

2022-2023 FAMILY-STUDENT HANDBOOK



**The Unified Schools of
St. Mary Magdalen &
St. John the Evangelist**

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Note: Amendments to this handbook may be made at any time by the principal or pastor. Notice of amendments will be sent to parents via mail and/or email.

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The Unified Schools of St. Mary Magdalen & St. John the Evangelist Graduate Profile

A graduate of the Unified Schools of St. Mary Magdalen and St. John the Evangelist will:

1. Demonstrate the confidence and responsibility of a critical thinker who is empowered to be a lifelong learner
2. Use effective study habits and strategies to successfully balance academics and extracurricular activities.
3. Utilize innovative technology and resources necessary for the future.
4. Communicate effectively in written, oral, and/or artistic forms.
5. Develop a lifelong relationship with God through prayer, worship and service.
6. Respect and appreciate people of all cultures and values that each individual is unique and should be treated with dignity.
7. Recognize the importance of sharing one's gifts with others and is committed to help others locally and globally.
8. Respect all of creation and consider the impact of their actions on others to make positive and sustainable choices.

Academic Information

The Unified Schools of St. Mary Magdalen and St. John the Evangelist follow curriculum standards that are published by the Center for Catholic Education and Formation. We maintain a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, history, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology is integrated into all curricular areas. An overview of the curriculum can be found here: [Curriculum Overview](#) -Center for Catholic Education and Formation. All curriculum documents are in alignment with national standards, exceed the Common Core State Standards, and correspond to the high expectations set by The Center for Catholic Education and Formation.

Prayer and Religion

The school day begins and ends with prayer. Traditional prayers of the Church are taught. Informal prayer is also encouraged. Catholic students are encouraged to practice their faith and to receive the Sacrament of Penance/Reconciliation and Holy Eucharist often after making their First Reconciliation and First Holy Communion in Grade 3. Student retreats approved by the principal will be permitted as an integral part of the instructional program. Off-campus retreats will follow the guidelines for field trips and parental permission will be required.

Family Life

Education in Family Life will be offered in grades 5-8 and will conform to the teachings and spirit of the Catholic Church. Parents will be made aware in advance of this instruction and will be provided with opt-out choices for films or discussions of a sensitive nature.

Child Lures Prevention Program

The Unified Schools of St. Mary Magdalen and St. John the Evangelist will present the Child Lures Prevention Program annually in grades 1-8, as mandated by the Archdiocese of Hartford, Office of Safe Environment. Parents will be notified in advance of the instruction and will be offered an opt-out alternative.

Grading Policies

The primary purpose of grades is to provide meaningful communication of student progress to students and parents.

Early Childhood Reporting of Progress – Grades Pre K 3, Pre K 4, and Kindergarten

Students in these early grades are collaborating with their teachers and parents to identify and establish daily routines, early literacy skills, and mathematical thought processes. Progress reports are much different than those distributed in grades 1 through 8, as they illustrate more fundamental aspects of early learning. Their measures are established by the Center for Catholic Education and Formation. Reports are given to students in Pre K twice each year, and

to Kindergarten each trimester. Ongoing communication between teachers and families is vital to the overall success of the early learner at the St. Mary Magdalen campus.

Grades 1, 2, 3 Report Card Measurement Codes:

- 5 – Consistently exceeds grade level expectations
- 4 – Consistent performance at achieving grade level mastery
- 3 – Indicates growth and significant progress toward consistent grade level mastery
- 2 – Demonstrates proficient achievement of many grade level skills/concepts
- 1 – Difficulty meeting appropriate skills and or expectations for the term – student needs intensive support at school and home – support and intervention strategies required
- I - Incomplete work for the term
- S - Satisfactory
- U - Unsatisfactory

Grades 4 - 8 Grades:

- 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 to 65
- F below 65 (Failing grade)

Any subject that meets only once a week (Art, Music, PE, World Language in grades 1-5) will use O, S, and U (Outstanding, Satisfactory, or Unsatisfactory) to indicate student performance.

The school year consists of three trimesters. Parent/Family conferences will be held at the midpoint of the first and second trimesters and on an as needed basis for students at risk. Report cards will be distributed at the end of each trimester. Progress reports will be sent out at the midpoint of each trimester.

Honor Roll

The Honor Roll is published at the end of each trimester for students in Grades 5, 6, 7 and 8. Students who achieve the required averages in major subjects are recognized for scholastic accomplishment.

High honors - All grades A- or above

Second honors - Grades A- and above and no more than two B's

Honorable mention - no grades below a B-

“Behavior must be a consideration when determining honor roll status.” (ADH 4.134)

The following subjects are included when determining honors status: religion, language arts, literature, history/social studies, math, science/health, geography, and world language. Any grade lower than an S in a 'special' shall negate honor roll status. Student conduct and academic responsibility will be a consideration when determining honor roll status at the discretion of the principal and faculty.

The Center for Catholic Education and Formation requires the following subjects be taught by grade level:

Grades 1 - 3: Religion, Mathematics, Reading, Oral Language, Written Language, Phonics, Spelling, Handwriting, Social Studies, Science-Health, World Language, Art, Music, Physical Education

Grades 4 & 5: Religion, Mathematics, Reading, Language Arts, Spelling, Handwriting, Social Studies, Science-Health, World Language, Art, Music, Physical Education

Grade 6: Religion, Mathematics, Literature, Language Arts, Science-Health, Social Studies, World Language, Art, Music, Physical Education

Grades 7 & 8: Religion, Mathematics, (Pre-Algebra or Algebra), Literature, Language Arts, Science-Health, History, Geography, World Language, Art, Music, Physical Education

Physical Education is taught once a week for students in K - 8. (See uniform guidelines). All students are expected to participate in P.E. unless a note from a doctor is received.

Homework Policies

Homework assignments are required in grades 1-8. The time guideline for homework is:

Grades: 1, 2, 3 – 30 minutes

Grades 4, 5 – 60 minutes

Grades 6, 7, 8 – 120 minutes

These time allotments are based on the performance of the average student working consistently through that time period. Advanced students may take less time to complete his/her assignments while others may find that the assignments take longer. Homework assignments are intended to develop a sense of responsibility and self-reliance. Homework gives students practice in subject areas and helps develop study skills. While the teacher has the responsibility to make appropriate assignments, students and parents also carry responsibility for making sure that homework is completed.

Students in kindergarten through grade 8 must purchase and use the official school homework notebook unless it is provided at no cost by the school that year. This notebook is to be used as a means of communicating to parents the expected homework for each night. It is important for parents to check this book nightly since it may also be used to communicate concerns regarding quality of work, workload, or behavior issues. Remember that all daily homework assignments can also be found on the teacher's Google Classroom stream.

Promotion and Retention Policy

Students are promoted once a year based on the student's satisfactory completion of grade requirements. The school may retain a student in a grade for a second year if the administration, faculty, and parent/guardians agree that it would contribute positively toward personal development and academic progress of the student.

Graduation Requirements

In order to graduate from the Unified Schools of St. Mary Magdalen and St. John the Evangelist, the student must successfully complete the eighth grade curriculum.

