

SAINT STEPHEN SCHOOL

PARENT-STUDENT

HANDBOOK

2009-2010

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ARCHDIOCESE OF HARTFORD

VISION STATEMENT

The fundamental purpose of Catholic schools is to advance the educational mission of the Church!

Catholic schools educate diverse student bodies to form Catholic, person-centered, learning communities: provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

MISSION STATEMENT OF SAINT STEPHEN SCHOOL

Saint Stephen School is a Roman Catholic Elementary School in Hamden, Connecticut, serving students from 21 parishes and 10 neighboring towns. With a majority of our student population from outside the parish, we promote an environment of inclusion, which values the diverse backgrounds of all of our students within a close-knit community rooted in faith.

We are dedicated to the ideal of teaching as Jesus by nourishing the God-given talents of our students through the pursuit of academic excellence, creative expression, and full preparation for high school. We instill an awareness and appreciation of Christ's presence within their lives through daily prayer, family liturgies, prayer services, and an integrated religious curriculum.

We commit ourselves to educating the whole person through a social action ministry that encourages student involvement and develops a sense of responsibility for themselves, their local community, and the world.

THE PHILOSOPHY OF THE SCHOOL

Saint Stephen School strives to teach the Good News, build a community deeply rooted in faith and foster in each student a compassionate awareness of the needs of others.

Ever aware of making the world a better place the student is encouraged to seek academic excellence, to develop God-given talents and to be cognizant of the need for peace and justice in the world.

Saint Stephen School provides a unique environment in which the faith life of the faculty and students is nourished and the understanding, appreciation and acceptance of one another is recognized and developed.

SAINT STEPHEN SCHOOL'S CORE VALUES

- Students and staff treat each other fairly and with respect.
- Each student is created in God's image and is therefore special and unique.
- Christian morals are instilled in all students.
- All students are encouraged to achieve their academic potential.
- Students and staff value and celebrate diversity.

GOAL:

1. To build a community deeply rooted in faith.

Objectives:

1. To instill an awareness of Christ's presence within our daily lives;
2. To encourage students to apply Scripture to their daily lives;
3. To stress the importance of making moral decisions consistent with Church teachings;
4. To foster an appreciation for the faith community, as the way to come to know God;
5. To provide daily religious instruction in the Roman Catholic tradition;
6. To attend monthly Liturgies and frequent prayer services;
7. To instill in students an appreciation for the celebration of the Eucharist and the Sacraments in their lives.

GOAL:

2. To achieve academic excellence through a curriculum, which is based on the seven multiple intelligences.

Objectives:

1. To integrate critical thinking and reasoning skills in all academic areas.
2. To foster the students' imagination and creativity through art, music, movement, creative writing, journals, cooperative groups, and through utilization of manipulatives in the classroom.
3. To enable students to utilize their God-given talents in a variety of ways within the classroom, and to also recognize one's own uniqueness.

GOAL:

3. To enable students to become caring, involved, and contributing members of society.

Objectives:

1. To develop a cognizance for peace and justice in the world.
2. To provide opportunities for social action and outreach community services by which the students will grow in self-control, ethical behavior, and responsibility for themselves and others.

Accreditation

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

Academic Program

The curriculum of St. Stephen School is based upon the required course of study established by the School Office of the Hartford Archdiocese and is in compliance with Connecticut State laws relating to elementary education.

This daily schedule, arranged according to specific guidelines, is planned with reference to the importance and degree of difficulty of various subjects.

Within the self-contained primary and intermediate classrooms where core lessons are developmental and sequential, students are grouped on the basis of similar achievements, ability, and study habits. Classes for junior high students are departmentalized so that the responsibilities for the subjects are shared mutually by faculty members and opportunities for scholastic achievement are more highly probable for the students.

Administration

All administrative duties are sanctioned in the office of the Principal. Any business pertaining to teachers or pupils, to scholastic programs, or the like, also originates in this office. No one may enter or disturb any classroom for any reason during school hours without permission from the Office. The school is locked at all times. Anyone wishing to enter the school must first ring the doorbell at the main entrance and sign in at the office. This is for the safety of the children.

Respect for Teacher and Staff

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child.

Admission

Students applying for pre-kindergarten, kindergarten, and grade one will undergo a screening process before acceptance.

Normally, students in grades 2-8, applying for admission, will satisfactorily complete a test.

Exceptions may be made in some circumstances, such as students coming from other Catholic schools.

Parents are asked to be open and sincere concerning the child's emotional and intellectual development.

All Catholic children entering St. Stephen School must have a baptismal certificate at the time of admittance.

Students must complete the screening process or the admission test and where applicable, grades from the sending school must be reviewed. Upon the satisfactory completion of the evaluative process the order of admission will be as follows:

1. Parishioners of St. Stephen Parish
2. Siblings of those already attending St. Stephen School
3. Children of Alumnae/i
4. Students from other Catholic Schools
5. Others

Nondiscriminatory Policy

The religious formation of each student is central to the existence of our school. St. Stephen School does not discriminate on the basis of race, sex, creed, color or national origin, but requires each student to participate in the religious curriculum as well as liturgical celebrations. However, in keeping with the current teaching of the Catholic Church, Non-Catholic Students may not receive the Sacraments, i.e., Eucharist.

