

**2025-2026**



**PARENT-STUDENT HANDBOOK**

**ST. MARY SCHOOL**

*A ministry of Precious Blood Parish*

**72 GULF STREET**

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# Catholic Schools Education for a Lifetime

## Purpose and Vision For Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds.

The fundamental purpose of Catholic schools is to:

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

*"There are many alternatives to Catholic Education but no substitutes."*

Bishop Foyes

Dear St Mary School Families,

It is with great pleasure that I welcome you back to another great year of exceptional Catholic Education. It is my privilege and a special blessing to continue to lead in sharing the rich tradition and heritage of our faith and providing the excellent education that your child deserves. We have been working hard all summer in preparation for a great new academic year.

All of us at St Mary's School are ready to share in your child's faith and academic development. It is our hope that this academic year will be successful, faith filled, and productive. This is a special Academic year for our school as we will undergo NEASC visits for our school's accreditation. These visits will be in October and April. I will keep everyone informed of when these visits will occur and the outcome of our evaluation.

Our school day begins at 7:50 a.m. If your child is not in their classroom by this time, they are late for school. I request that we all sincerely try to eliminate this problem as it is highly disruptive and interferes with the educational process. There is a new process in effect which is outlined in this handbook. This will be followed to the letter this year as there have been too many disruptions to our school due to I tardy arrivals.

St Mary's School continues to work on a school-wide goal driven from our mantra, "*Live the message of Jesus.*" This will be strongly and consistently reinforced. This year and will be reiterated in each class and throughout all activities throughout the school year. Our goal for this year is *understanding*. As you know our goal last year was care and preceded by empathy, kindness, respect and compassion.. We will focus on sincere concern and understanding for each other and ourselves as modeled by Jesus when he was among us - thus understanding. .. We would appreciate it if you would reinforce this year's word (understanding) at home as well, as we are calling forth all students and parents to recommit to our mantra statement thus keeping it active and vibrant.

I pray that God blesses all in our community in a special way this academic year and enlightens all our students and families in making this school year the most successful possible for all in our community. Please feel free to join us for our monthly open door meeting with parents to discuss any questions you may have.. I call it "Donuts with Deacon."

Please know that I am always available should you have any questions or concerns.

Sincerely,

*Deacon Dominic Corrado*  
*Principal*

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St. Mary School is a fully accredited member of the Commission on Independent Schools and the New England Association of Schools and Colleges.

## **MISSION STATEMENT**

*(Adopted March 2023)*

**It is the mission of St. Mary School of Milford, Connecticut, to provide a nurturing, collaborative, and engaging environment which encourages children from prekindergarten through grade eight to grow in faith and knowledge. The school seamlessly weaves our Catholic beliefs with a rigorous academic program. The goal of the school is to prepare its students to become lifelong learners with a strong moral fabric, who bring the light of Christ to their community by living the message of Jesus.**

## **SCHOOL MANTRA**

*Live the Message of Jesus*

## **SCHOOL MOTTO**

*Growing in Faith and Knowledge*

## **SCHOOL PHILOSOPHY**

The purpose of Saint Mary School is to educate the whole child through programs encompassing the development of the students. This will enable students to become contributing members of the school, parish, and community.

St. Mary School recognizes the individuality of each student and strives to develop a well-rounded Christian personality. This will be reflected in a wholesome attitude and a respect for self and others as exemplified by Jesus in the Gospel.

As a staff, we believe in a Gospel-rooted educational environment, where students experience Christian community service. Students will be encouraged to integrate faith and Christian values into their daily lives and thus be provided with a healthy attitude which they will carry with them for the rest of their lives.

To that end, we strive to work in cooperation with parents to develop a climate of Catholic educational excellence and a curriculum that is relevant to daily life.

*The school's Philosophy and Mission, as well as all its policies, rules and regulations, are consistent with those of the Office of Education Evangelization and Catechesis and the Archdiocese of Hartford, which governs the parish Catholic elementary schools of the Archdiocese.*

## **ASBESTOS**

St. Mary School is in full compliance with *AHERA* of 1986 as well as with all federal and state rules and regulations concerning asbestos. Consistent with Section 2.203 of the Archdiocesan *Handbook of Policies and Procedures for Catholic Schools*, the school's *Asbestos Management Plan* is kept in the Principal's Office and is available for inspection by any parent or employee.

## **NOTICE OF NON-DISCRIMINATORY POLICY**

Whereas: The Philosophy and Mission of St. Mary School and the Catholic Schools of the Archdiocese of Hartford are based on Christian principles and the Gospel Message:  
*It is the policy of St. Mary's School of Milford, Connecticut, as well as that of the Archdiocese of Hartford, not to discriminate on the basis of gender, race, color, or national/ethnic origin.*

## **Probationary Status**

It is the policy of St. Mary School that all students new to the school are accepted on a probationary status. Each new student is in contact with the respective assistant principal regularly to ensure that St. Mary School is adequately fulfilling its mission for the student. If the administration feels that the student's needs are not being met or the student is not successfully living the school's mission and abiding by this handbook, the continued attendance at St. Mary School may be questioned and the student asked to

leave.

## **THE NON-CATHOLIC STUDENT**

St. Mary School values ALL our families, regardless of their religious denomination. We treat all students of the school the same and respect the beliefs of those whose institutional Religion differs from our Roman Catholic faith. We expect all families, including all non-Catholics, to support our mission and philosophy as a Catholic school. All students, including all non-Catholics, must participate in religion classes and attend all school religious services and celebrations.

## **RIGHTS OF PARENTS**

St. Mary School follows Connecticut State Law in cases of separation, divorce or similar situations. The school assumes that BOTH parents have equal access to communication with school personnel, the child's records, and to the child himself/herself. In all policies where parent and/or guardian is listed, it is understood that either parent, regardless of physical custody, can act as parent and/or guardian.

The only exception to this is when there is a bona fide written court order to the contrary (restraining order, order of limited visitation, etc). If such a court order or other legal agreement exists, it is the responsibility of the family to provide the school with a copy so we know exactly how to handle any possible situation and to protect the child and the school if and when we may have to act in accordance with such an order.

If, in the cases of divorced or separated parents, the parent with a different address than the parent with physical custody wants to receive official mailings, St Mary School will be happy to do so as long as there is no court order to the contrary. However, in such a case it is the responsibility of that parent to make such a request, in writing, to the School Office.

# NOTIFICATION OF CHANGES - FACTS System

The FACTS System is used in all aspects of the school's administration.. It is able to consolidate many of the items that were in multiple locations. It is **the responsibility of parents** to submit any changes of address, telephone, email, family status or family name in the FACTS system, as soon as the change occurs. This includes changes to work numbers and emergency contacts. This also includes marital status of parents and changes of address and/or phone of non-custodial parents.