Testing Policy

Students in grades 7 and 8 may be required to take summative exams in designated subjects at the midterm of the school year. Final exams may also be given in May/June in designated subjects. These exams will help the students in the middle school program to study comprehensively and will ultimately prepare them for such tests in high school.

All students in Grades 3 through 7 will participate in standardized testing designed to see if students have reached specific performance levels on a specific body of knowledge taught within the school curriculum. These standardized tests are used to pinpoint learning opportunities and to identify areas where support may be needed or acceleration is appropriate. It is important to note that these test scores, while informative, are not in any way a complete picture of a student's academic achievement or ability.

Accreditation

The Unified Schools of St. Mary Magdalen and St. John the Evangelist are accredited by the New England Association of Schools and Colleges. Every ten years, the school undergoes a comprehensive process to ensure that the quality of our programs is meeting the requirements of this nationally recognized organization. Information about the standards for accreditation can be found here: <https://cis.neasc.org/>

Admissions Information

The Unified Schools of St. Mary Magdalen and St. John the Evangelist admits students of all religions, race, and ethnicities. Students with special needs will be given the same consideration as other applicants; however, prior to admitting the student, the parents/guardians, principal, and teachers will meet to review the level of support needed and determine whether the school will be able to meet the student's needs.

Admission for the Pre K 3 Program

Applicants must be 3 years of age by December 31st of the school year. Applicants must be fully potty-trained, including being able to handle all bathroom needs without assistance. A student application must be completed with all required materials as indicated on the application. Pre K3 Orientation for parents will take place before the official first day of school.

Applicants may choose from the following options: 3 half days or 5 full days – any change in attendance is at the discretion of the principal.

Admission for the Pre K 4 program

Applicants must be 4 years of age by December 31st of the school year. Applicants must be fully potty-trained, including being able to handle all bathroom needs without assistance. A student application must be completed with all required materials as indicated on the application.

Pre K4 Orientation for parents will take place before the official first day of school. Applicants may choose from the following options: 3 half days or 5 full days – any change in attendance is at the discretion of the principal.

Admission for Full Day Kindergarten Program

Applicants must be 5 years of age by December 31st of the school year. A student application must be completed, with all required materials as indicated on the application. A family interview with the principal prior to acceptance is required. All prospective Kindergarten students will be required to attend a Kindergarten screening prior to acceptance. The screening is used to determine if a child is developmentally ready to start kindergarten and if any classroom supports are necessary. The screening is also a positive opportunity for your child to become more familiar with kindergarten.

Admission for Grades 1-8

A student application must be completed, with all the required materials as indicated on the application. A family interview with the principal prior to acceptance is required.

Release of records/proof of attendance from previous school is required. Prospective students may be subject to an academic screening as determined by the principal. A student shadow day (Grades 2-7) is strongly encouraged, so that the prospective student gains a sense of a typical day at St. Mary Magdalen School or St. John the Evangelist.

Admission Policies

All new students will be admitted to the school for a probationary period of 90 days. Screenings, new family interview, and appropriateness of the student for the school are at the principal's discretion: acceptance is not assumed or guaranteed. Initial admission carries with it no guarantee of continuing enrollment. Enrollment may be terminated at the decision of the administration for failure to cooperate with school regulations, or by either party, should the school prove not to meet the needs of the child in a satisfactory way.

Tuition

Tuition is evaluated each year by the pastor, finance board, business manager, and principal of the school. A proposed tuition is submitted to the school board for approval. The school generally requires tuition to be paid through the FACTS tuition management program. All families must establish a FACTS account for fee payments. Tuition payments can be made in one, two, four, or twelve payments. Families that choose not to use the FACTS program for tuition can make payments directly to the school in July and January. Families are encouraged to meet with the pastor, principal and business manager to discuss tuition issues.

Students may not be allowed to re-enroll for future school years until tuition balance has been paid unless arrangements are made with the pastor and principal.

School Hours

Grades K-4: School Day: 8:15 A.M. – 2:30 P.M. Half- Day and Early Dismissal are at 12:30 P.M.
Grades 5-8: School Day: 8:00 AM - 2:15 PM Half-Day and Early Dismissal are at 12:15 PM
Pre K-3 - Pre K-4: Full day 8:30 A.M. – 2:20 P.M. Half day 8:30 A.M. – 11:35 A.M.

Students registered for the Before School Extension Program will be admitted at 7AM. All other students will be allowed into the SJ building at 7:30 AM and the SMM building at 7:45 AM.

Tardiness and Early Dismissals: Late arrivals and early dismissals are very disruptive to the educational process for all students. Our school day begins promptly at 8:00AM (SJ campus) and 8:15AM SMM campus) and ends at 2:15PM (SJ campus) and 2:30PM (SMM campus). All children are expected to remain until the day is over. Therefore, this policy states that any child arriving after the start time and leaving before the official dismissal time will not be considered 'in school' for the full day and will not qualify for perfect attendance.

Children who are late arriving at school MUST go directly to the office to sign in. Parents must accompany their student to the front door and sign them in. Parents are asked to write a note regarding their child's tardiness. Requests for early dismissal must be made in writing.

Extended Day Program

Before school care begins at 7:00 A.M. (when there is a delayed opening, before care will also be delayed by the same amount of time) and is available to all students for a fee. After school care is also provided for a fee for all students (Pre K - 8) who require this service. The after school program begins at the end of the school day and extends to 6:00 P.M. Payment is based on the amount of care needed - before, and/or after school. This is a structured program to include time for homework, playtime, arts and crafts, story time and a variety of activities. It is not a baby-sitting service. Light snacks are provided in the after school program. Students should bring their own water bottle.

It is in the best interest of parents to consider registering their child for the program (no cost to register) just in case the program is ever needed. No child will be accepted without the proper registration forms being completed. A separate handbook is issued for the Extended Day Program and all policies are strictly enforced. For more information on the Extended Day Program, contact the schools.

Attendance and Absences

If a child is absent, parents/guardians are to call the school in the morning. If no call is received, the school nurse will attempt to contact the parent/guardian. If no communication is made, the parent/guardian must send in a written note upon the child's return stating the reason for the absence. Students who are ill are responsible to make up for all missed work.

A student who is absent from school on a given day or leaves school due to illness is not permitted to take part in any school activity or function (i.e., practice, game, extra-curricular activity, dance) which is scheduled for that day or evening. Neither parents nor coaches may override this rule without express permission from the principal.

Vacations

Advance written notice must be given concerning all absences other than illness. Vacations are not encouraged while school is in session. If a student must travel or a parent is required to travel, State of Connecticut travel restrictions must be followed when in-force. This may include a doctor's note, documentation of a negative COVID test or self-quarantine. If parents choose to take a vacation during school time, the faculty and administration will not be held responsible for class work, homework, and tests missed by the student. Teachers are not obligated to provide tutorial help for time missed or work. All missed work will be given upon their return and not prior to the trip. All work must be made up in a timely manner. Please make every effort to schedule family vacations during school vacations.