School Regulations

Before School

1. Students should not arrive at school before 8:00 a.m.
2. The pupils wait in the school hall until the 2nd bell rings.
3. In the morning, no cars are allowed in the area in front of school sectioned off with cones. This is a safety zone for the children to enter school.
4. Cars should give the buses the right of way. Please adhere to the traffic signs. Cars enter the schoolyard by the north driveway (first driveway), stop in the area of the parking lot marked with the orange cones to leave off the children, and exit by the middle driveway.
5. When children leave the car in the drop-off lane they should exit as quickly as possible. This safety measure will help to eliminate a back up of cars.

6. Students should not be tardy. Frequent tardiness is very poor training for the child. By being prompt, students learn to be considerate of others. If a student is tardy frequently, a conference between the principal and parents will be scheduled to determine a solution for the problem. A pupil arriving at school after 8:30 a.m. must first report to the office. Any student not in school for four hours on any given day will be marked absent.
7. Before the start of school, no student or parent is to enter the school building or classroom unless a teacher is present and aware of his/her presence.
8. When a parent/guardian wishes to visit a classroom, an appointment must be made through the principal in advance. Surprise classroom visits can have a disruptive effect on both teachers and pupils.

Recess

1. Students are supervised during the recess periods by yard-duty parents and teachers.
2. Areas of play—Black top within white lines/Playground.
3. For safety reasons, contact games, keep-away, and rough play are not allowed.
4. No child may cross Ridge Road. Children must remain within the school boundaries. Yard-duty personnel are responsible for the return of lost balls.

Dismissal

1. To maintain good order, it is necessary for every grade to conform to the dismissal policy:
 - 2:40 p.m. Tidy classroom
Check desks, bookshelves, coatroom
Assemble homework assignments
Prayers
 - 2:50 p.m. Dismissal for bus students first and then riders
2. Buses have priority when entering the schoolyard. Exiting cars must allow the buses right of way.
3. For the safety of all children, cars enter the schoolyard by north driveway (1st driveway), and exit by the middle driveway. No cars are

to be parked in the bus lane (near the grass). The drivers start out of the yard when all the children and parents are in the cars. Once the cars have started leaving, it is only a matter of minutes before the schoolyard is cleared. This is a safety measure to protect all the children.

4. Speed limit should not exceed 5 miles per hour when entering or leaving the schoolyard.
5. As a safety measure children transported by car should be picked up promptly. Children not picked up by 3:15 p.m. will be sent to the After School Program and parents will need to pay the appropriate fee.
6. Parents of children in grades Pre-k through grade 5 are to meet them at the front of the school. These children are not to go to their cars unaccompanied by an adult.
7. No student or parent may re-enter the school building or classroom unless a teacher is present.
8. No student is allowed to return to school after dismissal to obtain homework material. This will teach them to be responsible.
9. In case of emergency, only, will telephone calls regarding a change be accepted. Such calls should be made no later than 2:15 p.m.

ANY CHANGE IN STUDENT TRANSPORTATION PLANS SHOULD BE MADE KNOWN IN WRITING.

Early Dismissal for Extraordinary Reasons

1. A child who becomes ill during the school day is sent to the nurse or principal. If the student's condition warrants dismissal, the parent is contacted.
2. A written note should be sent to the principal explaining the reason for the necessity for an early dismissal. Doctor appointments should not be scheduled during school hours.
3. A pupil dismissed from school before 2:50 p.m. must have the principal's permission and be accompanied by a parent or guardian.
4. Parents and authorized person must sign the release book in the office when a student leaves school before the usual dismissal time. No parent is to go to the classroom. Students being dismissed early will come to the office at designated time.

Classroom

1. During class, students should:
 - Pay attention
 - Work to the best of one's ability
 - Be considerate of others
 - Use time wisely
2. The students are encouraged to develop a refinement in speaking, writing, and manner.
3. Since writing legibly is an asset in written communication, students should:
 - Sit in the correct writing position
 - Hold the pencil or pen properly
 - Form the letters correctly
4. Every student is expected to have a neat desk. Textbooks, notebooks, ruler, two pencils, pen, and assignment pad should be arranged orderly.
5. All textbooks must be covered. Only the name of the student and text should be written on the cover. Book covers should not be taped to the text. Book covers with adhesive backing should not be used.
6. All textbooks must be carried to and from school in book bags.
7. Parents of students who mutilate or lose textbooks, library books, destroy or vandalize school property shall be notified and shall make restitution for the damage.
8. When parents are asked to sign an unsatisfactory assignment or test paper it is for the purpose of alerting parents of the failure. It is not a form of punishment nor does it signify the parents' approval.

Discipline

Discipline in Catholic education is to be considered as an aspect of moral guidance and religious formation, and not simply as a form of punishment. By discipline is meant the acceptance of the individual's present stage of maturity while providing guidance to help the individual make correct choices and setting limits which help control feelings, habits, behavioral patterns, and interpersonal relationships. It is the limiting and redirecting of undesirable acts, within limits, in a manner, which preserves the self-respect of all involved.

