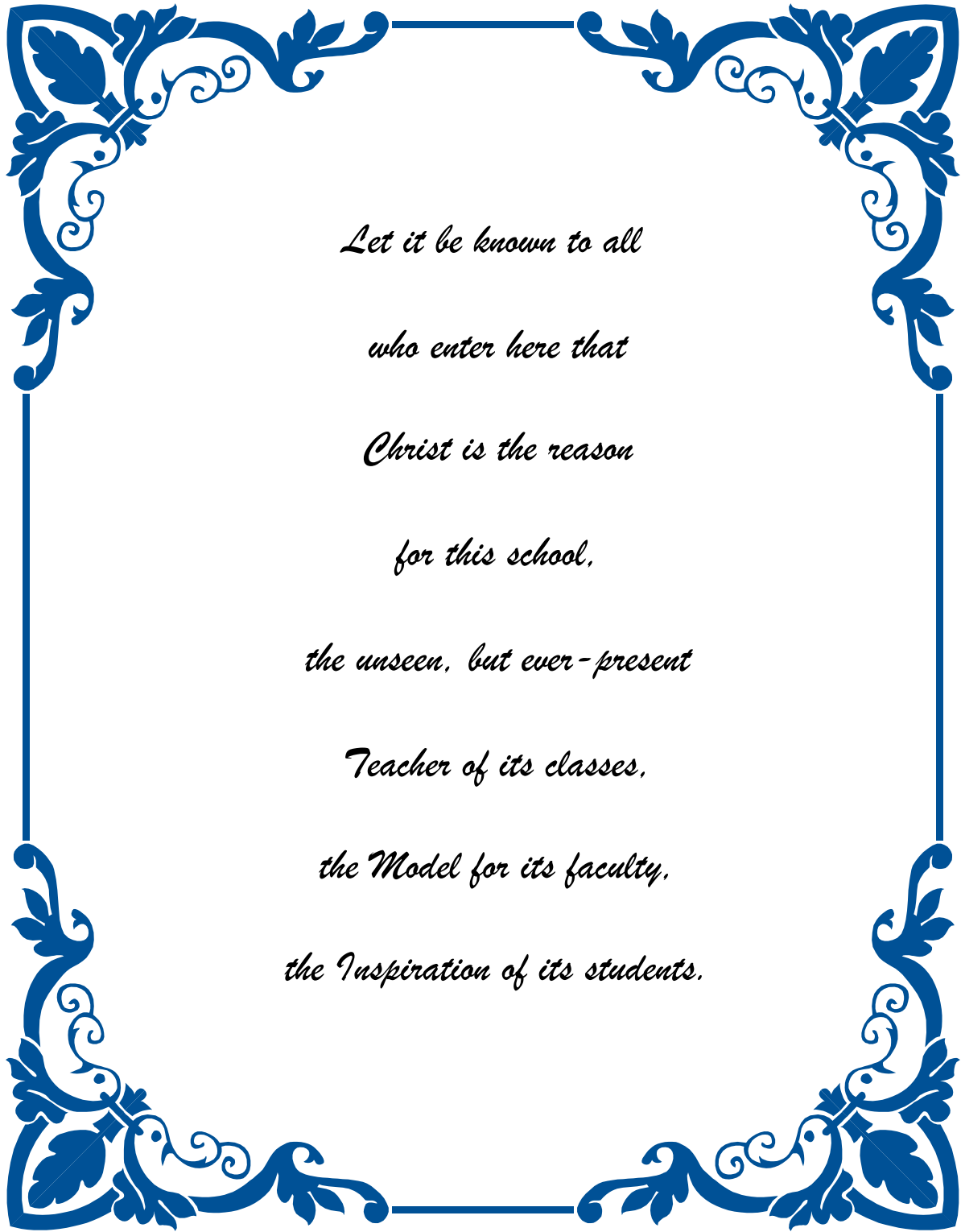


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*Let it be known to all
who enter here that
Christ is the reason
for this school,
the unseen, but ever-present
Teacher of its classes,
the Model for its faculty,
the Inspiration of its students.*

PHILOSOPHY OF ST. PATRICK CATHEDRAL SCHOOL

The St. Patrick Cathedral School community is dedicated to providing quality education in a safe, secure, non-threatening environment that provides for the intellectual, emotional, social and spiritual well being of the students. The faculty and administration accept as our responsibility the creation of a curriculum and learning environment, which stimulates and encourages the student to utilize his or her individual capabilities. We acknowledge that this is contingent on the mutual efforts of the parents, students, teachers and administrators.

Through the sharing of God's word, we strive to communicate Christian values that include respect for all life and concern for others without regard to race or religion. We endeavor to create an atmosphere that encourages self-respect, personal integrity and individual dignity.

With Christ as our exemplar, we instill a love of God and humanity and a solid foundation in faith that students can carry with them and depend on throughout their life's journey.

MISSION STATEMENT

St. Patrick Cathedral School community is committed to providing a strong foundation by integrating religious truths and values with a quality academic program. In a nurturing Christ-centered environment we assist families in challenging children to honor differences as they grow spiritually, intellectually and emotionally.



St. Patrick Cathedral School
211 Broadway
Norwich, CT 06360
860-889-4174

Dear Parents,

It is my pleasure to welcome you to St. Patrick Cathedral School for another year of learning. There are many opportunities offered here to help our students develop intellectually and spiritually. Our staff works in conjunction with you as parents to make your child's educational experience both beneficial and enjoyable.

With "Christ Within Us" as our motto we strive to help the students learn to be examples of their faith in all they choose to do. We work to achieve a high quality education created within a Christian atmosphere. Our teachers work to help students use their talents not only for themselves, but also the community of Christians in which they live.

This is our policy handbook for St. Patrick School. It is essential to the smooth running of our school that these policies are adhered to. Exemptions will not be given unless absolutely necessary to the continued success of a student, and sufficient evidence is provided for the administration to review, which would deem an exemption. A student's attitude toward policies is often a reflection of his/her parents and what is expressed at home. We urge you to be supportive of our efforts in creating a safe productive atmosphere in which your child may learn.

If at any time you have concerns or questions please feel free to call our office at (860) 889-4174. Please do not discuss these matters with others before speaking with the teacher or administration. Often most issues are easily explained, without the risk of spreading false information.

My prayer for your students is that during this year they not only will be challenged to achieve their best, but also grow daily in God's love. He has given us a unique and fulfilling job, not without its challenges. We look forward to working in partnership with you to meet these challenges, and make St. Patrick School students the very best they can be.

God bless and keep you...

Sincerely,
Mrs. Catherine Reed
PRINCIPAL

ADMINISTRATION

ST. PATRICK CATHEDRAL ADVISORY BOARD

The role of a Catholic school board is to provide policy direction to educational programs for the local faith community.

HOME AND SCHOOL ASSOCIATION

Objectives of the HSA include the following:

1. To promote clearer understanding of the mutual, spiritual, and educational responsibilities of parents and teachers.
2. To assist the school in its continuing goal of improving the quality of Catholic education.
3. To determine and carry out projects and activities that shall have as their end the general welfare of the school.
4. To assist in the financing of the school by raising a portion of the school income. The School Advisory Board, the Pastor and the Principal determine their portion or percentage.