# FACULTY AND STAFF

Pastor	Rev. Aidan Donahue
School Advisory Committee Chair	Deacon John Hoffman
Principal	Deacon Dominic Corraro
Assistant Principal & Director of Instructional Support - Grades K-4	Mrs. Lisa Bradley
Assistant Principal & Director of Instructional Support - Grades 5-8/Athletic Director	Mrs. Missy Dubin
Director of Prekindergarten (Ast. to the Principal for Early Childhood Education)	Mrs. Robin Zsampar
Director of Advancement and Admissions	Mrs.Emily Lucibello

## Prekindergarten

4 year old 5 day program	Ms. Kayla A. Chuba
Aide	Mrs Dimple Thomas
4 year old 5 day program	Mrs Ashley Petrillo
Aide	Ms Alexa Mendillo
4 year old 3 day program	Mrs. Robin Zsampar
Aide	Mrs. Jillian Chila
3 year old 5 full day program	Mrs. Izabela Brown
Aide	Mrs. Phyllis Clutter
3 year old 5 full day program	Mrs Amanda Zapatka
Aide	Ms Sydney Ellis
3 year old 2 full day program	Mrs. Debbie DeHart
Aide	Mrs. Debbie Carelli

Kindergarten	Ms. Shawna Oleyar Mrs. Mirna Ellison
	Aides Mrs. Kristie McInnis Mrs. Pamela Bagdasarian Mrs. Ashley Daley Mrs. Cheryl Brown
Grade 1	Mrs. Rachel Ryan Ms. Emily Nolan
Part Time Aide	Mrs Kathleen Moran
Grade 2	Mrs. Sarah Holder Ms. Megan Gossett
Grade 3	Ms. Jessica Leto Ms. Adriana Sciancalepore
Grade 4	Mrs. Tara Carignan Mrs. Marisa Byrnes
Grade 5	Mrs. Kayla O'Donnell Mrs. Janet Adler
Middle School Homerooms	
Grade 6	Mrs. Amy Primorac (Language Arts & Literature 6 & 7) Mr. John Adams (Social Studies 6-8)
Grade 7	Mrs. Theresa Torres (Religion 6-8) Ms. Elizabeth Sotnik (Science 6-8)
Grade 8	Mrs. Karen Staples (Math 7-8) Ms. Jennifer Kornish (Language Arts & Literature 7 & 8)
School Counselor	Mrs. Stacey Simeone
Reading Consultant	Mrs. Cheryl Nethercott
Math Consultants	Mrs. Traci Shane Mrs. Kelly Kupson
Physical Education	Mrs Taylor Zabielski
Art	Mrs. Krystal Cordero

Music	Mrs Diane Raikis
Spanish	Mr. Joseph DeFillipo
School Substitute Teacher	Mrs Heather Gorman
Technology Support Coordinator	Mrs. Rachel Ryan
Technology Assistant	Mr. Jonathan Bradley
Administrative Assistant to the Principal/Office Manager	Mrs. Circe Deitelbaum
School Secretary	Mrs. Kathleen Moran
Receptionist	Mr. Mark Hyduk
School Lunch Program	Catamount Food Services Deacon Dominic Corraro Mrs. Paula Tsionis(Clerk)
School Nurse (Milford Health Department)	Mrs. Maggie Faustini
School Custodians	Mr. Karl Lundin Mr. Les Rushworth

## **Administrative Responsibilities**

NB-Administrators can be reached via their school telephone system or school via email.

Deacon Dominic Corraro is the Principal and as such is the head of the school. His primary focus is student discipline, personnel management, and financial concerns. He has the final say in all

decisions of the school, in consultation with the pastor.

Mrs. Lisa Bradley is an Assistant Principal and Director of Instructional Support - Grades K-4. She will handle all academic issues pertaining to grades K-4. These include Special Education and aiding teachers in a supportive role. She collaborates daily with the principal and other assistant principal.

Mrs. Missy Dubin is Assistant Principal & Director of Instructional Support - Grades 5-8 and Athletic Director. She will handle all academic issues pertaining to grades 5-8. These include Special Education and aiding teachers in a supportive role. She collaborates daily with the principal and other assistant principal.. She is also the Athletic Director and works with the principal on all athletic concerns for the school.

Mrs. Robin Zampar is the Director of the Prekindergarten program. She will handle all academic issues pertaining to Prekindergarten. She collaborates daily with the principal and weekly with the other administrators.

Mrs. Emily Lucibello is the Director of Advancement and Admissions. She handles all admissions to the school and all school communication. She collaborates daily with the principal and weekly with the administrative team.

## **RESPECT POLICY**

As a Catholic school, how we act and behave toward each other is clearly delineated in our mission (stated earlier in this handbook) and our mantra: **“LIVE THE MESSAGE OF JESUS”**

One needs only to study the Gospel and what Jesus taught as has been interpreted over the years by the Church to know how we must all act and behave toward each other. It can all be summed up in one basic word.....**RESPECT**.....and the assumption that all members of the St. Mary School community will always treat each other with Christian respect.

As for our staff; it is understood by all members of the staff that they are obliged to follow our mission and, as a result, to always be respectful of each other, the students and the parents. Each member of our administration, faculty and staff signs an Archdiocesan contract which also states: “Staff members, who are accountable only to the principal, assistant principals, pastor, and Office of Catholic Schools (hereby referred to as the administration)” know that this is a necessary aspect to their employment by our school.

It should be noted that only those to whom they are accountable (the administration) have the

authority to evaluate, investigate and judge their work. One must remember that the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of the staff.

As for parents; when registering their children in a nonpublic school such as St. Mary, they contract themselves to support its mission, the rules and the policies of the school, parish and Archdiocese. As a result, they too are obliged to always be respectful of each other, the students and all members of the staff.

As with the staff, it should be noted that only the administration has the authority to deal with parents concerning their children's behavior and/or their own. Here again, one must remember that **the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of parents and families.**

As for the students, there are many rules, policies, guidelines, etc. (some general in nature; many particular to the varied and different age levels we serve) which ensure that there be RESPECT shown to all at all times.

As with the staff and parents, it should be noted that only the administration and the particular parents/guardians of particular children have the authority to work with students concerning their behavior. Here again one must remember that the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of parents, families and the students themselves.

## OFF CAMPUS CONDUCT

The administration reserves the right to discipline a student for off campus behavior that is not in line with the behavior expectations of students during the course of the school day or that is detrimental to the reputation of the school. This includes social media and conduct with any electronic device, as well as any actions undertaken while engaged in an extracurricular activity.

Conduct whether inside or outside the school that is detrimental to the reputation of the school, including social media, may result in disciplinary actions including suspension, expulsion or withdrawal from school.