1. Since a person's values and choices are evident through behavior, the Saint Stephen School student, through a living commitment to Christ, chooses to be:
 - Industrious
 - Cooperative

Respectful
Trustworthy
Sensitive to others' needs

Generous
Courteous
Friendly

2. Types of behavior contrary to the principles of Catholic School education that could result in suspension or expulsion and that are not tolerated at Saint Stephen School, (but are not limited to), are:

Disrespect	Smoking
Harassment	Obscene language
Fighting	Endangering the safety of others
Disrupting the learning process	Destroying school property
Bullying	Assault with or possession of a
Other inappropriate behavior	lethal weapon or instrument
	Use of alcohol and drugs

3. **Bullying Policy:** Bullying is prohibited in all Catholic schools of the Archdiocese. 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 teaching 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 of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity which acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

4. **Detention:** Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal or teacher who monitors the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc.
4. **Suspension:** Suspension is a temporary removal of a student from his/her regular school program for a specified period of time. A student whose attitude, words or actions are opposed to the philosophy and policies of St. Stephen School is liable to suspension. Parents will be notified of the reason for and the length of the suspension before it takes place. When appropriate, in-school

suspension will be imposed in preference to exclusion from school. Students on suspension (in-school or out of school) will be responsible for all work taking place in the classroom each day. This includes quizzes, scheduled tests, and projects, which may be due during the time of the suspension.

5. **Expulsion:** Expulsion is the removal of a student from the school program and the transfer to another school. A student who fails to comply with the accepted standards of respect and deportment envisaged in the philosophy of St. Stephen School is liable to expulsion. Expulsion will be considered only after all other measures have been tried and found to be unsuccessful. However, there may be situations, which demand immediate removal of a student from school. If the serious nature of the problem warrants it, expulsion may be the first punishment invoked against the student.

Academic Dishonesty

Plagiarism: Plagiarism is the unacknowledged use of another's words or ideas. If you use another's words, you must either use quotation marks or parenthetical documentation. You must indicate whose words they are.

If a student plagiarizes, he/she will receive a zero for the assignment and parents will be notified. No make-up is permitted.

Cheating: Any student involved in cheating on a test, class work or homework assignment will receive a zero for the assignment. No make-up is permitted. Further consequences will follow and may involve in-school suspension. Parents will be notified.

Attendance at St. Stephen School is a privilege. Continued inappropriate behavior at school may result in non-acceptance for the following academic year.

Testing Program

Testing results, evaluated from the comparison of the students' expectancy scores with performance scores, are essential in prescribing instruction to meet individual differences.

<u>Standardized Tests</u>	<u>Grades</u>	<u>Time</u>
Iowa Test of Basic Skills Vocabulary, Reading, Spelling, Math,	3	March

Listening, Word Analysis	
Vocabulary, Reading, Spelling, Math, Science, Social Studies	4, 6
Complete Battery - Iowa Test of Basic Skills	5, 7
Cognitive Abilities	5, 7

Report Cards

Testing is one important means of determining a student's abilities, achievements and needs.

The report card is one of the school's most important forms of evaluation. It gives an estimation of the student's academic progress, and evaluation of certain personal-social traits and work-study habits. Report cards will be distributed on a quarterly basis in grades 1-8.

Only those students who are failing academically or in danger of failing will receive Interim Reports.

Pre-kindergarten Progress Reports are distributed twice a year, in January and May. Kindergarten report cards will be distributed three times a year.

A student's progress will be based upon the following:

Learning the essential facts and skills in the subject area. Completing assignments satisfactorily and on time. Using required textbooks with understanding. Listening attentively and contributing to class discussion and activities.

Retention

When a student is unable to meet the requirements for the grade level, and/or is failing three major subjects, the student will not be promoted. There is no recourse regarding this matter, as the student cannot possibly do the work of the higher grade.

Before a child is retained, parents will be consulted and informed about specific problems. A definite decision about retention should be made by the end of the third marking period. The principal shall be responsible for the final decision.

Withdrawal

When a student is withdrawn or transferred to another school, the principal will forward a complete transcript of the student's records – grades, test scores, and health records – to the new school as soon as possible. The parents must sign a release form permitting the release of the necessary information. The release form is obtained from the new school. All tuition and the assessment must be paid prior to this.

Personal Appearance

Cleanliness and good grooming are very important. Haircuts and hairstyles are to be of a sensible norm. Hair is to be clean and combed neatly. Hair length for boys should not extend beyond the top of the shirt collar.

The young ladies in grades 7 and 8 may wear light make-up and light nail polish.

Make-up and nail polish are not permitted in grades K-6. Artificial nails are not permitted in any grade.

Girls may wear one ring, a small cross or religious medal and chain, one pair of small inconspicuous earrings. Large, dangling earrings are not permitted.

Boys may wear a small cross or religious medal and chain. No other jewelry is permitted, including earrings and chokers.

Inappropriate accessories worn by a student will be removed at the teacher's discretion.

The school reserves the right to decide whether or not a student's grooming is in accord with the school's norm. This applies to dress down day. On a dress down day, the following articles of clothing are not permitted, but not limited to:

- tank, halter, strapless, midriff tops
- T-shirts with inappropriate logos
- baggy and low-waisted pants
- bandanas
- shorts (can be no shorter than 3 inches above the knee)

Parents will be contacted immediately if the dress code is not properly adhered to by the students. Parents will be required to bring the school uniform in order for the student to return to his/her classroom.