School Cancellation Information

Early Dismissal / Delayed Opening/ No School (weather related or any emergency)

Early dismissals, delayed openings and no school announcements are made through st confirming that both campuses will use it - an awesome resource!School Messenger calls and or texts, TV stations (WFSB Channel 3, NBC Connecticut, WTNH 8) and school email. If you do not hear the school name, know that we follow the **Watertown public school system**. If weather conditions worsen while school is in session, please check for a message from School Messenger on your home or cell phone or visit our website since children will be dismissed if there is an early release. There will be no Aftercare on weather related early dismissal days.

Bus Transportation

Taking the bus is one of the safest and most convenient means of getting to school for Oakville/Watertown and other students. It is strongly suggested that students who are eligible for bus transportation use it. Town school buses that bring students to Catholic schools are funded through special funds allocated by the State of Connecticut. Those funds are often at risk when fewer Catholic school students choose to use the bus. Parents who choose to send their students to school by bus ensure that these funds continue to be given by the state, and reduce the amount of car traffic on the school grounds.

The town of Watertown provides free school bus service for residents of Watertown and Oakville. The Unified Schools of St. Mary Magdalen and St. John the Evangelist provide school bus service for residents of Waterbury, and Naugatuck. Other families living near the bus stops for the school's Waterbury/Naugatuck bus (yet not being a resident of Waterbury or Naugatuck) may also utilize the school bus service by consulting with the school office.

In the interest of safety, all students and parents should understand the necessity for strict compliance with the following bus rules:

- Students are to remain out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly fashion.
- Students are to remain seated while the bus is in motion.
- Aisles should be kept clear at all times and no items should be thrown in or out of the bus.
- No eating or drinking permitted on the bus.

The first time a student violates a bus policy or is written up by the bus driver, he/she may be given detention. The bus driver will file a written report with the school and the bus company for each infraction. The second time a student violates bus policy; he/she may be taken off the bus for a week. Parents will have to provide their own transportation. The third time a student violates the bus policy; he/she may lose bus privileges.

Lunch

Bag lunches may be brought to school or lunch can be ordered through the hot lunch program online. Booth campuses use <https://www.ezschoolapps.com/> for lunch ordering. The app is free and the parent/guardian can preselect lunch for a day or a week. Milk may be ordered through the school. Milk orders are accepted for 1/2 the year only.

Students on the St. Mary Magdalen campus eat their lunch in their classrooms. Students on the St. John the Evangelist campus eat their lunch in the gymnasium. The kitchen at St. John the Evangelist is nut-free.

Communication

Please contact the main office if there are any changes to your child's schedule. A note to the teacher should also be sent in if dismissal arrangements change.

Communication on a regular basis is an important part of our philosophy. Therefore, calendars, weekly newsletters, and other information are sent home with the children or through electronic communications, and the school website is kept as current as possible.

Parents/guardians can contact teachers via email. Teachers will respond within 24 hours and are not expected to reply during class time or during other school responsibilities. Teachers are not required to respond to email after 6pm or on weekends. Classroom issues should always be addressed with the teacher first.

An electronic newsletter is sent home each Friday. The newsletter will provide information about each campus and may include photos, notices, upcoming events, forms, and news.

Custody Arrangements

Parents/guardians shall provide complete information regarding custodial care of the child and applicable visitation rights for their children when they are at school or at school functions. Upon request, the parent shall furnish to the principal a copy of any relevant court order in order to insure the safety and welfare of the student. The parents/guardians will notify the school/principal of any changes in custodial care of the student and of the issuance of any court ordered restrictions prohibiting parental or third party contact with the child.

Field Trips

Field trips are held at various times during the school year. We encourage trips that have clear educational and/or cultural value. Parents/guardians will be notified well in advance, and all children are expected to participate. The only permission form allowed is the official form sent home. A simple note will not suffice. Participation in a field trip is a privilege, and a student can be denied participation if they fail to meet academic or behavioral requirements. No child will be allowed to remain in school when his/her class is on a field trip and will be considered absent if he/she does not attend.

The teacher, with approval of the principal, has final authority regarding which and how many parents/guardians officially chaperone a given trip, per archdiocesan policy, and all parent/guardian volunteers and parent/guardian chaperones must be background checked as well as Virtus trained - with no exceptions. Unless invited to do so, a parent/guardian not designated as a chaperone should not attend a field trip. Teachers will not take more chaperones than required. Also, in fairness to all classroom parents/guardians, the assignment of chaperones will be done in an equitable manner throughout the year.

Children's Birthdays

Children's birthdays are celebrated in school; however, classroom parties in grades PK through 8 are not allowed. Also, due to the growing number of serious allergies please do not send snacks or treats for the class unless approved in advance by the teacher and the school nurse. NOTE: Unless the entire class is invited, birthday party invitations will not be distributed through the school because it can hurt the feelings of those not included and lead to classroom difficulties. Please do not ask the teachers to distribute invitations unless all students are invited. Student's names, addresses, and telephone numbers can be accessed through Educonnect if a family elects to make their information public to the school community.

School Safety

The safety of all students, staff, and visitors is important to the Unified Schools of St. Mary Magdalen and St. John the Evangelist; therefore; it is prudent to be prepared in the event of any accidents or emergencies that might occur during the day and/or on school property.

Crisis Plan

A comprehensive Crisis Plan is on file and well-understood by all staff and students of the school. Regular drills are conducted, and the plan is reviewed and revised at least once a year. The plan has been devised with the counsel and input of local police and fire departments.

Fire and Emergency Drills

Each classroom will review and practice all fire and emergency drills. The first two weeks of school will include several drills to acquaint classes with emergency procedures. Fire and emergency drills will be practiced school-wide at least once a month and filed with the Watertown Fire Department. The Watertown Fire Department and Police Departments visit the school buildings for regular check-ins.

Visitors, Volunteers & Virtus Training

Visitors must sign-in at the main office. This procedure is for your child's protection. All visitors must wear a mask when required by health officials.

Every volunteer serving in a position where they may have regular contact with students must undergo a background check and complete Virtus training. Virtus training must be completed before any volunteer activity is permitted. Information about Virtus Training can be found here: <https://www.virtusonline.org/virtus/index.cfm?>

Bullying/Cyberbullying Policies

Bullying Policy

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

The spirit of the school calls each student to a life of prayer, love, service, courtesy, and hospitality. In the Unified Schools of St. Mary Magdalen and St. John the Evangelist, Jesus is the Center and Mary, the Model. The Unified Schools of St. Mary Magdalen and St. John the Evangelist offer all students a positive, safe learning environment in which everyone behaves responsibly and respectfully toward others. All children are entitled to learn in a physically and emotionally safe environment that is free from threat, harassment and any type of bullying behavior.

In accordance with this philosophy, it is the policy of the school to prohibit bullying of a student by another student. “Bullying” is defined as any overt act by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, on the school bus, or at a school sponsored activity, which acts are repeated against the same student over time.