## BULLYING POLICY

Bullying, cyberbullying and challenging behavior, as these terms are defined below, are prohibited in all Catholic schools in the Archdiocese. Such conduct must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying, cyberbullying and challenging behavior, which do not directly involve the school, but which create a hostile school environment, infringe on the rights of students at school, or substantially disrupt the education process or the orderly operation of a school, may result in disciplinary actions. Such disciplinary action may include detentions, suspension or expulsion from school. Bullying, cyberbullying and challenging behavior are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.

Any student who retaliates against another student for reporting bullying, cyberbullying and challenging behavior may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying, cyberbullying and challenging behavior shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

"Bullying" is defined as unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk or equipment on which digital images are taken.

"Challenging behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

"School environment" means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.

School employees who become aware of any act of bullying, cyberbullying and challenging behavior must report the incident to the school administrator for further investigation. They have one school day to submit oral reports, three school days to submit written ones. It is essential that reports are submitted as timely as possible to ensure immediate action and clear recollection of facts.

Students and parents who become aware of any act of bullying, cyberbullying and challenging behavior are asked to report such act to the school administrator or teacher. While not required, students and parents are encouraged to file written reports of such acts with a school administrator.

Students may report acts of bullying, cyberbullying and challenging behavior anonymously and each school shall set up a procedure for such reporting and publish the procedure in their parent/student handbook. Each school shall also set up a procedure so that parents or guardians of students may make written reports of acts of bullying, cyberbullying and challenging behavior.

Upon learning about the bullying, cyberbullying and challenging behavior incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues. When schools receive reports of bullying, cyberbullying and challenging behavior they must investigate them promptly. Parents of the children involved must be notified of the school's response within 48 hours after the investigation is complete.

Schools will respond to bullying, cyberbullying and challenging behavior outside the school setting if it creates a hostile environment at school for the bullied student, infringes on the rights of the student at school, or substantially disrupts the student's education or the orderly operation of a school.

If it is concluded that an act of bullying, cyberbullying and challenging behavior has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

In order to protect the privacy rights of the students involved, school officials may report information to parents solely about their own child. Information about discipline, consequences, or services pertaining to any other child cannot be communicated.

Bullying, cyberbullying and challenging behavior incidents that demand suspension or expulsion shall be reported to the Assistant Superintendent before any final decision is reached.

Meanness is contrary to all Catholic/Christian living and totally contrary to the mission of St Mary School. Actions by students which are mean in nature will be severely dealt with. Such actions will result in an in school suspension and then possible expulsion of student withdrawal from St Mary School. Meanness will not be tolerated in any shape or form.

## Policy Gender Identity

*(from the Archdiocese of Hartford OEEC August, 2021)*

Catholic schools shall accept and relate to students and all members of the school community, for the duration of their years in attendance at their respective schools, according to their God-given, biological sex as male or female consistent with the complementary nature of each, and maintain appropriate distinctions between males and females especially in issues of facilities use, athletic teams, uniforms, and nomenclature.

# TUITION

The following tuition policies and procedures of St. Mary School are consistent with Sections 2.403, 5.507 of the Archdiocesan Handbook.

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## KINDERGARTEN - GRADE 8 TUITION FOR 2025-2026

	Tuition* Please see note below
One Child	\$7,200.00
Two Children	\$13,600.00
Three Children	\$20,000.00
Four Children	\$26,400.00

\*Parish grants of \$500.00 per child will be awarded to those who have met the requirements for weekend Mass attendance at Precious Blood Parish, as indicated in the letter issued by Father Donahue [HERE](#).

## PRE-KINDERGARTEN TUITION FOR 2025-2026

	Tuition
Three year-old, two days	\$4,250
Three year-old, five half-days	\$4,500
Three year-old, five days	\$7,950
Four year-old, three days	\$4,500
Four year-old, five days	\$7,950

### TUITION PAYMENT

All tuition is paid through FACTS.

### PAYMENT PLANS

NOTE: There is a \$500 non-refundable deposit due per family upon registration.

1. ONE PAYMENT PLAN:

Must be paid in full in July.

2. MONTHLY PAYMENTS:

You can structure your payments in FACTS to be twice annually, 8 monthly payments, or 10 monthly payments. Please contact the Main Office for payment questions.

*No student will be registered until all tuition and other money owed to the school has been paid in full.*

### Tuition Assistance

Each year, St Mary School provides tuition assistance for families who demonstrate a need. Thanks to several Archdiocesan programs, as well as the generosity of many parishioners and other friends of the school, there are funds available to subsidize the tuition for those finding it financially difficult to afford the cost of a quality Catholic education at St. Mary's. There is a secure, confidential, and objective procedure for applying for such assistance through FACTS AID. No financial aid will be granted without the full completion of the online application.

Such information is provided at the time of registration and is always available in the School Office. Do not hesitate to inquire at the Office for details or to find out more about the availability of Tuition Assistance.

### **Tuition Delinquency Policy**

Families who are delinquent with tuition payments or delinquent with other money owed to the school will not be allowed to re-register for the following year unless legally binding arrangements, approved by the Pastor, have been made (as stated above). The school reserves the right to use legal means to obtain tuition or other money owed the school.

## **ENTRY AGE REQUIREMENT**

### **Prekindergarten**

- To be considered for acceptance into the three year old program, a child must turn three by September 1 of that school year.
- To be considered for acceptance into the four year old program, a child must turn four by September 1 of that school year.

### **Kindergarten**

To be considered for acceptance into Kindergarten, a child must turn five by September 1 of each school year.

### **Grades 1 - 8**

A student must have successfully completed the previous level at a recognized educational institution and be judged to be academically, socially and behaviourally prepared to enter the school and the particular grade level.

A placement test may be required for any student prior to their enrollment in Saint Mary School.

### **CLASS SIZE**

The policy of the Archdiocese of Hartford regarding class size (Archdiocesan Handbook, Section 4.132) states that Preschool and Kindergarten may have up to 25 students and that grades 1-12 may have up to 30. Given what the school has determined to be in the best interests of its current students, staff, and educators, these limits are presently set to less. At all times the administration has the discretion to allow a classroom to exceed the numbers set by the school to the Archdiocesan limit.

After the limit determined by the principal is reached per class, applicants are placed on a waitlist until a spot should become available, and the student be accepted per the application process.

Section 5.101, Archdiocesan *Handbook*

## ST. MARY SCHOOL CALENDAR

A complete school calendar can be found on the school's website. Monthly detailed calendars will be posted to FACTS.