Dress Code

Pre-k: Children attending pre-k will wear the school's gym uniform with sneakers.

Winter: sweatpants, t-shirt, and sweatshirt

Summer: shorts and t-shirt

Girls:

*Jumper Blouse	Plaid-Center box pleat (K-5) White Round Collar (long/short sleeve) White turtleneck
Plaid Skorts Blouse	(6-8) White overblouse (6-8)
Wine Polo Shirt	
Slacks	Grey (K-8)
Walking Shorts with belt	
Sweater	Maroon Crew Cardigan or 2 Pocket Cardigan
Socks	Maroon, Grey, or White Knee Socks
(Winter Uniform)	Tights
or White (Winter Uniform)	Maroon, Grey,
Shoes	Loafers or Oxfords (no Dockers, Party
Shoes or Clogs)	

Heels can be no more than one (1) inch high.

* Skort length is to be no shorter than mid-knee. Skorts are not to be rolled at the waist.

White Crew Socks may be worn with the **Summer Uniform** only.

They are not allowed with the Winter Uniform.

Boys:

Pants	Grey Twill (K-8)
Shirt	White Dress Shirt
Tie	91 Plaid
Walking Shorts with belt	
Shirt	White Broadcloth or Oxford Button-Down
(6-8)	
Wine Polo Shirt	
Tie	Maroon Self Tie (6-8)
Shoes	Loafers or Oxfords (No Dockers or <u>Work</u>

Boots)

Sweater	Maroon VNPO, 2 Pocket
Cardigan or Vest (K-8)	

Socks	Maroon, Grey, or White Crew Socks
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Please note: Quarter socks are not permitted for boys or girls.

The summer uniform which consists of khaki walking shorts and wine polo shirt will be worn during the months of August, September, October, May and June. A belt is required for boys and girls. Sneakers may be worn with the summer uniform.

On Physical Education day the students will wear the required gym uniform and sneakers for the entire day. If a student does not wear the gym uniform he/she will not participate in the physical education class.

All uniforms must be purchased from Dennis/ Neil Roberts Uniform Store. The proper school uniform is worn at all times. Any questions regarding the uniform should be directed to the principal.

Marking System

Report cards for elementary school children are made out chiefly for parents. The teachers consider it so important that parents know about their child's work and their child's habits in school that they take time out periodically to send home a report card.

Parents are told what marks their child has earned in the subjects he/she has studied; about his/her personal qualities as they appear to the teacher; and how much time has been lost through absence and tardiness.

Therefore, when a student's performance is poor, the teacher expects some gesture of cooperation from the parents. If parents simply sign a poor report card and send it back to school without accepting the invitation to consult the teacher, it appears to the teacher that they are not interested in their child's work.

Individuals mature at different rates according to their unique pattern of growth and to their potential. Comparing a student's achievement with his/her own apparent ability is one recognition of individual differences. This type of evaluation holds the bright student to a higher standard of achievement while it does not penalize the less gifted. The slower student, working to his/her capacity, is entitled to a rating, which recognizes his/her effort. This system of evaluation allows each student to progress at his/her own rate of learning.

CODES

Pre-Kindergarten 4 and Kindergarten

- M Meets Grade - Level Expectations
- P Progress Noted Toward Grade - Level Expectations
- T Time and Experience Required For Skill To Develop
- ED Experiencing Difficulty
- NI Not Introduced At This Time

Primary-Grades 1, 2, 3:

The purpose of the primary report card is to emphasize the progress of the young child.

Evaluation Key:

Academic Progress

- VG Above Average Progress
- G Good
- M Meets Grade Level Expectations
- I Improvement is Needed
- S Satisfactory
- U Unsatisfactory
- △ Special Program
- X Improvement Needed in a Specific Area

Intermediate Grades 4, 5 and Junior High 6,7,8

Marking Code:

- A+ 100-98
- A 97-94
- A- 93-90
- B+ 89-87
- B 86-83
- B- 82-80
- C+ 79-77
- C 76-73
- C- 72-70
- D 69-65
- F Below 65, Failing
- △ Special Program
- S Satisfactory
- U Unsatisfactory

Intermediate Grades 4, 5: Religion, Mathematics, Reading, English, Spelling, Social Studies, and Science receive a letter grade A-F. Health, Art, Handwriting, Physical Education, Music, and World Language receive S, U.

Junior High 6, 7, 8: Religion, English, Vocabulary, Literature, Mathematics, Social Studies, Geography, and World Language receive a letter grade A-F. Health, Art, Handwriting, Physical Education, and Music receive S, U.

