – Must be solid colors, but not be neon colors (no sports logos)
Belt (except for K)
No Baggy, oversized or long shorts
Shirts must tucked in at all times

Gym

Gray or navy sweatpants or navy gym shorts with Academy Logo.
School hoodies (optional)
T-shirt Giveaway
No oversized, tight, flare or baggy sweatpants or shorts.
Socks – Must be solid colors, but not be neon colors (no sports logos)

Dress Uniforms

Girls K-4

Plaid Jumper with white uniform blouse (Peter Pan) or uniform slacks and white uniform blouse with sweater or vest (optional).
White Peter Pan blouse (long or short sleeved) must be tucked in at all times
Sweater (optional) – Gray (cardigan or vest) – with Academy Logo
Socks – Must be solid colors, but not be neon colors (no sports logos) – above ankle of knee high
Tights or leggings – White, Navy, Black, Gray

Girls 5-8

Navy skirt; uniform slacks and white oxford shirt must be tucked in at all times with school sweater or vest (optional).
White Oxford shirt – long or short sleeved tucked in at all times
Sweater (optional) – Gray (cardigan or vest) – with Academy Logo
Socks – Must be solid colors, but not be neon colors (no sports logos)
Tights or leggings – White, Navy, Black, Gray

Summer Uniforms

Girls K-8

White, or Gray Polo Shirt (long or short sleeve) – with Academy Logo
Navy walking shorts, navy slacks, uniform skirt or uniform jumper (K-4)
Socks – Must be solid colors, but not be neon colors (no sports logos)
Skirts and shorts length must no shorter than two inches above the knee.
No baggy or excessively long shorts
Shirts must be tucked in at all times

Gym

Gray or navy sweatpants or navy gym shorts with Academy Logo.

School hoodies (optional)

T-shirt Giveaway

No oversized, tight, flare or baggy sweatpants or shorts.

Socks – Must be solid colors, but not be neon colors (no sports logos)

Students are required to conform to school rules for proper dress.

Dress Down Days/Non-Uniform Days:

On special occasions throughout the year, students will be awarded the privilege of partaking in Dress-Down/Non-Uniform Days.

No baggy jeans or very tight jeans may be worn

Shorts worn must be no shorter than 2 inches above the knee.

MODESTY in clothing worn is a must (length of clothing; no tank tops; no spandex shorts or pants, no midriffs, or too low-cut t-shirts).

Plain t-shirts, t-shirts with team logo, or t-shirts with appropriate graphics-

Whatever clothing is worn should be neat and clean.

Sneakers **may** be worn on dress down days. Boots are allowed on dress down days **ONLY** if they do not have deep grooves in soles, i.e. construction worker boots.

Open toe shoes, flip flops, or sandals **ARE NOT ALLOWED.**

Leggings may be worn, but the student must wear a top that reaches their mid-thigh

Shoes

- Shoes - may be navy, black, brown, or saddle.
- **Nubuck shoes ARE ALLOWED.**
- K-5 students must have a secured shoe (no slip-ons or ballet flats)
- No Sneakers (except with the gym uniform)
- Boots are allowed, but must be changed to school shoes once entering the building
- No Moccasins
- In order to prevent accidents **rubber soles** must be worn, non-mark soles, no large grooves in the soles
- No heel may be worn above 1 inch.

Hair

- Boys hair must be neatly cut and combed
- If boys hair is over the collar it must be tied back in a ponytail
- No student should have razor stripes or shaved designs
- No student will be allowed to color or alter the color of his/her hair

Additional Uniform Concerns

- No artificial nails allowed.
- Pastel pink is the only nail color permitted.

- Small earrings are permitted for girls only. (Your child's pinky finger will not fit through the hoop.)
- Only one set of earrings may be worn.
- Bracelets and necklaces are permitted, but if they become a distraction they will no longer be permitted. [**Nothing around the neck on gym day**]
- No Smartwatches or fitbits are permitted.
- Decorative hairpieces permitted consist of a head band (black, brown, navy, white, or uniform plaid; barrettes without feathers, etc., and scrunches in solid dark green, navy or white (**no added feathers, sparkly ribbons, etc.**))

Administration and faculty maintain the right and responsibility to deem clothing inappropriate. Students who come to school inappropriately dressed will have to call home after one warning to request their uniforms be brought to school and, in addition will forfeit the privilege of partaking in future dress-down days. The second violation and thereafter students will wait for a change of clothes before attending class again.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents/guardians will be made by school officials.

DRESS CODE CONSEQUENCES:

1. Verbal warning;
2. Written warning;
3. Detention;

Parents/guardians may be called to bring a change of clothes to school

SPECIAL SERVICES - (See last page for Special Services Listing)

SPORTS and EXTRA-CURRICULAR ACTIVITIES:

Athletic Department:

Catholic Academy of Waterbury Athletic Department is a committee of concerned parents and friends from the Catholic Academy of Waterbury community. With the approval of the Pastors, the Principal may appoint an Athletic Director and/or Athletic Department. The Athletic Director/Athletic Department's responsibility is to plan and oversee the school's athletic programs and to act as the intermediary between parents/guardians and the school. The Athletic Department is responsible for raising all funds necessary to support all athletic teams, including but not limited to the purchase of equipment and uniforms. The Athletic Director/Athletic Department, with the approval of the Principal, are responsible for appointing coaches. All issues/concerns related to Catholic Academy of Waterbury's athletic programs shall be directed to the Athletic Director, who will notify the Principal. No such issues/concerns shall be directed to the coaches.