**\*\*\*IT IS IMPORTANT THAT PARENTS READ EVERYTHING THAT THE SCHOOL SENDS HOME, AS IT IS OUR MAIN FORM OF COMMUNICATION TO PARENTS.**

## VACATION POLICY

Personal vacations should be planned around your child's school calendar. Teachers are under **no obligation** to provide work to students whose parents do not follow this rule. In such cases, it is the responsibility of the student and/or his or her parents to make up lost work. Such vacations during school time are a burden to the student and are highly discouraged by the school. The School's Attendance Policy will be strictly followed.

## HOME / SCHOOL COMMUNICATIONS

At St. Mary School, we believe quality communication between the school and the home is a vital component for the educational and social progress of each child. We believe it is equally important for the vitality and growth of the entire school community.

The following guidelines and policies are consistent with Section 1.210 of the Archdiocesan Handbook; which also emphasizes the importance of consistent, quality and on-going communication between the school and the home.

### **Written Communication Through "Back Pack" Mail**

This traditional manner for communication with parents is by sending written information home

through the students. Due to the cost of paper and of operating the copy machine, most information is sent "one to a family." Usually this means that if you have more than one child in the school, the youngest will bring it home. **IT IS ABSOLUTELY CRITICAL THAT PARENTS INSIST THAT THEIR CHILDREN DELIVER EVERYTHING DIRECTLY TO THEM.**

In order to be sure that this happens, we provide every student with a folder whose sole purpose is bringing home any and all notices which are being sent to parents. Each segment of our school family has a responsibility in this matter:

- THE STAFF ensures that all notices, etc., are given to each student (or, in some cases, the youngest or only child of a family).
- THE STUDENT places all notices in the special folder & delivers the folder to their parents each day.
- THE PARENTS see to it that each child has this folder and look for it each day.

If everyone does their part, we at school and you at home can be sure that you will receive all communications from the school. Parents: do not be afraid to ask everyday if anything was sent home.

### **Parent-staff Email Communication**

Email is a wonderful way of communication between teachers and parents. However, in our ever-changing technological world, there are varying opinions on what should and should not be communicated by email. Keep in mind when using email to communicate with teachers, administration or other members of the staff, that although members of our staff do have access to email communications while in school, they may not necessarily have the same access at home – nor should they. On that basis, **parents should never expect an instant reply to any email they send to a member of the staff, especially if not during school hours.**

Parents are also reminded that during the school day the primary obligation of any staff member is the children for whom they are responsible and the teaching they are doing with those children. Although staff members will try to check their emails at least once per day while in school, there is no guarantee of when they may be able to reply. Generally, **a parent can expect a response to an email sent to a regular member of the staff within 24 hours.** Staff email addresses are listed on the school's website.

### **General School- Home Email Communication**

In an effort to streamline communication, eliminate the constant use of paper, and risk that not everything distributed to students makes it to the parent, the school uses **BLAST EMAILS** through FACTS. Teachers also use this method in order to enhance their communication with parents. For this to work efficiently and effectively:

- 1) The school must have at least one accurate email address for each family (you may submit more



Emergency forms must be renewed each year. The parent/guardian is responsible for notifying the school, and updating the information in FACTS, if there are any changes to the emergency contact information.

Emergency cards list the names and telephone numbers of those people other than parents who will respond if a child becomes ill or if there is an emergency and a parent cannot be reached. If changes are to be made, it is the parent's responsibility to update this report throughout the year. It is absolutely critical that we know how to contact someone who can make a decision on your behalf when we cannot get in touch with either parent or guardian.

## **WEATHER RELATED CLOSINGS AND DELAYS**

As per Section 3.119 of the Archdiocesan Handbook, St. Mary School will follow the announcements and decisions of the **MILFORD PUBLIC SCHOOLS** for closing, delays and early dismissals for weather related and other emergency reasons. Please note that due to the amount of families and faculty and staff that reside outside of Milford, St Mary School may call a delay if necessary due to weather conditions. All will be informed via text if there are weather interruptions to our school schedule.

- As per the Milford Public Schools, **delays due to weather** will be 2 hours
  - Kindergarten - Grade 8      9:50 - 2:25
  - Preschool                              9:50 - 2:25
  - Preschool Before Care      9:30 am
- **Early closing** due to weather will be the same as on any Early Dismissal Day unless announced differently.
- Families will be informed via text.
- Announcements of cancellations will also be on Channel 3 and Channel 8.

WE DO NOT MAKE THESE DECISIONS. Such decisions are made by the local public school authorities as prescribed by the Office of Catholic Schools. This is because the public school officials are in a much better position than we are to collect all the data necessary to make these difficult decisions.

On such days, please listen or watch any radio station or TV channel which lists St Mary's School. You can also easily access a list of closings, delays and early dismissals by going to our own website [www.saintmaryschoolmilford.org](http://www.saintmaryschoolmilford.org), or TV Channels 3 and 8. **The Text system through FACTS for all registered families will be activated and all families will receive a text indicating the closing or**

delay. This will also be used to notify parents of any other school wide emergency deemed as necessary by the administration.

## EARLY DISMISSAL CONTINGENCY PLAN

Occasionally there are those days on which the Milford Public Schools deem it prudent to send the children home early. The FACTS Text system will be used to communicate this important information to families. These announcements will also be on Channel 3 and 8 and the school website. Bus transportation is provided on such days. Therefore, if your child ordinarily goes home by bus, there is no need for you or other adults to pick him/her up. In fact, the police and other emergency authorities feel that bus transportation is the safest form of transportation on such days.

Usually the dismissal on these days will be the same time as a normal early dismissal day. Although at least one adult will remain with any child not picked up at the time of an Early Dismissal, **there is NO After School Program on such days.**

In order for both you and your children to be prepared, it is very important that every family have a plan whereby the children, their parents and or other adults involved with you children, know exactly what will happen if school unexpectedly closes early.

## EXCUSED AND UNEXCUSED ABSENCES

St Mary School shall adhere to the applicable Connecticut state statutes and also guidelines established by the Archdiocese of Hartford regarding school attendance. The responsibility for compliance with these laws

and guidelines belongs to the parent(s)/guardians(s) of the child. Students must attend school punctually and regularly and conform to the attendance policies and procedures established by St Mary School and outlined in the St Mary parent/student handbook.

St Mary School is required to keep an accurate record of attendance, tardiness, and absences.

Students must attend school punctually and regularly and conform to the attendance policies and procedures established by St Mary School.

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian.

If a truancy problem cannot be solved by St Mary school authorities such as the Department of Children and Families shall be notified.

Procedure

Approved September 1 2009

Revised May 17, 2010,2018,2024

A student's attendance must be recorded on the term report card and on the student's permanent record each year.