ADMISSION POLICY

Prior to admission to St. Patrick Cathedral School students who have previously attended another school will be tested to determine the reading comprehension level and competence in math. Before the school finally accepts a student, we request a copy of a student's report card, as well as a transcript of his/her records from the prior school.

No child will be accepted at St. Patrick Cathedral School if, in the judgment of the administration of the school, it is felt that the educational/developmental needs of the child cannot be met by this school.

In its admission policy, St. Patrick Cathedral School does not discriminate on the basis of race, sex, creed or national origin.

The following criteria (in order of priority) are used to admit students at St. Patrick Cathedral School:

1. Children from families already enrolled in the school.
2. Members of the St. Patrick Cathedral parish family.*
3. Members of another parish.*
4. Children from families newly moved into a parish (that have been in Catholic schools, pending receipt of records).
5. Children on an approved waiting list.
6. Children from non-parish families where there is no Catholic school.
7. Non-Catholic children. Students will be tested prior to admittance.

* must contribute to parish through the envelope system for at least one year

Children entering Kindergarten must be 5 (five) years of age by December 31. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. Patrick Cathedral School are evaluated on the basis of current standardized test scores and report card grades.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Use of weekly envelopes
- *Health records
- *Immunization records
- *Birth Certificate (original)
- *Report Cards
- *Standardized test results
- *Record of IEP

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be used to determine whether the program at St. Patrick Cathedral School will meet the needs of the students.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Patrick Cathedral School.

TUITION

FACTS Automatic Tuition Payment

The FACTS program involves monthly tuition payments made directly from either a checking or savings account. Enrollment agreement forms may be obtained from the school office.

An alternative to the FACTS Program is a tuition payment in full by July 31st to St. Patrick Cathedral School.

It is the policy of the school that neither report cards nor diplomas will be issued and that transcripts and records will not be released until financial obligations to the school have been met. Any parent whose tuition is in arrears must make arrangements for payment with the Principal.

REFUND POLICY

REGISTRATION FEE IS NON-REFUNDABLE. The book/supply fee is non-refundable once the school year has begun.

No tuition will be refunded if a child is withdrawn after March 1st. If the child is withdrawn prior to March 1st, tuition will be pro-rated and refunded accordingly.

WITHDRAWAL

It is essential to preserve the unity and harmony of classes at St. Patrick Cathedral School. Therefore, once a parent chooses to remove a child from the school, that child will not be re-admitted. The administration may elect to review special circumstances.

Families must notify the school in writing if a student is withdrawn from school. The school will not forward records for students who withdraw with an outstanding balance.

ACADEMIC POLICIES

CATHOLIC IDENTITY

While most of the Religion curriculum is generic to all Christian denominations, doctrines and practices that are specific to the Roman Catholic Church are also taught to all students during daily Religion classes. Although students not of our faith are not expected to adhere to Catholic practices, they are expected to regard our practices and beliefs with respect and to participate in class discussion and completion of religion assignments. Non-Catholic students will be expected to accompany the class to Church services. They may participate in liturgical celebrations on a voluntary basis.

ATTENDANCE

*Numbers in this handbook refer to the Manual of Policies and Procedures: Diocesan Board of Education, Diocese of Norwich.

*5113.3 * “Regular attendance is essential for satisfactory work. In order for a student to be eligible for promotion, it is required by Diocesan regulation that the student is in attendance no fewer than 160 days. Therefore, no student may accumulate more than 20 (twenty) excused absences for the ENTIRE school year. A student who leaves school before 4 (four) hours of school are completed for that day is considered absent for that day. Extreme medical absences and/or homebound instruction may be excluded from the 20 days at the discretion of the administration and consultation with the Diocesan superintendent when necessary.*

A written request from parents or guardian is required for a pupil to leave school before time of dismissal. The request must state clearly the reason for early dismissal. No pupil should be released from school during the school day without the written request of a parent or guardian. Elementary school pupils should be released only to parents or to someone definitely authorized by them. A pupil who is ill should not be sent home, but should be called for by his parents or other authorized person.

Frequent absence is extremely detrimental to the student’s academic progress. Therefore, extended periods of absence for vacations should be avoided so as not to impede the student’s academic program or place your child in violation of the Diocesan regulations.

The principal must approve extended absences.”

Family vacations during the school year should coincide with the scheduled vacations on our school calendar. **Extended or different vacations are NOT in keeping with school policy; these also count toward total absences and are not excused.** Parents are requested to cooperate in this matter. Children who are not in school cannot be educated.

In the event that time must be taken, a note must be sent to the Principal. Students are responsible for the work missed upon their return with arrangements made with their teacher/s. Parents should remember, however, that class presentations and discussions can never be made up, and that some students never “catch up.”

All medical appointments should be made outside of school time. Emergencies should be the only exceptions.

In the event of an absence, parents are asked to:

1. Call the school office at 860-889-4174 before 8:45 am on the first day of absence and give reason for the absence.
2. Send a written note when the child returns, noting the date(s) of the absence and confirming the reason for it. A phone call or a note is required for any absences.
3. Contact the office if a student is absent to obtain an assignment(s) from the teacher. If, however, there is another child from the family in school, a note may be sent to the teacher. It is the responsibility of the student to make up any class assignments missed during his/her absence. If extra help is needed, the student should ask the teacher for it. Frequent absence is extremely detrimental to the students’ academic progress and may result in retention.

A phone call or a note is required for any absences.

TARDINESS

A little late is too late. Students who arrive after 7:55 am **must** report to the office. Frequent tardiness is also detrimental to classroom procedures and to the order of the class. Therefore, after every 5 tardy slips, the student will be required to serve a detention.

CURRICULUM

*6140. * “The Catholic School must be distinguished by its unique curriculum which strives to integrate religious truths with life. The curriculum should be designed to provide instruction not only in human knowledge and skills but also in religious truths and values.*

It is the teacher’s responsibility to provide this integration through the use of materials and his/her own knowledge and ability.

As instructional leader, the Principal must insure a well-balanced curricular program which includes academic and religious orientation and which stresses the importance of service to the school community as well as to the larger local community.”

In accordance with the above policies, students may be divided into small groups within a class in order to meet their needs. Grouping is always flexible so that students may move from one group to another. When individualization is needed, it is used. Some students are allowed to move up a level or even back a level in order to meet needs. Some moves are only temporary ones to meet needs at certain periods; some are permanent moves.

PARENT/TEACHER ORIENTATION

Parent/teacher orientation provides an excellent opportunity for parents and teachers to meet informally. At this time, the teachers will explain to parents their expectations relative to

homework, assignments, grading system, discipline, school and classroom rules, etc. Parents will also have the opportunity to have their questions answered. It is important that parents attend the orientation.

Parent/teacher orientation is not the time for individual conferences with the teachers. If this is desired before the scheduled conferences take place at report card time, parents should call the school to make an appointment.

CONFERENCES

Conferences with teachers are strongly recommended as often as there is a need. Conferences will be granted only by appointment. Requests for conferences during school hours cannot be honored. Teachers may not be disturbed during class time.