Sports Eligibility:

Sport's Physicals are required on a yearly basis in order to participate in basketball, baseball, softball, cross country or soccer. **This physical must NOT be scheduled during school time or the student will forfeit his first practice.** You may request a copy of this physical from the school nurse.

Athletes who do not have at least a 74% grade average will be suspended from the team for two weeks. After the two weeks, if their average is at, or above, a 74% they will be able to re-join the team. However, the administration reserves the right to adjust this policy on a case by case basis.

Archdiocesan policy dictates that all spectators are expected to act in a reasonable manner at all games. Under Archdiocesan guidelines, coaches can be suspended from games if spectators become unruly. **No student may try out or play for any team without a sports waiver and current sports physical form on file at the school.**

STUDENT COUNCIL:

Any student serving on the Student Council will exhibit the following qualities:

- Kindness and compassion to all – A member of the Student Council will include all of his or her classmates in discussions and decisions for our school. Student Council members know that excluding students is not a behavior that supports our school's mission.
- Respectfulness – A member of the Student Council will not be involved in gossip, talking unkindly about others, or ignoring or embarrassing anyone. He or she will show respect to all teachers, staff personnel, and fellow students at Blessed Sacrament School, in our church, in our parish, and in our community.
- Compliance with all school rules, comply with the uniform code, help keep the school clean, be a responsible member of the parish and the community, and protect the environment.
- Responsibility to the school family.
- Virtues of honesty, truthfulness and sincerity.

EXTRA-CURRICULAR ACTIVITIES:

Catholic Academy of Waterbury is dedicated to offering a variety of after school activities and clubs for their students. Any student who wishes to participate in an after school activity must be in good standing with the administration and faculty. They must adhere to the behavior expectations outlined in this handbook during the school day and during after school activities. Participation in these activities and clubs may be prohibited at the discretion of the administration and faculty.

TELEPHONE:

Students are not permitted the use of the office telephone **except in cases of emergency** and then only with the permission of the Principal or Academic Dean.

TESTING:

- Kindergarten (Readiness)
- IOWA Testing - Gr. 3-7 (Spring)
- Cognitive - Gr. 5, 7
- Pre-K – 8 STAR progress monitoring assessments administered throughout the year in reading and math.

TUITION:

In an effort to continue to provide a *quality education* for all of our children and to insure that all CAW families are sharing equally in this responsibility, the Catholic Academy of Waterbury School Board has instituted an agreement which needs to be completed along with the 2018-2019 application and a \$100 fee for each student annually.

For current tuition and fee amounts, please visit website: www.catholicacademywaterbury.org.

VOLUNTEERS:

All adults outside of the school staff who wish to provide volunteer service to Catholic Academy of Waterbury students, in compliance with the Charter for the Protection of Children and Young People, must attend **VIRTUS** training in a course which explains how to provide a safe environment for all children serviced by the school.

WEBSITE:

Parents are encouraged to frequently check the Catholic Academy of Waterbury Website at www.catholicacademywaterbury.org where detailed information about school happenings and classroom needs will be published often. More information can be received by calling Catholic Academy of Waterbury at 203-756-5313 or email Principal Jonathan DeRosa at jderosa@catholicacademywaterbury.org.

SPECIAL SERVICES are offered on a limited basis through the City of Waterbury Public School Office. CAW teachers are required by the City of Waterbury to submit an Early Intervention Plan in order to qualify for testing which, if a student is eligible, the City will provide education services.

ASBESTOS REPORT

August 27, 2018

To: All Parents, Teachers and Employees of Catholic Academy of Waterbury

In compliance with AHERA regulations, we are required to inform all of the above-mentioned individuals associated with Catholic Academy of Waterbury of the Asbestos Inspection Report and Management Plan.

This Report/Plan is on file in the school office and is available for review by any parent, teacher, etc. during normal business hours of the school.

Please make your request for reviewing this file to the principal.

Sincerely,

Mr. Jonathan DeRosa

Principal

PARENT/STUDENT FAMILY HANDBOOK SIGN-OFF SHEET

Each family should take the time to read through the Family Handbook with their child. Once this is done, parents and students are asked to sign and return this sheet to the child’s homeroom teacher by August 28, 2018. Parents who have more than one sibling can submit one form.

Catholic Academy of Waterbury reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the school communication system. Check the website for updates and postings

We have read the Catholic Academy of Waterbury Family Handbook and agree to comply with the rules and regulations described in the text.

Student Signature_____

Student Signature_____

Student Signature_____

Student Signature_____

Parent/Guardian Signature_____

Date_____