St Mary School Administration shall determine if absences are to be excused. State law and Connecticut State Department of Education provide guidelines that determine when other absences or tardies are to be excused. With the exception of some medical cases, students are responsible for all work missed. State law and Connecticut state Department of Education guidelines may determine whether absences are excessive, and determine with consequences shall be enforced.

When a student fails to produce a required excuse, or when there is a reason to question the validity of the excuse, the Principal or appropriate administrator will investigate the situation. In some cases, conferences or referral to a guidance clinic may be helpful.

An excused absence does not mean a student shall not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent.

All written excuses shall be kept on file for one school year.

Students may not participate in any school- sponsored events if they are not in school on the day of the event without express permission of the principal.

Regarding Chronic Absenteeism

Schools shall adhere to applicable Connecticut state statutes and also guidelines established by the Archdiocese of Hartford regarding chronic absenteeism, tardiness and truancy.

Chronic absence is defined as missing **10 percent or greater** of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out-of- school suspensions, and in-school suspensions that last more than one-half of the school day .

Truancy is a term that generally refers to four unexcused absences in one month or 10 unexcused absences in a school year. Responses to truancy are usually about school rule compliance and lead to court intervention. Connecticut General Statutes Section 10-198a (b) (1) and (2)

A student is considered to be “in attendance” if present at his/her assigned school, and or an activity sponsored by the school ( e.g. field trip), for at least half of the regular school day.(7:50-11:30) Students are absent when serving an out-of- school suspension or expulsion.

### Excused Absences

A student’s absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student’s return to school and meets the following criteria:

- A) For absences one through nine, a student’s absences from school are considered excused when the student’s parent or guardian approves such absence and submits appropriate documentation, and
- B) For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
  - 1) Student illness( note all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence)
  - 2) Student’s observance of a religious holiday;
  - 3) Death in the student’s family or other emergency beyond the control of the student’s family
  - 4) Mandated court appearances( additional documentation required)
  - 5) The lack of transportation that is normally provided by a distinct other than the one student attends( no parental documentation is required for the reason)
  - 6) Extraordinary educational opportunities pre-approved school administrators.

### **Unexcused absences**

A student’s absence from school shall be considered unexcused unless they meet one of the criteria for excused absences or meets the definition of disciplinary absences .

Chronic absences could result in a student being **retained in a grade level** and or **not offered or rescinded registration from the following year**, at the discretion of the Principal in consultation with the Superintendent.

If warranted, the school shall coordinate services with and make appropriate referrals to children to community agencies providing child and family services.

At the beginning of each school year, and upon enrollment during the school year, school shall obtain a telephone number or other means of contacting each parent/guardian during the school day.

Each school shall monitor absences and notify the parent /guardian of an absent child when there is no indication that the parent/ guardian is aware of the student's absence. Such notice shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant of Connecticut General Statutes.

Section 46 b-149

**A PARENT MUST CALL THE SCHOOL OFFICE BEFORE 9:00 AM** on the day of your child's absence. Failure to call may be recognized as truancy. Any student absent without parental permission will be considered TRUANT, and subject to disciplinary action by the school.

As prescribed by Connecticut State Law, parents who keep a student out of school without explanation or without a legitimate excuse will be referred to the proper authorities (i.e. the Milford Public Schools and/or the Department of Children and Families).

A child who is sent home by the school and/or taken home by parents **prior to 11:30 AM** will be marked absent for that day.

Should a student be absent, or be dismissed early, on a given day, he/she **will not be permitted** to attend any school function or activity (including interscholastic games or team practices) that afternoon or evening.

## TARDINESS

**STUDENTS ARE LATE AFTER 7:50 AM.** Students will be marked tardy if not in their classrooms **prior** to the 7:50 AM bell.

**TARDINESS:** St. Mary's School believes that patterns of punctuality and adherence to schedules must also be developed in students. Therefore, tardiness to school and/or class will result in disciplinary action. Three (3) tardies or three (3) early dismissals is considered a one-half day absence. Excessive tardiness has a direct impact on a student's academic success and promotion to the next grade. If your child is tardy he/she must enter the building through the main entrance. After three tardies or early dismissals per term, the principal will give written notice to the family of the over the limit amounts of tardies or early dismissals and the student will receive a lunch detention. When a student is late, the student misses the morning prayer, reflective time, announcements, and the morning meeting. These elements are instrumental in fulfilling the school's mission.

**Legal Reference:** Connecticut General Statutes

10-184. Duties of Parents

10-185. Penalty

10-186. Policies and procedures concerning truants

Chronic tardiness will be dealt with by the principal and the teacher. If tardiness becomes frequent and the school judges that the child is in whole or in part responsible for the lateness, the school may take disciplinary action. After three tardies or early dismissals per term, the principal will give written notice to the family of the over the limit amounts of tardies or early dismissals and the student will receive a lunch detention.

Whether or not the student is responsible for the tardiness, if it has an adverse effect on the progress of the child, the school may require the student to make up for the missed time.

Any student arriving after the 7:50 bell **MUST be Signed in by the main office staff BEFORE GOING TO THE CLASSROOM. After three tardies per term, a notice of concern is given to the student and the student will serve a lunch detention.**

### **Tardy Policy**

Excessive tardiness by students in the grades 5-8 will, if judged to be the fault of the student, result in the following disciplinary action:

After a third tardy in any one marking period, the parents of the tardy student/s will be called in for a meeting with the Principal on how to resolve the tardiness. After three tardies or early dismissals per term, the principal will give written notice to the family of the over the limit amounts of tardis or early dismissals and the student will receive a lunch detention.

A tardy due to a doctor's appointment or other legitimate reason, although still recorded as a Tardy, will not count toward these consequences, provided proper documentation is received by the Office.

The school's policies regarding attendance are consistent with Section 5.200-201 of the

## **RELEASE OF CHILDREN FROM SCHOOL**

No student will be released from school without the approval of the principal, or his designee. In a medical situation, the nurse may make this decision.

No student will be allowed to go home unaccompanied. Students will be released from school only to their parents or to persons authorized by their parents. **THE PARENT (OR PERSON AUTHORIZED) MUST REPORT TO THE OFFICE TO PICK UP THE CHILD.** Dental and medical appointments should take place after school hours. If not possible, the student's teacher must be notified in advance. Students are never permitted to leave the school grounds on their own during the school day. If a student does this he or she will be subject to disciplinary action.

**Parents are asked to email the teacher and main office of the school prior to 1:15 for dismissal changes or any change to a student's regular schedule.**

**Early dismissal for any reason must be before 2:00 PM. We can not release students early after 2PM due to safety concerns with cars and buses, it is not possible. No early dismissals will take place between 2 and 2:25.**

A child who is sent home by the school and/or taken home by a parent prior to 11:30 AM will be marked absent for that day. Students arriving after 11:30 will be marked absent for the day..