Cyberbullying Policy

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student’s blogs or postings include defamatory comments regarding the school, a person’s dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

Students who engage in any act of bullying, while at school, on the school bus, at any school function, or in connection to or with any school sponsored activity or event are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement officials. All bullying incidents will be handled according to the protocols established in the Bullying Policy adopted by the school board.

Cell Phones

During normal school hours, all cell phones and personal devices shall be turned off and placed in a container on or near the teacher’s desk. The cell phone is to be used in case of emergencies with permission and only in the presence of a teacher or staff member. If a student does not comply with the cell phone policy, the phone will be confiscated and only a parent/guardian may retrieve the cell phone from the principal. If a second infraction occurs, the

phone will be confiscated and the student will not be allowed to bring the phone to school. The same policy will apply to other personal communication devices with internet connectivity including I-watches and tablets not provided or sanctioned by the school.

Unauthorized Use of Personal Items

Upon reasonable suspicion of inappropriate activity that may subject a student to any level of discipline, or in the interests of safety of students and staff, the principal and/or his or her designee, may search students' desks, lockers, personal belongings, and anything brought onto school property including but not limited to handbags, briefcases, purses, backpacks, clothing, cell phones, cell phone apps, or other items. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity.

Social Media

Student conduct whether inside or outside of school that is detrimental to the reputation of the school, or of another school student, employee, or volunteer, including social media, may result in disciplinary actions including suspension, expulsion, or withdrawal from school.

Child Abuse and Neglect

The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel must abide by state law and Archdiocesan policy in regard to this subject. All school personnel and the principal/head administrator shall keep informed of their legal obligations under the law. Whenever there is a concern over legal requirements and obligations, the superintendent/assistant superintendent must be contacted. Whenever a report is made by a mandated reporter to the appropriate civil authorities, such mandated reporter shall also inform the school's principal/head administrator, who shall report said instance to the superintendent/assistant superintendent, and shall ensure that a report, as required by statute, is made to the legitimate civil authorities as required. In an instance of sexual misconduct by a school employee, the more restrictive norms of the Archdiocesan policy on this subject shall also be in effect.

Student Conduct and Disciplinary Policies

Reverence

Students of all faiths are welcome at the Unified Schools of St. Mary Magdalen and St. John the Evangelist. Regardless of faith, all students and families are expected to afford the reverence and respect that is due to our Lord, His Blessed Mother, and the saints whom we honor.

Drugs and Alcohol

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. Students who violate this policy shall be subject to disciplinary action, including expulsion.

Plagiarism and Cheating

Plagiarism and cheating is not acceptable. It is the taking of another's work, ideas, or creative ability without proper permission. Stealing another's work includes student to student plagiarism. This is contrary to the teachings of the Catholic faith. If a student's work is found to hold plagiarized information or is suspected or caught cheating he/she will be subjected to a failing grade, and a conference between the student and principal. Parents of the student will be informed, and disciplinary action may need to be taken, depending on the circumstances surrounding the incident. Repeated incidents of plagiarism or cheating may result in more serious consequences which may include suspension and or expulsion.

Discipline

The principal is the final recourse in all disciplinary situations and may waive any discipline rule for just cause at his/her discretion. Students should understand their first obligation in a Catholic school is to respect the dignity of all members of the school community. The student is a Catholic school student at all times, and may be disciplined by school officials if they engage in conduct that is detrimental to the reputation of the school. The best system of discipline is "self-discipline." Students at the school will, through consistent experience in the classroom, on the playground, and in the extension program, learn self-discipline.

Detentions

Detentions may be given for the following infractions: (K-8)

- Excessive tardiness as defined as 5 times or more within a grading period
- Incomplete or improper wearing of the school uniform
- Chewing gum on school premises
- Eating outside of snack or lunch time
- Coming to class unprepared (no textbook, homework, paper/pens/pencils/supplies, etc)
- Excessive talking during class without quieting after teacher requests
- Classroom disruption
- Improper behavior on the school bus (the bus driver will also report any negative bus behavior to the district and the bus company).

Students who receive a detention must serve it on the date scheduled by the teacher/principal, without exception. **Detention is served every Wednesday after school.** K-2 detention is 30 minutes in length. Grades 4-8 detention is 40 minutes in length. Detention is held in the teacher-on-duty's classroom. A student's responsibility to serve detention overrides his or her participation in all extracurricular activities which may conflict with the detention time, including

sports, music, clubs, etc. Principals may amend these times due to the circumstances of the behavior.

Saturday Detention

Students in Grades 4-8 who have 3 or more detentions in a trimester will serve Saturday detention. Saturday detention will take place from 9 A.M. to 11 A.M. in the school gym.

Suspension

In-school suspension is given to a student whose behavior is not corrected through detention. Serious infractions of the rules will not be tolerated and may result in an in-school suspension. This means a student is excluded from class and any school activity for a specific period of time (usually 1 full day). The student will be given work to complete and will not socialize with other students at this time. In-school suspension work carries no academic credit. **A student who receives an in-school suspension will not be allowed to participate in any extracurricular activities (including sports) for a period of time determined by the principal and based upon the nature of the suspension.** No in-school suspension is given without parent notification.

In-school suspension, out of school suspension or expulsion will automatically result from: Smoking, drinking, drug abuse, incidents of physical assault, or possession of any weapon on school property or at school activities. Any serious misuse of technology may also result in suspension or expulsion.

Expulsion

Expulsion is a serious matter and should be invoked only as a last resort, or in cases of serious misconduct or violation of school policy. A student may be expelled from school when he/she has engaged in conduct which constitutes a serious violation of school policy; is seriously disruptive of the educational process, which endangers persons or property; or has engaged in repeated violations of school policies, rules and standards of conduct and when other means of discipline have failed. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence) are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion. This policy is intended to cover serious misconduct which occurs off school grounds and which does not directly involve the school but which can be harmful to the education process of the school. The principal and/or pastor may determine a suspension and/or expulsion if offenses are deemed by them to be deserved.

Textbooks and School Property

All non-consumable textbooks must be covered with a book sock or some other type of non-permanent cover to protect them. (brown paper bags work best) Fees for lost/damaged school textbooks or property will be assessed and assigned to the family in the event that student misplaces or abuses textbooks or school property.

Extracurricular Activities

Extracurricular activities at the Unified Schools of St. Mary Magdalen and St. John the Evangelist are an important part of the education of the whole child. Extracurricular activities include: Sports, Student Council, Lego Club, Green Team, Service Club, Technology Club, Yearbook, and Band, Grow Club, School Newspaper, Choir, Art Club, Robotics and more.

Students who participate in extracurricular activities must meet the behavioral and academic standards the school sets for membership on sports teams or leagues.

Parent Organizations

Home and School Association (H & S)

All families with children at the Unified Schools of St. Mary Magdalen and St. John the Evangelist automatically belong to the H & S Association once registered for school. The Home and School Association is responsible for family activities, fundraisers, and community meetings and events. Subcommittees of the H&S Association include: Fundraising (with subcommittees for individual events), Family Activities, Hospitality, Athletics (Sports Association), and more.