<p>Social Development (SD)</p> <ol style="list-style-type: none">1 Displays Christian Values2 Displays Courtesy3 Respects Authority4 Shows Self-Control5 Accepts Responsibility6 Cooperates with
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Work Skills (WD)

- 1 Is Attentive in Class
- 2 Participates in Class
- 3 Listens and Follows
Directions
- 4 Works Carefully
- 5 Stays on Task
- 6 Works Independently
- 7 Completes Homework
- 8 Displays Effort

Grades 4-8

“A” indicates excellent achievement for the grade. In addition to fulfilling the above requirements, a student should:

- a) Apply generalization, and principles to new situations
- b) Give the class the benefit of his independent research by clear, worthwhile oral or written reports
- c) Read critically in related fields
- d) Display ability to lead class discussions and activities

“B” indicates above average achievement for the grade. In addition to fulfilling the above requirements, a student should:

- a) Form essential generalizations in the subject
- b) Complete required and additional voluntary assignments, oral and written, with care and thoroughness
- c) Read supplementary material with understanding and appreciation
- d) Make significant contributions to class discussions and activities

“C” indicates average achievement for the grade. To receive this mark a student should:

- a) Learn the essential facts and skills in the subject
- b) Complete assignments satisfactorily and on time
- c) Read required textbooks with understanding
- d) Listen attentively and contribute to class discussion and activities

“D” indicates below average achievement for the grade—poor, but passing. The student does not fully meet the above requirements. He/She:

- a) Grasps only the minimum essentials of the subject
- b) Does required assignments but often inadequately
- c) Reads below grade level or without apparent profit
- d) Offers few worthwhile contributions to class discussions and activities

“F” indicates failing work, in spite of the fact that the student has ability to achieve a passing mark. The “F” student:

- a) Does not learn the essentials of the subject
- b) Makes little effort to do assignments
- c) Lacks interest in reading
- d) Shows apathy during class discussions and activities

Honor Roll Requirements - Grades 6, 7, 8

High Honors - All A's
First Honors - A's, Two B's
Second Honors - A's, B's, One C

Awards

Three awards will be given to the following:

Valedictorian—Student ranking highest academically

Salutatorian—Student ranking second highest academically

Religion—Student exemplifying what a Christian should be both in knowledge and expression.

At graduation, gold cords for high honors will be based on academic excellence and behavioral excellence in all areas.

Parent-Teacher Conferences

Individual conferences scheduled after the first report card, provide the opportunity for parents and teachers to share insights regarding the children and their progress.

If there is a need for a follow-up conference during the course of the year, a written request for an appointment should be sent to the teacher. Spontaneous visits to the classrooms are not encouraged.

Difficulties or problems should be discussed with the teacher before approaching the administration. If a satisfactory solution is not agreed upon, the parent shall approach the principal and then the pastor.

Tutoring

If a child is experiencing difficulty in a certain academic area, he or she can request extra help from the teacher. A note must be brought to the teacher 24 hours prior to the tutoring session. No child will be allowed to stay after school without a written permission from the parent or guardian.

Guidance

PPT Process

If a student is experiencing academic difficulties, help may be sought through the Hamden Public School System.

Rainbows For All God's Children, Inc

Rainbows For All God's Children, Inc. is a nonprofit, international organization, which provides support and healing to children who are experiencing grief because of a family divorce or death. The program is guided by a coordinator and facilitators who bring the small groups together once a week. The children discuss various topics in relation to the change in their family unit. They share their feelings through the vehicles of activities, games, and discussions. Confidentiality is an important ingredient of these sessions. Through these group activities the child is assisted in expressing and understanding his/her feelings, to feel acceptance for what has happened, and to feel a sense of belonging and love. This program provides the child with peer interaction and support from nurturing adults. This program also guides them to an understanding of knowing he/she is always loved by God and carries His love in his/her heart. This program goes into effect with parental consent when the need arises.

D.A.R.E.

The D.A.R.E. Program is a seventeen-week course that helps the student to recognize and resist the pressures that would influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. The student also learns about violence and how to avoid the lure of gang membership. This program is offered to sixth grade students and is taught by a Connecticut State Trooper.

General Policies

Computer/Internet Policy

Computer and Internet access is available to students at St. Stephen School. Even with supervision there is the possibility that inappropriate material can innocently appear on the screen. Every effort will be utilized to ensure that only appropriate sites will be accessed.

Behavior related to the school community that is inappropriate is subject to disciplinary action. Examples of such inappropriate behavior but not limited to are:

- Sending threatening, prejudiced or sexually harassing messages;
- Use of objectionable language in messages;
- Misrepresentation of the school;
- Installation of any software not specifically authorized by St. Stephen School Administration;
- Establishing a web site to attack students, faculty or the school's reputation

St. Stephen School Computer and Internet Policy is included in the school handbook. Students and parents need to sign and return the handbook form in order for students to be able to utilize the computers.

Homework

Homework should serve a positive purpose. It shall chiefly aim at reviewing, enriching and developing greater understanding of matter already treated in the classroom. It is not a means of acquiring a skill, but rather of giving practice in a skill.

Students are assigned homework on Monday through Thursday, occasionally on Friday. The average time allocated daily for homework varies according to grade levels.

Grades 1,2,3	1/2 hour
Grades 4,5	1 hour
Grades 6,7,8	2 hours

For specific projects a longer period of time is allotted.

So that home study is a profitable learning experience, the following recommendations are offered:

Parents are encouraged to:

1. Provide suitable study conditions

2. Check children's homework for completion of assignments, accuracy and legible writing.
3. Visit the Library frequently.

If students do not complete assignments within the time indicated, the parent should send a note to the teacher explaining incomplete assignments.

Students who have been absent are expected to make up work that was missed.

Students in grades 4-8 are expected to choose a classmate who will be responsible for their homework assignments, when they are absent. Homework for students in grades K-3 will be given when they return to school after their absence. It will not be given in advance for a planned absence, i.e., unscheduled vacations.