## **BUILDING SECURITY**

Over the past few years, the school has been re-evaluating its safety and security policies and procedures. We have worked closely with the Milford Police and our Security Consultant so that our policies and procedures are consistent with those of the Milford Public Schools.

A security advisory committee is in place to constantly review security procedures and equipment. It is composed of faculty, administration, parents, and various forms of safety personnel.

Unfortunately, in this day and age, such things as emergency drills, lock down, etc., are needed to be discussed with, and practiced by, the students.

So all parents are aware, this school has worked closely with the our Security Consultant and Milford Police Department resulting in the following:

- Although always looking for ways to improve, our school has a very good system in place.
- We conduct discussions with the students (appropriate to their age level) about security and what to do in certain situations.
- We conduct classroom and school wide drills, so that both staff and students know what to do in the unlikely event of a bad case and/or worse case emergency.
- Such drills are many times evaluated by the MPD to help us improve our procedures.
- Much of our emergency procedures cannot be announced or written in a Handbook. However, please rest assured that St. Mary School continues to be a very safe place for its children and that all the appropriate safety and security measures are in place.

There is an all hazards handbook available for parents to view in the main office.

### **Receptionist/Greeter**

There is a school receptionist in the main foyer of the school. The receptionist will allow only those with reason or permission to enter the school during school hours. This is for safety reasons. Parents which have been approved to visit the school will sign in with the receptionist and wear a lanyard during the visit. Parents should not visit the school during school hours without proper permission to visit.

### **Video Monitoring Of Entrances**

The school has a **video monitoring system** in place so that all entrances to the school building and prekindergarten building can be viewed from the Office and, in certain situations, from other locations. Video from all the cameras of this system are also recorded by a secure DVR if ever needed.

This, and other future security improvements to the school will be based on priorities established by Milford's emergency services as well as finances available and availability of government or other grants.

No visitor can enter the school at any time except through the main office after being buzzed in by the greeter. No one should ever open the door to anyone. Only the staff can allow entrance to the school after following mandated protocols.

### **Silent Alarm System**

A sophisticated silent alarm system is utilized by various members of the administration, faculty and staff to report threatening situations and emergencies directly to authorities.

## **Doors**

All doors entering the main building will be kept locked at all times while school is in session, as well as after school hours. Doors have alarms that notify the school personnel that they are open. However, as per legal statute, anyone can exit at any time.

To obtain access into the building, please use the main doors. There is a **Call Box** located to the left of the main doors which you can activate during the school day to talk to the Receptionist (by simply pressing the button and waiting for a response). Remotely, from the receptionist, can speak to you and give you further instructions. The Office will also have visual access to the front door area by means of closed circuit television.

Once in the main foyer, visitors may be asked to show their driver's license, and a log will be made of the visit. A visitor lanyard will be worn by all visitors during their time in the school. All visitors must sign out of the building and return the lanyard when they are finished with their visit.

There will be someone on duty in the Office after school hours until 3:30pm.

## **Children In Building**

During non-school hours, students may only enter the building for pre-approved activities, and must be with a responsible adult who is in charge of them.

## **Intercom System**

All classrooms have phones (with internal capability only) by which there can be instant communication with the office. These phones do have the capability to call 911 in the event of a bona fide emergency.

## **Fence / Gate System**

There is a fence with a sliding gate built across the paved area between the school building and playground. A fence with a sliding gate is also located at the other side of the school at the back corner beyond the kitchen.

These gates are closed while children are on the playground to eliminate the possibility of someone driving through this area or around to the back. The gates can be easily opened when not needed and/or for approved vehicular traffic. They will be left open during the night and on weekends so that the Police can do their usual security checks around the building.

# STUDENT HEALTH AND WELLNESS

The following is taken from the Milford Health Department's website. These policies and procedures having to do with student health and wellness are consistent with Sections 5.600 – 5.610 of the Archdiocesan Handbook:

*School Health Services are provided by the Milford Health Department to all Milford public and parochial schools. School nurses, dental hygienists and health office clerks provide a comprehensive school health program.*

*The Milford School Nurses provide first aid for illness and injury, conduct state mandated screenings for vision, hearing and postural evaluations, perform color vision evaluations for Kindergarten students, and height, weight and BMI assessments for all students. The Milford School Nurses are active members of their school resource teams, participating as members of the Crisis Team, Student Assistance Team and Child Study Team among others. The nurses actively participate in the PPT process and work collaboratively to develop health and education plans with the student, family, medical providers and school staff, acting as an advocate for students with health concerns. The Milford School Nurses provide health education and health promotion activities such as health fairs, asthma education programs and many others to benefit all children.*

From the National Association of School Nurses, 2010:

*School nursing is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self advocacy, and learning.*

St. Mary School Counselor. The school counselor is in everyday and a student can see her if parental permission is given. An email to the principal by a parent can give permission for a student to see the counselor. There is also a form that will be located on FACTS to request

student meetings with the therapist.

## PHYSICAL EXAMINATIONS

It is the policy of the Milford Board of Education and St Mary's School, in compliance with the State of Connecticut regulation that each child must have a complete physical exam including hematocrit, urinalysis, vision and hearing screening, height and weight, pulse and blood pressure measurements prior to entering pre-k and kindergarten and in the period of July 1 - June 1 of their sixth grade year. Their immunization must also be completed.

Students **entering Pre-K, Kindergarten, grade 7 and grade 10 are required to have a complete physical examination** performed by a licensed physician (MD or DO), Physician's Assistant (PA) or Advanced Practice Nurse (APRN).

All students entering the district from another state or country as well as those entering from private schools outside of Milford must have a physical examination performed within one year of entering the Milford Schools.

The physical exam must be documented on the State of CT Physical Exam form (HAR-3), commonly referred to as "the blue form". This form can be downloaded from the Milford Health Department's website.

### Immunizations

All entering students must provide documentation of immunizations that are required by the State of Connecticut. A current list of required immunizations can be found on the Milford Health Department's website.

Your primary care provider may administer immunizations. The Milford Health Department also offers an Immunization Clinic on the second Tuesday of every month from 2:30-4:30 pm. All required childhood immunizations are available and no appointment is necessary.

**All students must have required immunizations prior to being allowed to attend school unless exempt by law. Law and policy #5.601 states that such exemptions are possible only if the child presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contra-indicated because of the physical condition of such child. This law and policy also states that an exemption could be considered in a statement from parents/guardians of such a child that such immunization would be contrary to the religious beliefs of such child. It should also be noted that the Catholic Church teaching is fully in accord with the use of vaccinations. Therefore it is difficult to justify a religious exemption in a Catholic school.**

### Medication Administration

All students who require medication (prescription or over-the-counter) to be administered at school **must have a completed Medication Authorization Form signed by their primary care provider and parent/guardian.** Medications must be supplied in their original labeled container. A 90-day

supply of medication is the maximum amount that the school nurse can accept; refills can be delivered to the school nurse as needed.