H & S dues for families with children in K - 8 are collected each year per school family. **Dues will be billed in early September and must be paid by the end of September.** The purpose of these dues is to establish a working capital for the association in order to buy supplies for special school lunches and to sponsor various programs and activities for teachers, students and parents. The Sports Association has a different fee structure (per sport) and also raises funds for the athletics program through snack sales at athletic events.

School Board

The Unified Schools of St. Mary Magdalen and St. John the Evangelist have a committee-driven school board established according to the guidelines issued by the archdiocese. The school board is consultative to the pastor and principal.

School Board Members:

Susan Atkins
Joseph Calabrese
Jacqueline Cassidy
Diana Dane
Michael Donnelly
Lisa Jones
Susan Martins

Robert Picard
William Stevens
Kurt Sullivan
Veronica Summerfield
Steve Zarella

Pastor: Rev. Anthony J. Smith

Uniform and Dress Code

The Unified Schools of St. Mary Magdalen and St. John the Evangelist requires students to wear the official school uniform. All clothing must be properly sized, modest and unrevealing in cut, fit, and texture. Modesty is expected at all times at any school event or function including any co/extra-curricular activities. The Uniform and Dress Code is for every school day. Students must follow the dress code, except on designated special dress days. When a special dress day event takes place, the school administration will provide information about the dress code for that day.

**The wearing of a face mask is currently optional for students in Grades PreK through Grade 8. If a family chooses for their child to wear a facemask in school, masks can be solid in color, depict a sport's team or have a pleasing design. No political statements or inappropriate images or designs are allowed. If the requirements for wearing a face mask in school change, parents/guardians will receive notification from the school principals.*

In the 22-23 school year, enrolled students from the 21-22 school year may wear some selected St. John or St. Mary Magdalen uniform items as the Unified School transitions to a new uniform. 21-22 school uniforms (old logos) will be retired. **A new polo, new quarter zip and new gym uniform will be required for every student K-8 for the 22-23 school year.** Lands' End is the official uniform supplier for the School. [Lands End](https://www.landsend.com)

UNIFORM GUIDELINES

All students are required to wear the official school uniform outlined below. Our official school uniform supplier is Lands' End. You may purchase uniforms by visiting their website at www.landsend.com/get-started. **Our school number is 900105479.** Items that are underlined may be purchased elsewhere.

Transition policy: For the 22-23 school year, students enrolled for 21-22 may continue to wear selected SMMS or SJS uniform pieces that are not branded - shorts, pants, jumpers, skorts and oxford shirts. **Pieces that must be replaced with new uniform items include polos, sweaters/pullovers and all gym clothes.**

PreK-3 and PreK-4 Girls' and Boys' Uniforms

NOTE: PreK clothing does not need to be purchased from Lands' End or be branded with our school logo although you may do so if you wish.

Summer (1st day—Oct. 31st & May 1st—last day)

Solid navy, dark green or light blue shirt (any style) with navy or dark green elastic waist shorts or pants. Socks and sneakers. Velcro closure preferred, no lights.

Winter (Nov. 1st—Apr 30th)

Solid navy, dark green or light blue shirt/sweatshirt/sweater (any style) with navy or dark green elastic waist pants. Socks and sneakers. Velcro closure preferred, no lights.

GRADES K-8 Girls' and Boys' SHOES

(may be purchased from Lands' End or another supplier)

Girls— Black or navy Mary Janes, brown or khaki Sperry boat shoe with 2 or 3 eyelets or Lands' End All Weather Suede Slip On Moc in navy or brown.

Boys— Brown or navy Bucks, brown or khaki Sperry boat shoe with 2 or 3 eyelets or Lands' End All Weather Suede Slip On Moc in navy or brown.

GRADES K-8 Girls' and Boys' GYM UNIFORM*

****Every student K-8 must purchase the new gym uniform from Lands End***

Summer (1st day— Oct 31st & May 1st—last day)

Navy or evergreen t-shirt, gray shorts, sneakers.

Winter (Nov 1st—Apr 30th)

Navy or evergreen t-shirt, navy or evergreen crew sweatshirt (each with unified school logo on chest). Quarter zip pullover (with unified school logo on chest) may be worn instead of crewneck sweatshirt, gray sweatpants, plain white socks and sneakers.

Option: School spirit wear sweatshirts from 22-23 may be worn in place of Lands' End options.

GIRLS Grades K-4	GIRLS Grades 5-8
<p style="text-align: center;">Summer (1st day— Oct 31st & May 1st—last day)</p> <p>Navy/khaki skort or shorts with evergreen or light blue short sleeve polo with unified school logo embroidered on chest. <u>Navy or white crew socks or knee socks.</u> Navy, black, or brown belt.</p> <p>OR</p> <p>Plaid school jumper with white button down short sleeve oxford. <u>Navy or white crew socks or knee socks.</u></p> <p style="text-align: center;">Winter (Nov 1st—Apr 30th)</p> <p>Plaid school jumper with white button down long sleeve oxford. <u>Navy or white crew socks or knee socks.</u> Navy or evergreen cardigan.</p> <p>OR</p> <p><u>Navy/khaki slacks</u> with evergreen or light blue long sleeve polo with unified school logo embroidered on chest. Navy or evergreen long sleeve quarter-zip pullover with school logo embroidered on chest. <u>Navy, black, or brown belt. Navy or white crew socks or knee socks.</u></p>	<p style="text-align: center;">Summer (1st day— Oct 31st & May 1st—last day)</p> <p>Navy/khaki skort or shorts with evergreen or light blue short sleeve polo with unified school logo embroidered on chest. <u>Navy or white crew socks or knee socks.</u></p> <p>OR</p> <p>Plaid skort with white or light blue button down short sleeve oxford. <u>Navy or white crew socks or knee socks.</u></p> <p style="text-align: center;">Winter (Nov 1st—Apr 30th)</p> <p>Plaid skort with white or light blue button down long sleeve oxford. Navy or evergreen long sleeve quarter-zip pullover with school logo embroidered on chest. <u>Navy or white crew socks or knee socks.</u></p> <p>OR</p> <p><u>Navy/khaki slacks with</u> white or light blue button down long sleeve oxford. Navy or evergreen long sleeve quarter-zip pullover with school logo</p>

	embroidered on chest. <u>Navy, black, or brown belt.</u> <u>Navy or white crew socks or knee socks.</u>
<p style="text-align: center;">BOYS Grades K-4</p> <p>Summer (1st day— Oct 31st & May 1st—last day)</p> <p><u>Navy/khaki shorts</u> with evergreen or light blue short sleeve polo with school logo embroidered on chest. <u>Navy, black, or brown belt. Navy or white crew socks or knee socks.</u></p> <p style="text-align: center;">Winter (Nov 1st—Apr 30th)</p> <p><u>Navy/khaki slacks</u> with evergreen or light blue long sleeve polo with school logo embroidered on chest. Navy or evergreen long sleeve quarter-zip pullover with school logo embroidered on chest. <u>Navy, black, or brown belt. Navy or white crew socks or knee socks.</u></p>	<p style="text-align: center;">BOYS Grades 5-8</p> <p>Summer (1st day— Oct 31st & May 1st—last day)</p> <p><u>Navy/khaki shorts</u> with evergreen or light blue short sleeve polo with school logo embroidered on chest. <u>Navy, black, or brown belt. Navy or white crew socks or knee socks.</u></p> <p style="text-align: center;">Winter (Nov 1st—Apr 30th)</p> <p><u>Navy/khaki slacks</u> with white or light blue long sleeve button- down oxford. Navy or evergreen long sleeve quarter-zip pullover with school logo embroidered on chest. Official school necktie in Classic Navy/Evergreen Plaid. <i>Necktie exception:</i> 8th grade boys may wear a tie of their choosing. <u>Navy, black, or brown belt. Navy or white crew socks or knee socks.</u></p>

Our official school uniform supplier is Lands' End www.landsend.com/get-started.