Any parent wishing to see a teacher should send a note to the teacher or call the school office at 860-889-4174 and request a return call from the teacher. Parents are requested not to call teachers and other school personnel at their homes. Please transact school business through the school.

Scheduled Parent/Teacher conferences are during the 1st marking period. However if a problem exists before this time, parents should not hesitate to schedule a brief conference. Please notify the teacher prior to coming. Likewise, a teacher may contact a parent for a conference.

When a problem exists, the classroom teacher should be contacted before the Principal, since the teacher knows the child and the situation better. If a problem remains after the discussion, the Principal should be contacted. If necessary, the teacher, Principal and parent will be together.

It is essential that the child be convinced that parents support the school, it's philosophy and rules. The school and parents best serve the children by working together and supporting one another in all things. If there seems to be a problem or misunderstanding, it is important to call for an appointment to talk about and work out the situation. Without a cooperative effort, the child cannot reach his/her maximum potential-that very unique person God destined him/her to be.

HOMEWORK

Homework has a positive purpose and is closely integrated with class work. Homework can provide practice and drill that reinforces classroom learning. It can provide opportunities for independent study, research and creative thinking.

Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are completed. Adults offering guidance during homework time is acceptable. However, students are expected to do the homework themselves.

Teachers will remain in the classroom until 2:30 each day for student help, as requested by the teacher.

The suggested amount of time spent on homework for each grade level is as follows:

- K - 10 minutes
- 1 - 15 minutes
- 2 - 20 minutes
- 3 - 30 minutes
- 4 - 45 minutes
- 5 - 60 minutes

- 6 - 75 minutes
- 7 - 90 minutes
- 8 - 90 minutes

If your child seems to be spending very little time, or excessive time on homework, please contact the teacher. **Please do not provide an excuse for homework not completed, unless it is truly a valid reason.**

REPORT CARDS

5124 * “ *Written reports shall be issued to parents at least three times a year by elementary schools. The report should include information on the student academic achievement, attitude, behavior and attendance.*

Failure must not come as a surprise to parents who have a right to notification and warning so that they can take the steps necessary to insure better school work on the part of their child.”

Report cards are distributed three times per year. Progress reports will be issued to all students during the first marking period, then as deemed necessary thereafter. These reports will inform parents as to their child’s progress between Report Cards.

MARKING SYSTEM

Grading is assigned on the basis of class participation, class work, assigned work (homework, papers, projects, etc.), tests and examinations. Grades 1-3 use the Marking Code VG (Very Good) through U (Unsatisfactory); Grades 4-8 use the Marking code A+ through F. The marking system is as follows:

MARKING CODE

A+	95-100	VG	Very Good
A	90-94	G	Good
B+	85-89	S	Satisfactory
B	80-84	I	Improvement Needed
C+	75-79	U	Unsatisfactory
C	70-74		
D	65-69		
F	0-64		

PERSONAL DEVELOPMENT CODE

- 1 – Highly motivated/Works independently
- 2 – Good class participation/Is attentive
- 3 – Works well with others
- 4 – Uses time wisely
- 5 – Follows directions/Organizes work
- 6 – Shows respect
- 7 – Pleasure to have in class
- 8 – Has shown improvement
- 9 – Difficulty following direction/rules

- 10 – Does not do HW/Does not complete tasks promptly
- 11 – Modified assignments
- 12 – Lacks self-control/talks excessively
- 13 – Low test scores
- 14 – Participation needs to improve
- 15 – Unprepared for class/Does not work to capacity
- 16 – Easily distracted/poor listening skills
- 17 – Lacks organization

HONOR ROLL

The students in Grades 4 through 8 will be eligible for the St. Patrick School honor roll if they meet the following requirements:

HIGH HONORS*

A student must have an “A” average (90) in each of the following subjects: Religion, Reading, English, Math, Science, Social Studies, Computer and Spanish. A student must have an “S” in Physical Education, Art and Music. No student will be eligible for the Honor Roll if negative Personal Conduct Codes are indicated on a student’s report card.

GENERAL HONORS*

A student must have at least a “B” average (80) in each of the following subjects: Religion, Reading, English, Math, Science, Social Studies, Computer and Spanish. A student must have an “S” in Physical Education, Art and Music. No student will be eligible for the Honor Roll if negative Personal Conduct Codes are indicated on a student’s report card

*All grades and positive Personal Conduct Codes count toward eligibility for the honor roll and sporting activities.

RETENTION

Parents will be notified by the teacher of any serious difficulty by the second report card. Some factors that might make it necessary for a child to repeat a grade are:

1. Failure to achieve academic potential at a particular grade level; a student will be assessed prior to a decision being made
2. Frequent absenteeism and/or tardiness
3. Lack of social, emotional or physical development which inhibits performance
4. Failure in one (1) or more subjects may result in mandated tutoring, summer school, and/or retention

The final decision to retain a student remains with the teacher and Principal.

GRADUATION

Any student who receives a failing grade in any of his/her major subjects will not be awarded a diploma, but receive a certificate of attendance. Upon successfully completing a summer school tutoring program the student may receive his/her diploma.

PUPIL RECORDS

5125. * *“A cumulative record shall be maintained for each student from his entrance into school until he leaves. The conditions of access to his records shall comply with the Right to Privacy Law. All schools are to use the cumulative record forms furnished by the Diocesan School Office.”*

5125.2 * *“A cumulative record which accompanies a pupil throughout his school career should be treated as a confidential matter. It shall be made available only to professional staff of the school and upon request of the pupil who is 18 years old, the pupil’s parent or guardian. It is also within the right of parents to examine unofficial and informal data such as teacher notes, comments from the guidance department, and correspondence and reports from social agencies, clinics, hospitals, psychologists and psychiatrists. A member of the staff knowledgeable in such matters should be present to assist the parents in interpreting such records.”*

In accordance with the guidelines of the State Department of Education, St. Patrick Cathedral School maintains two categories of pupil records:

Category A Official administration records consisting of minimal personal data for the operation of the educational system: e.g. name, address, date of birth, parent or guardian, phone number, academic work, level of achievement, and attendance data.

Category B Verified information for the formulation of educational programs: e.g. health records, standardized group test scores, speech and hearing evaluations.

The records of the school concerning individual students shall be used for the promotion of the welfare of the student. The parents or legal guardian shall have the right to inspect and review the student’s records (maintained by the school) upon written request to the Principal. Copies of the student records are released only to duly authorized persons and only after the parent or legal guardian has signed a release form.

STANDARDIZED TESTS

In keeping with directives of the Diocesan School Office, the following tests are administered to Grades 2 through 8:

Iowa Test of Basic Skills

CoGat (a test of cognitive skills)

These tests are administered in the fall. Parents will receive the test result. If a significant difference exists between a student’s potential and his actual score, the parents will be scheduled for a conference with the teacher. Standardized tests will be given at the end of the school year for Kindergarten and First Grade students to determine readiness for the next grade level.

PHYSICAL EDUCATION CLASSES

Participation and behavior in PE class is as important as in other classes. Pupils are expected to be attentive, obedient, courteous, cooperative and respectful at all times. Directions are to be followed. The PE teacher uses the detention system used by all classroom teachers.

Children will not be excused from PE classes without a written note explaining the reason. If a one-time miss is absolutely necessary, a note from the parents/guardian is required.