Students who have parental and physician permission to self administer their medication(s), such as EpiPen injectors or inhalers, are also required to submit a medication authorization form every school year.

Medications are to be picked up by the parent by the last day of school in June or they will be destroyed.

Please visit the Milford Board of Education website ([www.milforded.org](http://www.milforded.org)) for a complete and current reference of the Medication Policy for Students.

### **Screenings**

The following State mandated health screenings are performed every school year in the following grades. Please keep in mind that they are screening exams and are not meant to take the place of professional vision, hearing and other medical evaluations.

Vision Screening: All students in grades K, 1, 3, 4 and 5

Hearing Screening: All students in grades K, 1, 3, 4, and 5

Postural Screening: Females in grades 5 and 7, Males in grade 8

Height & Weight & BMI: All students in grades K-12

Although screenings are conducted annually in specific grades, they can also be performed on request for any child if a parent, teacher or nurse has a concern about the student's ability to see, hear or perform in school.

### **Health Status Communications**

Many times children will become ill, sustain an injury, have an operation or surgical procedure, obtain a prescription for new glasses or lenses or receive an immunization booster during school vacations. Please inform the nurse so that medical information can be updated and, when indicated, appropriate staff can be notified.

### **Accidents**

School nurses are accessible for service to your child and can be called upon at any time for emergencies when they occur at school. It is important to keep your emergency information updated in FACTS so that you can be contacted in the case of an accident or illness of your child.

### **For Injuries Occurring In Or Outside Of School**

If your child has an injury, even if it was sustained outside of school, which requires special care in school or the need to be excused from participation in Phys. Ed., recess or other school activity; written documentation from a qualified health care professional will be required. If the child has a cast, crutches, splints, or sutures, it is necessary for the school nurse to be aware due to safety issues within the school environment. Please contact the school nurse for further clarification.

## **Students With Immobilizing Devices**

Any student with an immobilizing device will be restricted from recess and Physical Education. This includes any practice or game with a school or team sport.

- If a student has a doctor's note, they will be restricted until such a time as the doctor sends a note clearing the student for physical activity or specifies limitations.
- If the note comes from a parent, the nurse has the discretion to recommend a doctor's examination for injury assessment and/or require a Doctor's note to return to Physical Education/recess.
- Without a Doctor's note/parent note, your child will be restricted from Physical Education/recess until further clarification regarding the injury is received. The school nurse has the discretion to recommend a doctor's examination and/or require a doctor's note to return to Physical Education/recess.

## **Head Lice**

If you discover your child has head lice, **NOTIFY THE SCHOOL NURSE**. Your child's name will not be disclosed due to privacy issues. You should also notify the parents of any child with whom your child has been playing with recently.

The current policy of the Milford Health Department, who has the authority and responsibility in such cases, are as follows:

- 1) If your child has live lice in his/her hair, he/she will be dismissed home and parents will be instructed as to what to do so to have the child readmitted back to school.
- 2) If your child has persistent nits in his/her hair, the School Nurse will refer you to their health care provider.

There is information from the Milford Health Department on this topic which can be found on their website.

If you have any other questions regarding this or other issues regarding student health and wellness, please contact the School Nurse or the Milford Health Department.

## **Student Insurance**

As a matter of policy consistent with the Archdiocese of Hartford, Connecticut State Law, and the policies of the public schools, students are NOT covered for medical expenses resulting from any injury received at school or in their participation in school-sponsored events away from the school premises. Any medical bills or injury claim should be referred to the primary medical coverage in force for your child.

# UNIFORM POLICY

ALL students in kindergarten through grade 8 must be in complete uniform at all times, including traveling to and from school. If a legitimate medical reason necessitates that a student not be in complete uniform, a written note from a physician is necessary. The alternative uniform item must resemble the prescribed item as closely as possible.

In order to have proper uniformity of dress in the school, only those articles of clothing being sold by our uniform suppliers will be acceptable.

## **Blakes School Uniforms**

*See info below with uniform policy*



# UNIFORM POLICY

## KINDERGARTEN

### BOYS

- White polo shirt with uniform logo (long or short sleeve)
- Navy blue elastic waistband trousers, worn at the waist
- Navy blue socks

### GIRLS

- Green/navy blue Black Watch Plaid jumper
- White peter pan collared shirt (long/short sleeve)
- Navy blue socks, tights or leggings
- NOTE: Bike shorts are permitted and encouraged underneath the jumper. They should not be visible past the hem of the jumper.

## PHYSICAL EDUCATION

### ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

## WARM WEATHER OPTIONS

### AFTER APRIL VACATION THROUGH OCTOBER 31

- Navy blue walking shorts, worn at the waist



# UNIFORM POLICY

## GRADES 1 - 5

### BOYS

- White polo shirt with uniform logo (long or short sleeve)
- Navy blue trousers worn at the waist
- Navy blue socks
- Dark belt

### GIRLS

- Green/navy blue Black Watch Plaid jumper
- White peter pan collared shirt (long/short sleeve)
- Navy blue socks, tights or leggings
- NOTE: Bike shorts are permitted and encouraged underneath the jumper. They should not be visible past the hem of the jumper.

## PHYSICAL EDUCATION

### ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

## WARM WEATHER OPTIONS

### AFTER APRIL VACATION THROUGH OCTOBER 31

- Navy blue walking shorts, worn at the waist



# UNIFORM POLICY

## GRADES 6 & 7

### BOYS

- Navy blue polo shirt with uniform logo (long or short sleeve)
- Khaki trousers worn at the waist
- Navy blue socks
- Dark belt

### GIRLS

- Green/navy blue Black Watch Plaid skirt
- Navy blue polo shirt with uniform logo (long or short sleeve)
- Navy blue socks, tights, or leggings

## PHYSICAL EDUCATION

### ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

## WARM WEATHER OPTIONS

### AFTER APRIL VACATION THROUGH OCTOBER 31

- Khaki walking shorts, worn at the waist



# UNIFORM POLICY

## GRADE 8

### BOYS

- Light blue polo shirt with uniform logo (long or short sleeve)
- Khaki trousers worn at the waist
- Navy blue socks
- Dark belt

### GIRLS

- Green/navy blue Black Watch Plaid skirt
- Light blue polo shirt with uniform logo (long or short sleeve)
- Navy blue socks, tights, or leggings