Our school number is **900105479**.

Hairstyles

The Unified Schools of St. Mary Magdalen & St. John the Evangelist have a haircut policy in place to align with the dress code policy. Overall, students are encouraged to follow a modest and distraction free approach to personal style.

- Please avoid radical or fad haircuts (including color or highlighting).
- Girls' hair must be clean and well-groomed - no coloring or highlighting. Hair ornaments, (scrunchies, headbands, clips) must match the uniform - green, gray, white, khaki, or black and should not have distracting ornamentation.
- Boys should have conservative haircuts - short, clean-cut, and neat. Ears and eyes must be fully visible. Shaved heads, razor strips or lines are not allowed. Hair length must be neatly above the shirt collar. Pony-tails are not allowed.

Belts – all pants and shorts (summer uniform) must be worn with a belt at all times – except Grade K – they may wear pull-on pants and/or shorts with no belt. (Both boys and girls)

Earrings/Jewelry

Girls may wear 1 pair of earrings, 1 watch (not an iWatch or internet/data connected watch), 1 necklace. No earrings or necklaces on gym day for student safety.

Boys may not wear earrings or bracelets. Watches (not an iWatch or internet/data connected watch) and religious necklaces worn inside the shirt are acceptable.

Skort Length – all skorts must not be shorter than 2-inches above the knee

Other Uniform Guidelines

Boys who are able to shave must do so daily.

Nail polish may not be worn in the lower school (PK-Grade 4). Upper campus girls may wear clear, or light pink nail polish. No dark colors, designs, or false nails are permitted. No make-up is permitted and students may be asked to remove makeup in school by the administration.

A written excuse is to be sent to the teacher whenever it is necessary for a child to be out of uniform.

Please label all clothing with the child's name. This will help return lost clothes to their rightful owners.

Dress-down Days Guidelines

School Spirit days with themed dress may be added to the calendar. Refer to instructions given by your principal for these days.

- Slacks or jeans should fit at the waist, no holes or frayed edges.
- Skirts, dresses, and shorts should be knee length
- Polo shirts, t-shirts (team jerseys), blouses and button downs - proper fit,
- Sneakers
- Necklines should be modest
- Shirts must have sleeves
- School and school team hooded sweatshirts
- No yoga pants, jeggings, leggings, pajamas pants, flannel pants or other related inappropriate apparel (*the school encourages modest dress on school campuses*)
- No open toed shoes, flip flops, sandals, slippers, crocs, platforms or high heels (*for safety on stairs and playgrounds*)
- No revealing clothing (short shorts, miniskirts, halter tops, spaghetti strap tops, half/midriff shirts, tank tops, low cut shirts, see through shirts or other clothing that is revealing and distracting.)

Parents/Guardians play a key role in guiding and supervising their child to comply with the dress code. Parents/Guardians will be called if a student is out of dress code, and will be required to bring a change of clothing to school for their child.

Health and Emergency Policies

Nursing services are available during school hours for illness/injuries that occur on school grounds. The school nurse functions under the auspices of the Watertown School District and follows the standing orders of the town's medical advisor. Students who feel ill or are injured in school should report to the nurse after obtaining permission from their teacher.

- Emergency contact information must be kept updated by parents/guardians. Notify the school promptly of any changes in phone/address.
- Report the reason for absences via call to the nurse's office. Voice mail is available 24 hours, 7 days a week.

COVID-19

The Unified Schools of St. Mary Magdalen & St. John the Evangelist follow the guidance of the Centers for Disease Control, the Connecticut State Department of Education, the US Department of Education, The Center for Catholic Education and Formation and the local health authorities for operational considerations related to Covid-19.

Families will receive information from the school about operational protocols at the beginning of the school year. If the school is required to change their protocols, families will receive written notice.

Current guidance and information can be found at these links:

<https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators>

<https://www.ed.gov/Coronavirus>

Accidents/Illness

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Tylenol, Ibuprofen or others. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery. Parents must sign their child out from the Health Office when picking up their child due to accident or illness.

The school nurse will administer first aid if a child becomes ill or injured. No medications will be given without a physician's order. The parent will be contacted by the school nurse or office when necessary. If your child tells you that he or she received an injury at school and that it was not reported to the nurse, please inform the nurse as soon as possible.

Students in casts, or who require crutches or wheelchairs, must have a physician's written authorization to attend school and to participate in the full program, including recess and gym.

Parents requesting an indoor recess or any excuse from P.E. classes for their child must have a physician's note.

All injuries and surgery should be reported to the school nurse. After an injury or surgery, a child will be able to resume physical education classes ONLY after a WRITTEN RELEASE from his/her doctor has been received by the school. Any child with any durable medical equipment orthopedic appliances (splints, braces, and crutches) requires a physician's note. A parent's note will not be sufficient.

A parent's note is acceptable for one P.E. class/physical activity exemption due to a medical reason. A physician's note is required for missing any subsequent physical activity. A doctor's note is required for the student's return to P.E.

Emergency Forms

Students will be given emergency forms at the beginning of each school year. It is important that these forms be completely filled out and returned promptly. Two adult emergency contacts should be listed other than the parents/guardians. These contacts should be easily accessible in the parents/guardians absence. The parent/guardian is responsible for informing the school if there are any changes to emergency contact information.

Emergency Notification and Transportation

If a severe accident or acute illness occurs, a parent/guardian or person listed on the student's emergency card will be notified. The pick-up person must provide a valid photo I.D.

Health Records

A cumulative and current Health Record for each student will be maintained in a secure location in the Nurse's Office. Access to these records is limited to the school nurse. The nurse will relay pertinent information to appropriate school personnel.

Insurance

HUSKY Health Insurance Policy – The State of Connecticut sponsors a health insurance program for children that covers basic health and welfare needs. The cost of this program is determined on a sliding scale tied to income guidelines. If your child is not covered by any type of health insurance coverage, you might be interested in looking into the details of the HUSKY Program. Please see the school nurse for further information or call 1-800 CT Husky.

<https://portal.ct.gov/husky>

Medical Appointments

Student medical appointments should be made outside of school hours whenever possible, so as to avoid taking a child out of school. Health forms are available on Forms and Publications on the Connecticut State Department of Education website: www.sde.ct.gov.