Athletic sneakers and gym uniforms may be worn only on gym days. Students who have forgotten their gym clothes or sneakers will not be allowed to call home for them.

The consequence for not wearing the appropriate gym uniform and/or not participating in class three times or more during a marking period will result in a lower report card grade and/or detention. No writing is allowed on clothing.

COMMUNICATION

COMPLAINTS CONCERNING SCHOOL PERSONNEL

Complaints involving individual school staff members should be discussed first directly with the staff member concerned. If this does not bring about a satisfactory resolution, the matter should then be referred to the school Principal for study and possible resolution. If this does not settle the matter, it should then be brought to the Pastor for consideration. The Superintendent of Schools will intervene in the matter only if the complaint cannot be satisfactorily resolved at the local level.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Teachers and staff are mandated reporters; parents **DO NOT** need to be notified.

CRISIS PLAN

In the event of a school emergency, the following guidelines will be followed:
Depending on the nature of the threat:

- Children may be instructed to gather in the auditorium
- Each teacher will be given a designated area for his/her students to gather in the auditorium
- Eighth grade students are assigned to a grade and will help to bring water, snacks and other provisions deemed necessary by the teacher

If the threat is biological or chemical:

- All windows and doors in the auditorium will be sealed
- Water and crackers will be provided
- Only bathrooms in the auditorium will be available for use
- No one will be allowed to leave the auditorium until we get clearance
- The school nurse will provide an emergency first aid medical kit for use in the auditorium
- Parents will be informed of an emergency situation via the phone/cell numbers provided. Please notify the office ASAP if numbers are changed. For this reason we **MUST** update and verify parent information each fall. Parents will be instructed where to go to pick up their children by signs on the doors.

We will do everything in our power to secure the safety of the children. Teachers have specific responsibilities for the safety of the students in their classrooms.

CUSTODY ISSUES

In the absence of a court order to the contrary, a school will provide the non-custodial parent access to academic record and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the custody section of the divorce decree. Parents who are not married should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parent.

DISCIPLINE CODE

St. Patrick Cathedral School strives to promote an atmosphere surrounded with respect for the dignity of all members of the school community. Therefore, students attending St. Patrick Cathedral School should strive to conduct themselves "becoming of a student in a Catholic school." Behavior that is distracting and interferes with learning tasks must be corrected. Adherence to rules and regulations of the school and classroom are the responsibility of all to ensure the best quality of learning can take place. Students may be disciplined by any staff member in charge of the students. The principal is the final recourse in disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of school property. This includes school grounds, school building, equipment, corridors and classrooms. Recyclables should be placed in appropriate containers. Any student who sees some school area in need of repair is encouraged to report this fact to the school office so that prompt repairs can be made. Students will be expected to make restitution for damage to school property, including the loss or defacement of textbooks and/or library books.

All books are to be covered throughout the school year. Books must always be carried in a book bag or the equivalent. Students are also expected to show respect for the belongings of other students. Deliberate destructive behavior toward property of another student will be deserving of discipline and appropriate restitution made by the offender.

Students are NOT to bring expensive toys and/or games to school or After School Care unless the curriculum requires such. Toys, games, clothing and other materials that are associated with inappropriate or violent behaviors are not allowed. Students must accept what the principal and/or staff deem inappropriate. Students are not to bring cell phones, CD players, CDs, electronic devices, I pods or I Pads to school, or other electronic devices unless requested by the teacher. The school cannot be responsible for loss or breakage of such items. If cell phones are required by the student they must be given to the teacher prior to the days activities and will be returned at the end of the day.

Lockers and backpacks may be inspected periodically by teachers/administrators therefore personal combination locks for student lockers are not allowed in St. Patrick Cathedral School. Skateboards are prohibited.

HARASSMENT AND THREATS

Each student is a child of God and as such has infinite value. Therefore, in keeping with Christian values and recognizing the worth of each person, St. Patrick Cathedral School administration and faculty (or staff) will insist on respect for each person. Harassment will not be tolerated whether it is written, verbal, physical, or sexual. This also includes texting or any personal web pages. Threats against an individual or general safety will be dealt with very seriously and may result in suspension or expulsion regardless of a student's academic standing. The faculty, staff and administration will safeguard the dignity of each person.

Violations must be reported immediately to classroom teachers or staff and will be dealt with by the administration on an individual basis, which may result in suspension or expulsion. The following steps will be taken if said violations occur:

1. Saturday Detention
2. In-School suspension 5 (five) days
3. Home suspension 5 (five) days
4. Expulsion

Blogs

Engagement in blogs such as but not limited to MySpace, Xanga, Friendster, Facebook, etc may result in disciplinary action if the content of the blog includes defamatory comments regarding the school, the faculty, other students or the parish.

WEAPONS AND DANGEROUS INSTRUMENTS

*5131. * "The Diocese of Norwich Schools strictly prohibits the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. This ban applies to students, employees and visitors. Students possessing, displaying, using or storing a weapon on school ground is a serious violation of the Code of Conduct and will result in immediate suspension, a hearing, and a one-calendar-year expulsion from school. The superintendent may recommend a modification of the one-year expulsion on a case-by-case basis. All discoveries of any prohibited weapons will be reported to local law enforcement officials."*

DETENTION

Detention is given for serious or repeated offenses. A slip explaining the reason for detention goes home to be signed by the parents and is to be returned to the teacher the following day. If the signed detention is not returned the following day, a call to the parent will be made. The length of the detention is 45 (forty-five) minutes.

Saturday detention will be issued to those students who consistently violate school policy. Saturday detention requires students to attend school in uniform for 2 (two) hours. Students will work in school from 9-11 am.

Bus students and those who commute by car are not exempt from detention. It is the responsibility of parents to provide transportation for students serving a detention. Detention **MUST** be served on the date assigned. If unable to do so, the student will serve a Saturday detention.

Detention notices may be issued in the following instances regardless of academic status:

*Disrespect for school personnel

- *Destructive behavior toward St. Patrick School property or that of another student
 - *Fighting on school grounds
 - *The presence of any form of communication that is in bad taste
 - *Rough games that risk injury to students or damage to their clothes
 - *Throwing stones, snowballs, etc. before, during or after school
 - *Failure to complete homework on time and as assigned without a note or reason
 - *Lack of proper uniform without a note; wearing uniform improperly
 - *Disobedience or failure to observe school and classroom policies
 - *Bad language in rooms, halls, lavatories, yard or bus
 - *Gum chewing anywhere on St. Patrick Cathedral School grounds before or after school
 - *Possession of electronic devices
 - *Vandalism or misconduct on school buses
 - *Disruptive (bus) behavior on school field trips
- (*these are examples but not limited to)

Cell phones or electronic devices are not allowed in school at any time. No students are to keep phones in their desks. Should any electronic devices be found they would be confiscated. Parents may pick them up in the school office.