No requests for homework assignments are to be made through the office.

Students are encouraged to:

1. Have the assignments written carefully in an assignment notebook.
2. Choose a quiet place for study.
3. Have the necessary books and material available.
4. Budget time wisely.
5. Concentrate
6. Complete the assignment competently

Extra Curricular Activities

Student Council	Cheerleading
Yearbook	Bowling Club
Basketball (Girls and Boys)	Knitting Club (grades 6, 7, 8)
Baseball	Softball
Daisies	Soccer (Girls and Boys)
Brownies	Girl Scouts
Boy Scouts	Reading Club (grades 6, 7, 8)

Requirements

In order to participate in any of these extra-curricular activities the student must:

1. maintain at least a 'C' average.
2. exhibit respect, obedience, cooperation and courteousness to teachers and peers.
3. be present in school the day of practice and/or the event.

Athletic Programs

In the design of the athletic program, the widest possible participation of students is encouraged. Over-emphasis on competitive athletics shall be avoided. Students who participate in sports must meet the behavioral and academic standards the school sets for membership on sports teams. Students participating in the Athletic Program will receive specific forms to be completed.

Responsibility for Teams

The principal has final responsibility and authority for all teams.

Coaches are chosen for their character and willingness to abide by school policies, as well as for their coaching skill. They are directly responsible to the school principal.

Absence

Regular school attendance is fundamental for a student's consistent progress. If a child is absent from school, the parent is required to notify the school before 9:00 am. Messages may be left on the answering machine prior to 8:30 a.m. Upon returning to school, the pupil must have a written excuse from the parent or doctor.

An excessive number of absences from school requires a consultation with the principal and teacher and parents concerning the promotion or retention of the student.

When a student is absent, class work and homework are to be made up. Though these assignments are important, they in no way compensate for the instruction, explanation and discussion during a class period. Therefore a student's presence in a classroom is of vital importance.

Types of Absences:

An excused absence is one for which in the judgement of the principal there existed a serious reason making it impossible or very difficult for the student to attend school. In such instances a student is to be penalized in no way, and allowed to make up any class work or tests which were missed. Examples of reasons for an excused absence would be: student's illness; inclement weather in which school is held but which posed a special problem to particular students; serious or contagious illness in other members of the family and death in the immediate family.

An unexcused absence is one for which in the judgement of the principal there existed no serious reasons, in such instances, a student is required to make up the class work and home-work missed. Examples for insufficient reasons for absence would be: truancy; appointments which could be scheduled for non-school time; extended weekends or vacation.

Vacations and extended weekends, other than those scheduled, are strongly discouraged. Assignments for such days will not be given. It is the student's responsibility to obtain assignments missed from a responsible classmate.

Parents are encouraged not to make dental or medical appointments during school time excepting those with an orthodontist or a free clinic, or in the case of an emergency or extreme hardship.

Truancy problems will be handled by the principal.

Cell Phones, Electronic Games and I pods

Cell phones must be turned off and are to remain in students' backpacks during the school day. Hand-held electronic games and I pods are not allowed in school. Saint Stephen School is not responsible for the loss or destruction of any of the above mentioned items.

Cameras

The use of cameras in school or at school related events will be allowed at the discretion of the teachers and the principal. However, Saint Stephen School prohibits and is not responsible for the posting on the internet of any photos related to Saint Stephen School.

Health Services

A nurse, provided by the Town of Hamden, is on duty at the school four half days a week, and on call in case of emergency at all times. The Health Room is a specially designated area for use in handling medical situations as they occur. Emergency medical supplies and first aid equipment are kept in this room.

Please make sure that your child's emergency card is kept up to date with all current phone numbers and contact persons. The school secretary should be notified when changes occur.

If a parent cannot be reached, the Principal or nurse will call one of the emergency numbers designated by the parents. Please contact the school office if any changes occur in telephone numbers or contact persons.

Illness

1. Any child with an elevated temperature of 100.5° or over should remain home until temperature has been normal without medication for 24 hours.
2. If your child vomits or has diarrhea in the morning before school, he/she should stay home. Generally, children should stay home at least 24 hours after the last episode of fever, vomiting or diarrhea.
3. If your child has a rash which you would like checked by the school nurse, please accompany him/her to school in the event exclusion from school, due to suspicion of communicable disease, is necessary.
4. All communicable disease, e.g., strep throat, mononucleosis, head lice, scabies, ringworm, etc., must be reported to the school nurse even if diagnosed on the weekend or over vacation. It is important to alert parents of other students who may have been exposed in the event another child has similar symptoms. Names of students are kept confidential. Without adequate information, however, we cannot prevent unnecessary transmission of communicable diseases in school.
5. Children being treated for a communicable disease (conjunctivitis, impetigo, scabies, and streptococcal infections) may return after a full 24 hours of antibiotic therapy.

Medication

If your child must take a medication while at school or on a field trip, including any over the counter drugs, it can be administered under the following conditions only:

- a. An authorization form provided by school personnel is completed and signed by the primary health care provider and parent/guardian (even for over the counter drugs).
- b. Medication, not to exceed a 45-day supply, comes to school in the original bottle or container, properly labeled with the child's name; the name, strength and dosage of medication; time of administration; date and number of prescription.
- c. The medication is delivered by an adult to the school nurse or designee.
- d. Students are not allowed to transport medication to and from school.