Physical Assessments/Immunizations

Physical assessments shall be completed for those students entering preschool, kindergarten, Grade 7, and for school sports. The required physical assessments and immunizations shall be recorded on the State of Connecticut form and filed with the nurse. Failure to meet the requirements will cause the student to be excluded from school. Sports physicals are required annually before try-outs. Please note, sports physicals do not take the place of state mandated physicals.

Prior to enrollment, new students to the Watertown School District must present the written results of a physical examination that is less than one-year old on the day of entrance. Immunizations must be completed to meet the State of Connecticut requirements for school enrollment.

Health Screenings

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.

Annual Vision screenings: Grades K, 1, 2, 3, 4, and 5.

Audiometric screenings: Grades 1, 2, 3, and 5.

Postural screenings: Females Grades 5, 7

Color Vision screenings: Grade K and if not done previously upon entering Watertown Schools

Recess and Physical Education

Children are expected to come to school properly clothed for weather conditions. Hat, coat, gloves, snow pants, boots are required in cold weather.

For an excused absence from physical education due to injury or illness for more than one class, a doctor's excuse in writing is necessary. If the doctor's written excuse states "until further notice," a second written note is required to return to physical education. The doctor's note should state the nature and duration of restriction.

Policy on Medications In School

The Unified Schools of St. Mary Magdalen & St. John the Evangelist follow the Watertown School District policy for medications in school. The Watertown School District's policy complies with the State of Connecticut's health regulations.

1. Medications may only be administered in school with the written order of a qualified practitioner, and written authorization of the parent/guardian.
2. Written orders are needed for all medications, including Tylenol or Advil, and all other over-the-counter medications. A form can be obtained from the nurse if medication is required during school hours.

3. Students may only self-medicate with certain emergency medications only with a doctor's order.
4. Medications must be brought to the school nurse by a parent or other responsible adult and must be in the original container. Students are not permitted to transport medication unless they have an order to self-administer the medication. At the end of the school year, medications must be picked up by a parent/guardian or a responsible adult at the close of the academic day/school dismissal. Any remaining medication will be disposed of within two days.
5. New medication orders must be written for every school year and must be on file with the school nurse.
6. The use of cough drops/sore throat lozenges is allowed with a note from the parent and cough drops will be kept in the nurse's office.

Important Notes from the Nurse

Please follow the guidelines listed below to determine when children should return to school or attend school.

STAY HOME

1. Fever 100 degrees or over – A student must be fever free for 24 hours without the use of Acetaminophen or Ibuprofen before returning to school, and 48 hours if diagnosed with flu.
2. Vomiting and/or Diarrhea – no further incidence for 24 hours.
3. Strep Throat – 24 hours after the first dose of an antibiotic, fever free for 24 hours and feeling well enough to participate in school.
4. Conjunctivitis – Once any indicated therapy has been implemented, a student may return to school

RETURN TO SCHOOL

1. Students who have been ill must have a note from a physician to return to school if they have been absent more than 1 school day.

Allergies

It is important to notify the school nurse and staff if your child has an allergy such as bee stings, insect bites, foods, medication, or environmental substances. If emergency medication (ordered by a physician) is necessary, the nurse will store it.

We ask that all parents be sensitive to common childhood allergies. Many children have food sensitivities or allergies. The kitchen at the St. John the Evangelist campus is nut free because food is prepared and cooked in that kitchen.

At the beginning of the school year, the school nurse will advise families whose child may be in a classroom where there is an allergy sensitivity. It is imperative that families follow the directive from the school nurse and not bring products with nuts or specified allergens into school for classroom snack.

Be advised that under no circumstances is a student allowed to eat on a school bus unless a medical condition substantiated with a physician's order warrants such activity.

Note: Due to latex allergies in school buildings, latex balloons, gloves, and other products are prohibited.

Communicable Diseases

If you suspect that your child has a communicable disease, please do not bring him/her to school to see the school nurse. Please schedule an appointment with your physician.

All student communicable diseases should be reported to the nurse.

Quarantine Periods (Minimum Control)

Chicken Pox	When the rash has begun to scab over. *Reminder to parents to avoid ASA products. Notify parents who are immuno-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	Can remain in school once any indicated therapy has been implemented. No swimming.
Coxsackie	All suspected cases to M.D. for diagnosis.
Diarrhea/Vomiting	24 hours after symptoms are resolved.
Fever	24 hours after return of normal temperature as recorded without use of fever reducing medicine.
Flu	48 hours after the return of normal temperature as recorded without use of medicine.
Hepatitis	With written permission of M.D.
Impetigo	24 hours of treatment before returning to school. May be left uncovered. No swimming.
Measles	Four days after the appearance of rash.
Mumps	May return to school 48 hours after swelling of glands has subsided or nine days after symptoms begin – whichever came first
Pediculosis Capitis	Pediculicide per recommendation of the school medical advisor. 24hours at home to remove lice. Parent/guardian must accompany child to school with treatment documentation and remain while child is checked by the school nurse
Pertussis	With written permission of a M.D. and no less than 5 days after the start of antibiotic.
Pinworms	Home until treated.
Ringworm	May return 24 hours after treatment begins. May remain uncovered if under treatment.
Rubella	One week after rash appears.
Scabies	Must contact M.D. for treatment and remain home 24 hours under RX.
Scarlet Fever	May return to school 24 hours after antibiotics started.
Shingles	No quarantine if the affected area is covered by clothing. If unable to cover (face, neck, possibly arms/legs), the person is excluded until lesions crusted over. Immunocompromised persons should also be excluded (regardless of site) until lesions have crusted over.
Strep Throat	May return to school 24 hours after start of antibiotic
Tuberculosis	May return with note from M.D.

Immunization

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenzae type B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., varicella).

Connecticut law eliminated the religious exemption for childhood immunizations as of April 28, 2021, and grandfathered in individuals enrolled in grades kindergarten or higher who submitted a religious exemption prior to April 28, 2021. The law continues to grandfather these students if they transfer to another public or private school in the state (i.e., a primary or secondary school).

Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child.

The Unified Schools of St. Mary Magdalen and St. John the Evangelist Computer and Internet User Guidelines

(In accordance with the directives of the Office of Catholic Schools)

Please sign and return “Acceptable Use Agreement for Electronic Information Resources” at the end of the handbook.

The Unified Schools of St. Mary Magdalen and St. John the Evangelist recognize the important role technology (computers, networks, software, multimedia equipment and the Internet) plays in our society. The schools endeavors to train students to best use technology to enhance their academic pursuits and to provide a resource to teachers to enhance their curriculum.