SUSPENSION AND EXPULSION

*5114. * “In all matters, particularly suspension and expulsion, the Christian well-being of the individual is to be taken into consideration. Suspension, the temporary prohibition of a student’s attendance, shall be within the jurisdiction of the principal. Suspension may be invoked only when all other means of discipline have failed, provided that the student’s parents or guardian are officially notified in advance in writing. The pastor is to be informed if the suspension is expected to extend beyond three school days. Expulsion, the permanent termination of a student’s enrollment, is a most serious matter, and should be invoked rarely and only as a last resort. Expulsion is determined by the Principal, after consultation with the Superintendent and the Pastor and may be appealed to the Diocesan Board of Education. Prior to the expulsion the student and his parents or guardian must be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parents or guardian of the reasons in writing and shall file a copy of this notice with the Diocesan School Office.”*

A suspended student is excluded from classes for a given period of time. During this time, the student is expected to be at home and/or under the supervision of parents. He/she is given school assignments that are to be completed and handed in upon his/her return to school. An arrangement is then made whereby the student makes up the time missed in work performed in school or on the school premises. During the period of suspension, a student is not to be in the school, on the school premises or at a school function.

Expulsion means that a student will be permanently removed from St. Patrick Cathedral School and is therefore not expected to be in the school, on the premises, or at school-sponsored functions, including any organized school sports.

POSSESSION, SALE OR USE OF ALCOHOL, DRUGS, TOBACCO PRODUCTS, DRUG PARAPHERNALIA, OR ANY OTHER CONTROLLED SUBSTANCE OR ANY POTENTIALLY DANGEROUS MATERIALS (MATCHES, FIREWORKS, WEAPONS OF ANY KIND, ETC) ON OR NEAR THE SCHOOL GROUNDS, AT A SCHOOL ACTIVITY, OR ON THE SCHOOL BUS IS STRICTLY FORBIDDEN. VIOLATION OF THIS REGULATION MAY RESULT IN IMMEDIATE SUSPENSION OR EXPULSION FROM SCHOOL DEPENDING UPON THE OFFENSE.

The proximity of graduation will not exempt a student from disciplinary action. Parents will be notified immediately. If necessary, other officials will also be notified in compliance with the law. Additionally, repeated detentions or inappropriate behavior will necessitate a conference with parents, principal, teacher and student and may result in suspension or expulsion.

If a student is accused of a crime or a serious misdemeanor outside of school time and jurisdiction, the administration of St. Patrick Cathedral School reserves the right to suspend or expel that student if it has reason to believe that the learning environment will be jeopardized or negatively impacted by the student's presence.

Teachers will provide schoolwork to be done at home during the time of suspension. St. Patrick Cathedral School is not obligated to provide tutoring or extra help during this time of suspension.

DRESS CODE

Learning is a priority at St. Patrick Cathedral School and distraction that hinder learning must be minimized. Certain fads arise that cause serious distractions to the students. For that reason nail polish, artificial nails, or make-up may not be worn during school time (including NUT card days) and no type of bracelets may be worn including bracelets for specific causes. (Make-up removal pads and nail polish remover will be given to any student arriving to school with make-up of this kind.) No hair bands may be worn on wrists. Studs are the only acceptable earrings for girls; boys may not wear earrings. Ear cuffs or cartilage piercing is not permitted. **The hem of the jumpers, skirts/skort, and shorts must reach the knee.** Students may not write on themselves or their clothing. St. Patrick Cathedral School does not compete with the latest fashions! Students are to arrive at school and leave school in proper uniform. In an emergency, a parent must request in writing an exemption from this regulation. Students must be in code on buses.

Reminder: No hats, caps, or sweatshirts, other than the required gym uniform, may be worn in the building and should be kept in backpacks or lockers throughout the day.

SCHOOL UNIFORM

The basic uniform, polo shirts and gym uniforms may be purchased from Donnelly's School Apparel.

<u>Girls</u>	Grades K-6	Plaid jumper and yellow blouse. Dark green or navy knee socks or tights
	Grades 7-8	Plaid skirt and cross tie, yellow oxford button down blouse and a navy blue, v-necked, sleeveless knitted vest.

Note: Blue vest must be worn at all times. Shirts must be tucked in.

Boys Grades K-8 Regular uniform navy pants (no cargo, corduroy pants, or pants with large side pockets), navy tie, light blue dress shirt, white only undershirts, belt.

Note: Blue vest must be worn at all times. Shirts must be tucked in.

Sweaters

Girls may wear a solid navy or dark green cardigan when necessary. Boys may wear navy cardigans. If a student chooses to wear a sweater, the vest must still be worn.

Girls and Boys

Sweaters and vest must be purchased from the uniform company. No other style will be permitted. No pullovers, warm-up jackets, sweatshirts or blazers will be allowed in the classroom.

Socks

Boys wear navy or white or school logo socks, for purchase in the office.

Girls wear navy or dark green knee socks or tights.

Shoes

All students are to wear a good, sturdy school shoe (brown, black or navy blue), either tie, buckle or loafer style. Shoes with heels/soles higher than 1 inch are not permitted. Clogs, black sole shoes, athletic footwear, work boots and hiking boots are not acceptable. Sneakers are allowed only for gym periods. Girls may not wear sandals, Crocs, shoes with straps, dress pumps, moccasins, and patent leather or similar shoes. No open toes or open heels on shoes or sneakers are allowed, including black athletic shoes.

Pants

Girls may wear pants from November 1st until March 31st. The only pants permitted are navy uniform pants. The yellow uniform blouse must be worn with pants. Girls who choose to wear pants must wear the crosstie. Any student who chooses to wear pants must also wear the blue uniform vest. This form of dress is completely optional.

Ties

Any boy in all grades or girls in grades 7 and 8 who attend school without a tie is required to rent one for a fee of \$.50 cents for the day.

Summer uniform

The warm weather uniform may be worn from the first day of school until the last school day in September. The starting date for the spring will be determined at a later date. The regular uniform will replace the shorts on days when students attend Mass. For a special occasion, the principal retains the right to ask the students to wear the regular school uniform.

The warm weather uniform consists of navy blue uniform shorts worn with a green polo shirt that has the St. Patrick Cathedral School insignia on the front. The shorts must come to just above the knee. Girls are allowed to wear the uniform skort that must come to just above the

knee. Only white and navy ankle socks that may be folded over or white socks with school logo worn above the ankle are acceptable with the summer uniform. Note that boys who do not wear the warm weather uniform must wear the regular navy blue pants with the blue shirt, tie, and vest. The polo shirt is part of the warm weather uniform only.
The summer uniform is completely optional.

PHYSICAL EDUCATION UNIFORM

Grades K-8 Gray sweatpants with logo, gray t-shirt with logo, gray sweatshirt (with or without hood) with logo, mesh green shorts or gray shorts with logo, white athletic socks that come above the ankle. Athletic sneakers that completely cover the foot must be worn and students must be able to fasten them on their own. Fashion Athletics (such as Sketchers, Converse, Keds, and the like) will not be permitted. Any student not wearing proper foot attire will have to sit out for gym and receive a zero for the day. Students are required to have a full uniform, and will not be permitted to wear sportswear other than the required uniform. Physical Education uniforms should be purchased through Donnelly's School Apparel.

Any violation in the uniform policy will result in a deficiency. After 3 offences the student will receive a detention. During cold weather students will be permitted to wear jackets, hats and mittens over their required gym uniform.