Immunization

In accordance with State Law all children entering St. Stephen School are required to receive all mandatory immunizations. Physical examinations are required for children entering kindergarten and 7th grade.

Physical Examination

Parents of 6th graders are reminded that the state-mandated physical is due by May 1st of the 6th grade. If you have any questions or need the required form, please contact the school nurse.

Health Update

Many times children will become ill, develop allergies, sustain an injury, have an operation or surgical procedure, obtain a prescription for new glasses or lenses, or receive an immunization booster during school vacations. Please inform the nurse so that your child's health record can be updated.

If you have any further questions, please contact the school nurse at 288-6792.

Food

Food may be eaten at lunch and snack time only. Students should not exchange food. Gum chewing is not permitted in the building, bus, or on the school grounds at any time.

Accidents

Any injury received anywhere on school property during school hours MUST be reported AT ONCE to the principal, teacher in charge and the school nurse.

General Information

Emergency File

It is important that the students' Emergency Information Cards are accurate for those occasions that necessitate immediate reference. Parents are requested to notify the school office of any change of address or telephone number.

Field Trips

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Participation may be denied if a student fails to meet academic and behavioral requirements.

Occasional field trips by teachers and pupils to centers of cultural or educational value are approved by the Diocesan School Office under the following conditions:

1. The trip has some clear educational or cultural value,
2. The trip has been thoroughly planned so that it is closely coordinated with class work; students are prepared for specific goals; parents have been notified well in advance and their permission has been obtained; and the cooperating agencies are prepared.
3. Adequate adult supervision must be assured. Teachers are to accompany the students, to ensure that the purpose of the trip is attained.
4. The trip is evaluated in class upon conclusion.
5. The field trip permission form (sample found on page 34) must be signed and returned to the teacher. No student will be permitted to go on a field trip without the written permission slip. Permission via the telephone will not be permitted.

Finances

1. The operating expenses of St. Stephen School are met by:
 - a. Tuition
 - b. Subsidy from:
 - 1) St. Stephen Church (You must be registered and contribute at least \$250 per year)
 - 2) The churches of non-parishioners
 - The churches of non-parishioners will pay the subsidy of students if parents are active parishioners of that parish.
 - If a parish refuses to pay the subsidy, the parents are responsible for the payment of the \$250.00 subsidy per child. If parents have been refused subsidy by the parish the

preceding year, they must assume the subsidy for the following year.

- 3) Parents ineligible for the parish subsidy—\$250.00 per student.
- 4) Fund-raising events sponsored by St. Stephen School

c. Assessment

- Parents have the option of raising \$300.00 profit through fund-raising, paying \$300.00 assessment or raising part of the \$300.00 through fund-raising and paying the difference, due no later than April 1st.

2. Tuition payments

Tuition may be paid in one of the following ways:

Plan A: In full by May 20th. Fifty dollars (\$50.00) per child may be deducted from the total amount if paid no later than May 20th.

Plan B: Ten payments (May-February) through F.A.C.T.S. Tuition Management Plan. These payments are made automatically through one's Checking or Savings account on the 5th or 20th of each month. There is an annual \$38.00 enrollment and processing fee per family. A voided check or savings account deposit slip must be attached to the F.A.C.T.S. form.

Tuition must be up-to-date in order for students to enter school for the fall semester, and it must also be current at the end of the first semester for students to return to school for the second semester.

All families regardless of which option they choose, A or B, must fill out the Tuition Agreement and Preference forms.

Parents joining St. Stephen Parish must be contributing members for six (6) months prior to being eligible for the parish tuition rate. Envelope usage is mandatory. Yearly contribution must total at least \$250.00.

- a. Parents unable to fulfill the tuition agreement are respectfully requested to discuss their situation in confidence with the pastor or principal.
- b. The May payment which secures a child's place for the following September is non-refundable.
- c. **Checks returned for insufficient funds will not be resubmitted. Cash or money orders only will be accepted.**

3. Eighth grade students, who owe tuition, graduation fee, or other monies to the school, will not be allowed to participate in end of the year activities.

4. Book Fees: Each student is responsible for Book Fees:

K-Grade 8	\$75.00
Pre-K	\$40.00

Forms:

1. Tuition Agreement - (See pages 32 and 33)

This form must be signed and returned to school by the designated date.

Re-registration form

This form with a deposit of \$100.00 per family must be signed and returned to school by the designated date. The \$100.00 will be deducted from the 2009-2010 school year tuition.

Contributions

Monies for any cause, including the sports program, may not be collected by parents or students without the express permission of the principal.

All sports fees must be paid to the office. No fees are given directly to the Athletic Director or individual coaches.

TUITION ASSISTANCE/SCHOLARSHIP

SCHOLARSHIPS

- Applications for tuition assistance must be submitted to the principal by April 30.
- Recipients will be notified by June 1st.
- Awarded on basis of scholastic achievement, financial need and future promise.
- Father Albert Taylor Scholarship restricted to parishioners of St. Stephen Church.
- Awarded on an annual basis.