Internet access is available to students and teachers at the schools to support education and research that is consistent with the educational objective of the school. The Internet offers vast, diverse, and unique resources to both students and teachers. It enables the student and teacher to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other users around the world.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The school has taken precautions to monitor and/or filter access to inappropriate materials. Students will use the Internet as directed by the teacher. Websites will be researched and approved by the teacher. The school firmly believes that the valuable information and interaction available through the use of the Internet far outweigh the possibility that users may procure inappropriate material.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that exist with the privilege associated with the use of the computers, network, and the Internet. Users must use the network resources in an efficient, ethical, and legal manner. If a student violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

**Network user refers to all students and employees of The Unified Schools of St. Mary Magdalen and St. John the Evangelist.*

Local Computer and Network Use

All network users are given a network account and must be responsible for their own password and must respect the rights of others. Obtaining another person's password is a form of theft. Taking advantage when a network user does not log off is no different than entering an unlocked house. Using someone else's password or posting a message using another person's login name or identity is a form of dishonesty. The person assigned the account is responsible for all actions under that account. Attempts to access the system as any other user will result in cancellation of user privileges.

1. The network user is personally responsible for his or her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.
2. Network users must not attempt to harm another user or their work.
3. Network users must not attempt to harm the computer or the network in any way or engage in other acts of vandalism to any products, furniture or equipment related to computer use. This includes but is not limited to modifying or removing any hardware or software on school computers, changing printer settings or desktop settings, or uploading or creating computer viruses.
4. Network users may not add software or download files to any school computer without permission from the technology department.
5. Network users must not copy software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. Users are expected to abide by the copyright laws.
6. If a network user identifies or has knowledge of a security problem on the network, the user must notify the teacher or principal. The security problem should not be shown or demonstrated to other users.
7. The Unified Schools of St. Mary Magdalen and St. John the Evangelist reserve the right to inspect network user resources for files that may affect the operation of the network.

Internet Access

1. Network users will access the network for the purposes of education and research. Accessing material that is pornographic, violent, or otherwise inappropriate, will be regarded as a serious breach of school discipline and will be dealt with accordingly.
2. Network users must not disseminate Internet addresses of sites containing inappropriate material. Such attempts will be regarded as a serious breach of school discipline and will be dealt with accordingly.
3. Network users must not attempt to disable or bypass the filtering software installed by the school; such attempts will be regarded as a serious breach of school discipline and will be dealt with accordingly.
4. Network users will notify school officials immediately of any user who is accessing inappropriate material, disseminating inappropriate material, and attempting to disable the filtering software or using the Internet or the network in any inappropriate manner.

5. Network users must not use the network in any way that would disrupt the use of the network by others.
6. Network users must not release the school's, their own or anyone else's personal information on the Internet including name, address, phone number, and photograph.
7. The Unified Schools of St. Mary Magdalen and St. John the Evangelist Internet access is not intended for commercial purposes.

Electronic Mail

1. Students will have email access only under their teacher's direct supervision using a classroom account.
2. Network users are expected to respect the privacy of email just as they would paper mail. Users should not share an email message with a wide audience unless the author has agreed.
3. Network users should always be polite and use appropriate language. Contents of email should be consistent with the behavioral, content, and language expectations of the classroom.
4. Network users must be aware that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to school officials.

Personal Responsibility

When you are using the school's computers, it may feel as though you can more easily break a rule and not get caught. This is not really true. Whenever you do something on a network, you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. The fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong – and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Website and Other Publications

Photo/Image Permission Guidelines

Dear Parent or Guardian,

The Unified Schools of St. Mary Magdalen and St. John the Evangelist hosts a Website at: smmsjschools.org. Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

Student Image Permission Form

Dear Parent or Guardian,

The Unified Schools of St. Mary Magdalen & St. John the Evangelist hosts a Website at smmsjschools.org as well as a school Facebook, Instagram and other Social Media pages, and a school video YouTube page. Occasionally we wish to post a picture of a particular school activity or student accomplishment such as a science project, a play, artwork, sporting event, a distance learning class, or other activity. This may involve posting a picture showing a student, a group or class of students, or a sample of a student's work. We may also use these photos in brochures, posters, and in various other school publications. Videos produced by the school and/or its students and featuring the benefits and activities of the Unified Schools of St. Mary Magdalen & St. John the Evangelist, including those filmed during a distance learning class session, may also be posted, including related audio, on our website, YouTube and Facebook/Social Media pages.

If students' images or works are used in any of these print or electronic contexts:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

(NOTE: Should a photo of the student be included in a media release (print, online, TV, radio), first and last name of the student will need to be included. Your permission would cover this usage as well.)

Before posting pictures of students, samples of student work, or videos, including related audio, featuring students/classes, we require that the parent(s)/guardian(s) sign the permission form included here.

*Please be aware that images of students may also be shared with the Archdiocese of Hartford Center for Catholic Education and Formation (CCEF) for use in their electronic and print media. Your permission would cover this usage as well. We will keep this signed form on file for this school year.

Student Name(s): _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature(s): _____

Please circle your choice

I DO

I DO NOT

grant The Unified Schools of St. Mary Magdalen & St. John the Evangelist permission to use photo or video images, including related audio, of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on the Unified Schools of St. Mary Magdalen & St. John the Evangelist website, Facebook/Social Media pages, YouTube page, or in other print or electronic media, including use by the Center for Catholic Education and Formation (CCEF).

YES

NO

The Unified Schools of St. Mary Magdalen & St. John the Evangelist has permission to post pictures or videos, including related audio, of my son/daughter in its media and in the CCEF media.

YES

NO

The Unified Schools of St. Mary Magdalen & St. John the Evangelist has permission to post samples of my son/daughter's school work in its media, and in the CCEF media.

Date: _____

NOTE: This agreement will be in effect as of the beginning of the month selected and may be revoked at any time by contacting your son's or daughter's school principal.

Acceptable Use Agreement for Electronic Information Resources

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with the Unified Schools of St. Mary Magdalen and St. John the Evangelist computers while attending the school:

1. 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. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. 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 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 the school's system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.
8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. 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.
10. I will not use bulletin boards, chat rooms, or social networks for personal use when using the school's computers.
11. 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 secrets. 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.
12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.

Parents/guardians must accept that the school cannot control all content 100% and their child may encounter material on a network/bulletin board that the parent/guardian and the school do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive. Teachers will terminate the internet use if they discover that a student has been accessing unapproved content.

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.

Student Signature: _____ Date: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail, Google Classroom, and the Internet.

- I have read and agree to the rules and code of ethics.
- I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless the Unified Schools of St. Mary Magdalen and St. John the Evangelist and employees of the school system for any misuse of access to the computer services networks that my child commits.
- I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: (Please print) _____

Street Address: _____

Cell or Home Telephone: _____ Work Telephone: _____

Complete and return to your child's school.

Parent Signature Page - HANDBOOK

When enrolling your child in The Unified Schools of St. Mary Magdalen and St. John the Evangelist, you are agreeing to abide by and be governed by the school Parent/Student Handbook.

I/We have read and discussed the Family/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name - Print: _____

Parent/Guardian signature	Date
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Parent/Guardian signature	Date
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Student signature	Date
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Student signature	Date
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Student signature	Date
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Student signature	Date
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Please return the SIGNED FORM to the school office
no later than Thursday, September 15, 2022.

One form may be submitted per family.

***Amendments to this handbook may be made at any time by the principal or pastor.
Notice of amendments will be sent to parents via mail and/or email.***