NO UNIFORM DAYS (NUT CARD DAYS)

Students may wear casual clothes that are in good condition. Only solid color shirts without writing, pictures, or words are allowed. Jeans or pants may not be tight (no spandex), cut-off or low-riders. No midriff, mesh or camisole tops, shirts or sweatshirts with inappropriate logos or offensive wording or other inappropriate attire will be allowed. Students must be in regular uniforms on Mass days (no summer uniform). Shorts must be to the knee.

No make-up, nail polish or earrings except for studs will be permitted. The consequence for not wearing the appropriate school uniform or not following the guidelines on No Uniform Days will result in detention.

HAIR

All hair must be neatly kept and well groomed. Boy's hair will be trimmed to a length not to exceed the collar and not over the ear or cover one's eyes. Sideburns are not to exceed the middle of the ear in length. Girl's hair must be pulled back, out of the eyes. Hair ribbons should be small and unobtrusive. Any hairstyle that is contrary to good hygiene, is a distraction, or is disruptive to the school environment will not be permitted. Tails, stripes and decoratively shaved hairstyles are not allowed. Hair may not be artificially colored or bleached, and extensions may not be worn. If hair has been colored, bleached or highlighted it must be returned to its natural hair color before the student is allowed to return to school.

JEWELRY

Boys may not wear earrings. Girls may wear 1 (one) earring in each ear and they are to be studs. Only crosses/medals on chains are acceptable. No bracelets are allowed. One small ring is allowed.

EXTRA CURRICULAR ACTIVITIES

POLICY FOR EXTRACURRICULAR ACTIVITIES

Participation in extra-school activities such as sports, Student Council, cheerleading, etc. is limited to students whose academic and behavioral efforts indicate that they are capable of being involved in both school and extra-school activities without negative results to their academic progress.

ACADEMIC PROBATION

Any student whose grades are unsatisfactory or whose grades indicate that he/she is not working fully to his/her ability, or who has one or more “D”, one or more “F”, will be placed on academic probation. During the period of probation, a student’s performance will be closely evaluated. Extra tutoring or study classes may be mandated. The purpose of the probation period is to assist and encourage the student to improve his/her performance when such is below his/her expected capacity.

Academic probation means a warning will be issued to any student who receives a “D” or below in a major subject, including Spanish and Computer, at the time Progress Reports are issued. If grades remain the same at the time Report Cards are issued a student will be placed on Academic Probation. A student who is on Academic Probation becomes ineligible for sports, practices, after school activities, or weekend activities by the school or club. **Ineligibility lasts from the time Report Cards are issued through the next Progress Report.**

Extra-curricular activities include basketball (league and non-league games), cross-country, Student Council and Cheerleading. Students who have been absent from school may not participate in any extra-curricular activities that afternoon or evening.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

FIELD TRIP POLICY

6153. * “Excursions for students away from school shall be viewed with great scrutiny and very careful planning. Students on field trips must be properly supervised. All such trips must have the approval of the Principal. Purely recreational trips should be held outside of school time; they may be held during school only with the permission of the Diocesan Superintendent . . . Written permission of the parents or guardian should be obtained for each trip.”

Field trips are a privilege. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements. Should this occur, the student must attend school that day.

The dress code for field trips will be determined by the event and stated on the permission slip. Shorts are not appropriate for cultural or educational field trips.

A copy of the permission form is included at the end of this handbook and will be honored if properly completed and faxed to the office or delivered to the teacher prior to

the field trip. No verbal permission will be honored and no student will be allowed to call if the permission form was forgotten. All school rules apply during field trips.

STUDENT HEALTH

RE-ADMISSION TO SCHOOL

A certificate allowing a child to return to school is required following an absence of 5 (five) consecutive days for reasons of illness. Saturday and Sunday are included in the five days if the child is absent Friday and the following Monday. If the child has been sick, a doctor's certificate is preferred. If a doctor has not seen the child, a certificate may be obtained from the school nurse.

IN CASE OF ACCIDENT

The Principal has on file the parent(s) current home telephone number, work and cell telephone numbers and two emergency phone numbers. Both the health office and parents will be notified of any accident. No child is ever sent home without the parent or guardian being notified.

CHILD ABUSE

Should it be necessary, Diocesan policies will be followed concerning child abuse and AIDS. Contact the office for more information.

IMMUNIZATION REQUIREMENTS

The following health immunizations are required before a child will be allowed to enter school:

1. DPT/DTAP-at least 4 (four) doses (day, month, year). The last dose for children aged 60-71 months must have been given no sooner than the 4th birthday.
2. Polio-series of three dates (day, month, year). However, for children 5 years or older, the last dose must have been given after the 4th birthday resulting in 4 doses.
3. Measles, mumps, rubella-at or after one year of age (day, month, year). A second dose of measles containing vaccine is required of all students entering 7th grade.
4. Tuberculosis Test-required under certain circumstances.
5. HIB vaccine-required for students entering school before the age of 5.
6. Varicella-all students are required to show proof of immunity for entry into 7th grade.
7. HEP B-all 7th grade students must show receipt of at least one dose of HEP B. Students entering 8th grade must show proof of three doses of HEP B vaccine.

REQUIRED PHYSICAL EXAMINATIONS

Prior to school entry
Pre-Kindergarten and Kindergarten
Grade 6

MEDICATION IN SCHOOL

Section 10-212a of the Connecticut State Statutes requires written authorizations, signed by the physician and the parent or guardian, before any medication can be dispensed in school. Authorization forms are available in each school, the Health Office and in most doctors' offices. Continued usage in school must be renewed each September.

All medication must be in the original container and brought to school by a parent or authorized adult. Nasal sprays and the like must not be brought to school unless ordered by a physician. Cough drops accompanied by a note from the parent may be brought to school and distributed by the teacher as needed.

HEALTH SCREENING PROCEDURES

Each year the following screening procedures are carried out:

1. Vision screening-Kindergarten through Grade 6
2. Blood pressure-Grade 6 and Grade 8; Grade 7 at risk
3. Hearing screening-K through 2: Pure tone and impedance; Grades 3-6, 8: Pure tone (also any child referred by a parent, physician or teacher).
4. Postural screening-Grades 5 through 8. Students in Grade 5 will be shown a video prior to the screening procedure.
5. Physical Examination-Grade 6 (either by private or school physician).
6. Color Vision Screening-Grades K and 6. Parents are notified of all abnormal results.

Physical assessment must include the following:

- *Hematocrit or hemoglobin tests
- *Weight, height and blood pressure
- *Updating immunizations
- *Vision, hearing, postural and gross dental screening
- *Health history, as doctor feels appropriate

PARENT COOPERATION

Education at St. Patrick Cathedral School is a partnership between the parents and the school. By signing the contract, parents agree to comply with school rules and regulations, and accept the authority of the school administration. The school reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievable broken. In such cases the refund policy will be honored.

PARENT SERVICE REQUIREMENTS

FUND-RAISING

We expect all families to support all of the fund raising activities for St. Patrick Cathedral School in some way.

Parents are asked to support the fundraisers within your family and circle of friends. To meet all educational costs for this current year each family is asked to raise \$200.00 profit (through all the fundraisers combined) or give an outright donation of \$200.00 to the school.