CRITERIA FOR SELECTION:

- Tuition Assistance/Scholarship is awarded on the basis of past academic achievement, and financial need.
- Family composition, i.e., single parent, multiple children.
- Family required to pay part of tuition.
- Family must provide recent financial statement.
- Applicant must apply each year for consideration.

- Must successfully complete current academic year.
- Consideration of children in other Catholic schools.
- May Tuition payment must be made to be considered.

SELECTION COMMITTEE

- Pastor of St. Stephen parish, the School Principal, and the School Board Officers.

Records

St. Stephen School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parents wishing to see their children's records must make the request in writing with at least twenty-four (24) hours notice.

Fire Drill

During the first week of school, the teachers instruct their students about the fire drill procedure. Fire drills are held periodically throughout the year. During the fire drills, students should follow these regulations:

1. Keep silence in order to hear directions and prevent panic.
2. Close windows and doors in classrooms.
3. Walk quickly but do not run to the designated exit.
4. Be calm and alert; use good judgment.
5. Return to the building when signal is given.

Crisis Plan

St. Stephen School has a School Crisis Response Plan in place. Lock Down and Evacuation Drills are held in October and in April. All teachers and staff are aware of the procedures to follow to keep your child safe.

Library

The library is operated as a central facility for all grades.

Since the purpose of a library is to promote an atmosphere of reflective study, research, and enrichment, a student is welcome to use its resources provided there is a willingness to observe a behavior and attitude that is suitable for a library. Unbecoming library behavior will forfeit a student's use of the library.

Students may use the library only under supervision. Overdue materials are subject to a fine often (10) cents a day until the books are returned.

Physical Education

Physical education is a requirement for all students unless there is a medical reason for non-participation. If a student is to be excused from class, a written excuse must be presented to the teacher. The gym uniform must be worn if students are to participate in the physical education class.

Transportation

Bus

Students should be prompt and waiting at the bus stop in the morning to prevent bus delays and/or late school arrivals.

Students board buses at the entrance of the Church. Students are to wait in orderly, designated lines. No food or beverages are allowed in the bus lines or on the bus.

Because of the large number of students riding on the buses, it is impossible to accommodate other students. Overcrowding can pose a safety hazard. Therefore, only those children assigned to buses may ride the bus. They will ride on the bus to which they are assigned.

Behavior on the bus must be that of young Christians. Students must respect one another and not engage in fighting. There is to be no pushing or rushing for seats, or changing seats while the bus is in motion. There will be no expectorating or throwing of objects at or from the bus. School and bus authorities have the right to deny bus transportation to any students who violate these regulations.

Bus students must bring a written note if they are not going home by bus. Verbal messages by students are not acceptable.

Telephone

Students are not permitted to use the telephone except in emergency situations. The principal or her representative will grant the necessary permission. Cellular phones and beepers are not permitted.

Security

The three entrances to the school may be opened only from the inside of the building.

By the front door there is a doorbell.

Any person, parents or visitors must report to the Office. No one should go directly to a classroom. This policy protects the safety of the students and teachers. It also eliminates interrupting classroom schedules.

School Cancellation

During inclement weather, St. Stephen School and the After-School Program adhere to the decision of the Hamden Public School officials to cancel school.

Right to Amend

The principal retains the right to amend the handbook for just cause. If changes are made, parents will be given prompt notification.

Home-School Association Officers 2009-2010

President	Laura Ehle
Vice-President	Diane Cox
Secretary	Mary D'Agostino
Treasurer	Mary Ann Curtis

The Home-School Association is made up of parents and guardians of students enrolled at St. Stephen School. Its aims are to promote family life, to facilitate communication between home and school, and to build a partnership of learning between the home and the school.

The objectives of the Association are:

1. To promote the spiritual and educational values of the home and the school in a program of Catholic Child training.
2. To encourage the home and school to a greater degree of cooperation in discharging their respective responsibilities.
3. To promote a clear understanding of the mutual responsibilities of parents and teachers.
4. To conduct supportive activities designed to enhance the fiscal and academic resources of St. Stephen School.

All parents are required to join the Home-School Association. The annual dues, \$15.00 per family, shall be paid at the first Home-School meeting in September.

School Board Members Officers 2009 - 2010

Chairperson	Robert Cannon
Vice-Chairperson	Jennifer Rignoli
Secretary	Tara O'Connell

Membership

John Serio	Richard Funaro
Steve Bilodeau	Rick Aliwalas
Maria Testa	Cathy Dillon
Reverend Robert Heffernan	

Purpose and Function

The function of the Board shall be to be a means for the exercise of shared responsibility for the mission of Catholic Education at St. Stephen School, and to provide leadership, assistance and support for the school in the fulfillment of its mission as a center of quality Catholic education. By its nature the School Board is advisory to the Pastor. The Board is a consultative body.

Regular meetings of the Board may be open to all interested parties. Notice of the regular meetings is included on the monthly school/parish calendar as well as in the Church bulletin. Non-Board members may not participate or address the Board without prior approval. Non-members who wish to speak at a Board meeting must submit their request in writing to the Chairperson in advance. Their requests will be honored if their business is appropriate for the Board's agenda. Such persons shall be given a specific time limit for speaking.

TELECOMUNICATIONS USE AGREEMENT

Adapted from NCEA's From the Chalkboard to the Chatroom. 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Stephen School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.