VOLUNTEERS

Throughout the school year, many opportunities arise for parents to volunteer their services to the school. This is one of the most effective ways in which you can become familiar with your child's school family and play a supportive role in his/her education.

Every school needs the support of volunteers. You don't have to be a trained teacher to help. You do need love and patience. A form requesting volunteers will go home before the fall session begins. Please look at it carefully and see how you can join the number of St. Patrick Cathedral School volunteers. We ask that all play ground and lunch volunteers report to the office before going on duty.

All volunteers are expected to participate in the Child Abuse workshop mandated by the Diocese of Norwich. Please carefully review the school volunteer guidelines.

PROCEDURES

ENTRANCE AND DISMISSAL

The school-starting bell rings at 7:55 am. All students are expected to be in the yard by that time. Students are not to enter the building before the bell rings; they are to come in with their class.

Students form lines at 7:55 am, at which time a school-wide prayer is said. Students not in line for prayer will be considered tardy. Those who are tardy must report to the office for a late-slip. **After 5 (five) tardy slips, the student will be required to serve a detention.** All students are expected to maintain silence while entering and leaving the school building. During cold or inclement weather, the school doors will open at 7:40 and the teacher on duty will send students to their classrooms.

EARLY DISMISSAL

If a child has to be dismissed early, a parent should send a note to the teacher. The child must be picked up in the office. No child is allowed to wait outside.

Students must be signed out (by the appropriate person) in the log that is kept in the school office.

CAR DISMISSAL

For safety reasons, teachers will walk those students going home by car to the schoolyard. Parents are asked to meet their children and walk them to their vehicle. Pre-K and Kindergarten students should be picked up at the bottom side door. Students who are not picked up within 5 (five) minutes after dismissal will be sent to the Extended Day Program.

Parents and children are asked to clear the schoolyard by 2:10 pm. for the exclusive use of the children in the Extended Day Program.

NO SCHOOL ANNOUNCEMENTS

In the event of inclement weather or of any need to cancel classes, St. Patrick Cathedral School follows the Norwich Public School System. School cancellations and late openings are broadcast over radio stations WICH and WSUB, and on television station Channels 3 and 8.

Early closing due to emergencies are announced on WICH and WSUB. Please do not call the convent, school or rectory to ask about cancellations.

In the event of a late opening, students should not arrive until 20 (twenty) minutes before the announced scheduled time, as they will not be under adult supervision before that time.

Late openings on a scheduled half-day will result in dismissal at the regular full-day time.

REQUIRED NOTES

Written notes are required for the following reasons:

- *explanation of absence on the day of return
- *explanation of tardiness on that day
- *explanation of violation of uniform code on that day
- *explanation of missing homework in an emergency
- *explanation of doctor's appointment and early dismissal
- *explanation of a change in vacation time
- *explanation for not following the usual dismissal routine (i.e. going to a friend's house, etc)

Note: A student who is not a resident of Norwich is not allowed to take the bus to a friend's house.

EMERGENCY NUMBERS

An emergency number must be recorded in the office in case a parent cannot be reached at home. If a child becomes sick in school, the parent/guardian will be contacted first. If they cannot be reached the emergency number will be used. A parent or a designated representative must come to the school office for the child. He/she will not be dismissed from the classroom or sent home alone. Students must be signed out (by the appropriate person) in the log that is kept in the school office.

Other than the regular daily dismissal, no student may leave the school directly from the classroom, nor leave the school without a parent or guardian.

TELEPHONE CALLS

Calls to the school to leave messages for students should be rare. Students will not be permitted to call home for forgotten items, including lunches, homework, money, instruments, permission slips and gym clothes. If forgotten items are found at home and brought to school, they are to be left in the office. Classrooms are never to be disturbed during class time or at dismissal time.

TELEPHONE NUMBERS

Parents should notify the school office at 860-889-4174 if their home phone number or the one listed for emergencies changes. Follow the same procedure for change of address. It is very important that the school has on file the current telephone number and address for all students.

PARTIES

On occasion a classroom party may be held but only with the permission of the Principal. Surprise parties are never allowed, either for faculty members or students. Birthday parties are NOT celebrated in school. Invitations to birthday parties may never be given at school unless every student in the class is invited.

MONEY

Collecting money for any purpose must be cleared through the Principal prior to the collection.

Any money sent in to school for milk, hot lunch, insurance, book clubs, etc, **MUST** be in an envelope with the student's name, grade and purpose of the money clearly indicated. Loose money and change will not be accepted.

MILK AND LUNCH

Hot lunch is available on full days only. The price for lunch includes a choice of white, chocolate or low fat milk. This is a packaged deal. Please do not deduct the price of milk if your child does not take milk. Lunch may be paid for by the week or by the month. The students who do not take hot lunch are expected to bring a bag lunch to school. White, chocolate or low fat milk is available every day. The classroom teacher and/or the Administration should approve lunch food other than from home or school with the exception of the occasional "forgotten" lunch.

EXTENDED DAY

Extended Day care is available after school from 2:00 pm until 5:30 pm at an hourly rate. It is also available on half days of school from 12:00 until 5:30 pm. Please contact the office at 889-4171 for more information.

TECHNOLOGY AND THE INTERNET

EDUCATIONAL INTEGRITY

Given the ease and proliferation of technology, it is more important than ever to safeguard each child's intellectual development. We are committed to promote each student's honesty and integrity in all areas of education. Our curriculum supports the development of good work habits, organizational skills, and time management procedures that enable students to develop and express their own ideas and become more self-confident. Taking material from any source and presenting it as one's own is plagiarism. It is morally wrong and is not acceptable. If a teacher determines that a student has plagiarized, the parent will be notified and the student will be responsible for re-doing the assignment. The principal will determine the consequences of the plagiarism after the consultation with the teacher.

TECHNOLOGY AND THE INTERNET

The Internet is used in a very controlled environment at St. Patrick Cathedral School. In most cases, an Internet address is provided for the student. At this time, only the instructor is

able to send or receive e-mail. The student computers are not configured for e-mail or “chat” use. It is important that the students learn proper etiquette pertaining to computer use and the Internet.

INTERNET USAGE POLICY

EDUCATIONAL PURPOSE

Recognizing both the educational value and the potential detrimental effects of modern technology it is necessary to establish an Acceptable Use Policy specifically for the Internet that is consistent with our goals and objectives and in keeping with our fundamental educational philosophy. St. Patrick Cathedral School is a Catholic school. Use of the Internet must be consistent with the teachings of Jesus Christ and the Roman Catholic Church. Any use that violates those teachings and practices is prohibited.

Each user has the obligation to use the system at St. Patrick Cathedral School according to the guidelines identified and agreed to in the Acceptable Use Policy. Our mission at St. Patrick Cathedral School is to “provide sound academic development, promote strong Christian values, foster positive, individual growth and self-discipline, and develop a strong community/school involvement service in the light of the teachings of Jesus”. The Internet can certainly help us to achieve our goals if it is used with these goals in mind. Anything that would controvert our stated goals is inappropriate and violates our policy.

1. St. Patrick Cathedral School has been established for limited educational purpose. The term “educational purpose” includes classroom activities, and limited high-quality self-discovery activities. The principal of St. Patrick cathedral School reserves the right to interpret the definition of “high-quality self-discovery activities”.
2. The Internet may be used to expand on and enhance the resources available at St. Patrick Cathedral School.
3. St. Patrick Cathedral School has the right and the obligation to place reasonable restrictions on the material accessed or posted through the school’s computer system. Users are expected to follow the Commandments of God, the law and the rules set forth in the Acceptable Use Policy in the use of technology provided by St. Patrick Cathedral School.
4. The system may not be used to offer anything for sale or make purchases.

STUDENT INTERNET ACCESS

1. Students will be allowed to access the Internet only after the student and the student’s parents have read and returned the signed Acceptable Use Policy.
2. The system may be used to enhance the educational program provided at St. Patrick Cathedral School in accordance with its mission statement and educational philosophy. The system may only be used with teacher supervision and with a clearly defined purpose approved by the teacher in advance.

UNACCEPTABLE USES

The following uses of the system are considered unacceptable:

1. Posting personal contact information about one's self or other people. Personal contact information includes addresses, telephone numbers, school address, etc.
2. Agreeing to meet someone met on-line without parent's permission and approval. A parent would be expected to accompany the student to such a meeting.
3. Engaging in any illegal act.
4. The use of any inappropriate language including the use of obscene, profane, lewd, rude, vulgar, threatening, inflammatory or disrespectful language.
5. Posting information that could cause damage or a danger of disruption.
6. Engaging in personal attacks, including prejudicial or discriminatory acts.
7. Any form of harassment. If told to stop sending messages to anyone, it must stop.
8. Knowingly or recklessly pasting false or damaging information about another personal or organization.

RESPECT FOR PRIVACY

1. Posting a private message sent without the permission of the person who sent the message. Users may not copy other people's work or intrude into other people's files.
2. Posting private information about another person.

RESPECTING RESOURCE LIMITS

1. Downloading files without a teacher's permission is prohibited. This includes downloading or installing any commercial software, shareware or freeware onto network drives or disks.
2. Posting chain letters or sending annoying or unnecessary messages to a large number of people is prohibited.
3. Visiting "chat rooms" unrelated to the educational purpose as described by the teacher.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

1. Copying works found anywhere and presenting those ideas as one's own is plagiarism. Plagiarism is illegal and prohibited.
2. Taking material that is copyrighted is also illegal. If there is any question about copyright infringement, a teacher should be consulted.

INAPPROPRIATE ACCESS TO MATERIAL

1. Use of the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature) is prohibited.
2. If a web site is mistakenly accessed, the student should immediately notify the teacher. This will protect the student against a claim that the incident was an intentional violation of policy.

FREE SPEECH

St. Patrick Cathedral School has the right to restrict speech for valid educational reasons. Speech used that contradicts our Catholic identity or our philosophy will be restricted.

SEARCH AND SEIZURE

1. The use of the system at St. Patrick Cathedral School only affords limited privacy. St. Patrick Cathedral School owns the computer system and has free access to the contents. If there is any suspicion that activities violating the Acceptable Use Policy have occurred, St. Patrick Cathedral School reserves the right to examine all facets of the system, including personal files contained there. Routine maintenance and monitoring of the system may lead to discovery that the policy has been violated.
2. A parent has the right at any time to request to see the contents of their child's files. Arrangements will be made with the principal to examine the files.

DUE PROCESS

1. St. Patrick Cathedral School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the school's computer system.
2. In the event that there is a claim that this policy has been violated, the student and parent will be notified and an opportunity will be given for the student to offer an explanation. If it is confirmed that the violation occurred and the student was at fault, the student will be denied access to the use of the system or appropriate restrictions will be placed on that use. If the violation is very serious additional disciplinary action may result.

LIMITATIONS OF LIABILITY

St. Patrick Cathedral School makes no guarantee that the functions of the services provided by or through the computer system will be error free or without defect. St. Patrick Cathedral is not responsible for the quality or the accuracy of the information obtained through or stored on the system. St. Patrick Cathedral School will not be responsible for any damage a user may suffer, including but not limited to, interruption of service or loss of data.

St. Patrick Cathedral School will not be responsible for financial obligations arising through the unauthorized use of the system.

USE OF SCHOOL GROUNDS

Students should not be in the yard before 7:40 am. If parents must regularly drop children off before 7:40 am, they are to clear this in writing with the Principal ahead of time. Parents are asked to drop their children off on Broadway and not on Perkins Avenue or Otis Street. Also, please do not block parking spaces in the Chancery Lot (Otis St.) or the Rectory at the beginning or end of the day.

"Walkers" should NEVER be in the yard before 7:40 am. The school does not provide supervision in the yard before this time and cannot assume responsibility for early arrivals. For the safety of all students, ball playing or running is not allowed in the schoolyard before school begins.

BUS STUDENTS

Students riding the school bus are expected to conduct themselves in a proper manner. They should never be out of their seats while the bus is moving. Respect is to be shown to the bus driver and proper language is to be used at all times.

Reports from the bus driver concerning misconduct on the bus will result in a detention. Three written reports from the Norwich School Office will result in suspension from riding the bus for a period of time determined by the infraction. In that case, parents will be responsible for transportation.

Reminder: Students who are not Norwich residents are not allowed to ride the bus because of insurance liability.

VISITORS

*1250. * “Apart from a formal Open House program, visitors will be allowed to observe classes only with the expressed consent of the Principal and with prior notification of the teacher involved. Consent should be given only when a visit will serve a valuable purpose and will not unduly disturb the class.”*

All visitors to the school are to report to the school office. No one entering the school is to go directly to any classroom. A teacher should be notified of an upcoming visit. Neither teacher nor classes should be interrupted during class time.

PRINCIPAL’S RIGHT TO AMEND

St. Patrick Cathedral School principal retains the right to amend the handbook for just cause.

CLASS FIELD TRIP PERMISSION SLIP

DESCRIPTION OF THE TRIP:

Destination _____

Date _____ Grade(s) attending _____ Cost _____

Departure time _____ Arrival time to school _____

Transportation _____ Chaperones needed _____ Lunch _____

Dress code _____

OBJECTIVES OF THE FIELD TRIP:

INSTRUCTIONS TO BE GIVEN TO STUDENT BY PARENTS AND TEACHER:

Do exactly what the teacher requires
Be respectful to everyone
Observe bus regulations

Stay with the group
No chewing gum

PERMISSION SLIP AND/OR MONEY ARE DUE BY: _____

No verbal permission will be honored. No student will be allowed to call if the permission slip and/or money are not returned by the day of the trip.

KEEP TOP PORTION FOR PERTINENT FIELD TRIP INFORMATION

DETACH AND RETURN LOWER PORTION TO THE CLASSROOM TEACHER

By signing this form, I (Parent/Guardian) certify that I request and give my permission for

_____ to attend _____
(Child's name) (Field Trip destination)

I have given the instructions required above, and I release the teacher, principal and school from all liability and waive any claims against them.

Parents' signature

I am willing to chaperone.
(Confirmation will be sent by teacher.)

No verbal permission will be honored. No student will be allowed to call if the permission slip and/or money are not returned by the day of the trip.