**8th Grade Privilege:** SMS basketball hoodies as sold through the HSA are permitted to be worn daily.

## PHYSICAL EDUCATION

### ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

## WARM WEATHER OPTIONS

### AFTER APRIL VACATION THROUGH OCTOBER 31

- Khaki walking shorts, worn at the waist



# UNIFORM POLICY

## COLD WEATHER OPTIONS

### ALL STUDENTS MAY WEAR

- Navy blue pullover sweater with uniform logo
- Navy blue cardigan with uniform logo
- Navy blue sweater vest with uniform logo
- Quarter-zip sweatshirt with uniform logo

## ALTERNATIVE UNIFORM OPTIONS

**Alternative Uniform Option for Girls:** same as the boys uniform for your grade level

## ALL UNIFORM ITEMS AVAILABLE

BLAKE'S SCHOOL UNIFORM

[Blakeschooluniform.com](http://Blakeschooluniform.com)

60 Access Road

Stratford, CT 06615

(203) 375-5901



# UNIFORM POLICY

## UNIFORM SHOES

ALL SHOES MUST BE LIGHT BROWN OR TAN COLORED

	<p>Buck-Style Shoes tan or light brown</p>
	<p>Merrell-Style "Jungle Moc" taupe or gunsmoke suede adult sizes available</p>
	<p>Sperry Men's "Billfish" tan/suede  Women's "Koifish" or "Angelfish" Linen/Oat  Kids "Shoresider" or "Gamefish" Linen/Oat or Dark Tan</p>

## Uniform Notes

- Sweaters and sweatshirts that are not a part of the uniform policy are **NOT** permitted.
- Only sneakers with laces or Velcro that can be properly tightened during physical activity are allowed.
- All uniform shirts must always be worn tucked into slacks/jumpers/skorts.
- All undershirts must be white.
- Hair must be properly groomed and may not be colored or dyed
- Make-up is not allowed in grades K-7; only clear lip balm. Girls in grade 8 may wear **light, subtle** makeup. If this is not followed, the use of make up in grade 8 will be discontinued.
- Students are not to wear or color hair in any way that the school considers to be extreme or which may cause a distraction. All hair colors should appear natural.
- Girls may wear **stud or small hoop earrings**. No other piercings are permitted.
- Girls in grades 6-8 may wear nail polish only red or pink are the allowed colors.
- Boys may not wear earrings or nail polish.
- Boys shall be clean-shaven.
- Face paint is not allowed
- Tattoos of any kind are not allowed

## Spirit Days

On designated days students will be able to participate in Spirit Days where they can wear spirit gear obtained from school sponsored events and fundraisers. These days will be announced in advance and will be communicated to families. **Only Spirit Wear can be worn on these days.**

Spirit days students will be allowed to wear:

- Any SMS t-shirt or sweatshirt
- Jeans
- Gym uniform
- SMS Basketball shorts/pants

**Girls are not permitted to wear leggings or Yoga pants in school or at school sponsored activities. These are permitted under a skirt or school uniform jumper in colder weather.**

**Pajama type pants are not to be worn in school.**

NB: In that the school considers the parent as responsible for what their children wear, parents of children who break the dress code and/or uniform policy will be asked to bring appropriate clothing to the child in order for him or her to continue in class.

A Notice of Concern will be given for Uniform Violations. These could result in disciplinary action including lunch or morning detentions for repeat disregard of the uniform policy.

## TECHNOLOGY

The philosophy of technology and technology integration for St. Mary School is as follows:

Technology is part of the total educational program. It is integrated with the curriculum as one of many tools used to accomplish the goals of the school. The school tries to strike a balance between utilizing technology in an appropriate way, one which enhances the learning of each student, while not minimizing all the other important skills the student will need to have in order to continue his/her successful education beyond St. Mary School; therefore preparing them for the life they will face as Christian adults in a rapidly changing world.

To this end:

- The school staff members assigned as the “Technology Coordinator” for the school assist all the teachers in improving their technology skills and in increasing the integration of technology throughout the curriculum.
- The school conducts several in-services for teachers each year, plus individually designed workshops, which help our entire staff to continually improve & update themselves in this area.
- The school has Apple iPads and Chromebooks for students to enhance their educational experience.
- The school has interactive white boards in all its classrooms, Kindergarten through grade 8, as well as several in the Pre-Kindergarten.
- Each teacher has access to at least one computer he/she uses to assist with methodology, lesson planning, grading, communication and the management aspects of his/her teaching.
- The school contracts with **FACTS** to produce our electronic report cards and to enable teachers to keep their grade books electronically and plan their lessons online.
- The school uses **FACTS** to post online grades of students of grades 4 through 8 available for parents (with the appropriate passwords and security).
- **FACTS** is also being used for other management purposes such as our basic student database, attendance, tuition accounting and other functions.
- All teachers utilize Google Classroom for class communication.
- The school is constantly improving its communication with parents through blast emails and school newsletters.

Over the past several years, the school has gradually been acquiring handheld devices (i.e. iPads and ChromeBooks) for student curricular use. This is mainly thanks to the City of Milford’s Book Loan program and generous donations from the Home-School Association. Precious Blood Parish and the

former St. Mary Parish have also invested in this program. Grant money from the archdiocese has also helped us add devices to our school.

An outside service is contracted to handle our IT needs. They help us to keep our infrastructure up to date with the appropriate security and filters, and help us maintain our wireless availability.

For the safety and security of all, and consistent with Archdiocesan Policy (Section 4-202 of Archdiocesan Handbook), the school has an Acceptable Use Policy (copy found at the end of this Handbook). It spells out the purpose of how technology is used, as well as the rules and consequences should a student decide not to follow the rules and policies.

The school will continue to stay abreast of all the fast moving technological advancements and provide the necessary training so that our staff can make appropriate use of these valuable tools.

### **Texting Groups and Chat Rooms**

In the past few years, students have formed texting groups among friends or at times most of their class. While the administration does see the positive attributes of this in regards to building community and friendship bonds and for students to have a vehicle to discuss academic issues and questions. This **MUST** be monitored by parents. There have been instances of severe meanness in these groups and it will not be tolerated by the school. Meanness and bullying type comments in these groups will be dealt with harshly and parents will be contacted to attend a meeting with their child to discuss this and the disciplinary consequences that will result. At times the Milford Police Department will be contacted for consultation and may be involved if warranted. The key is parents must vigilantly monitor these texting groups and notify the principal of any type of behavior or rhetoric that is not in line with our school's mission and Catholic Christian values.

## **HOMEWORK**

Consistent with Section 4.105 of the Archdiocesan *Handbook of Policies and Procedures for Catholic Schools*, depending on grade level, your children will be given a reasonable amount of work to do at home.

Grades K-3	average of 30 minutes
Grades 4-5	average of 1 hour
Grades 6-8	average of 2 hours

Be mindful that these are only averages. Times vary depending on each child's abilities, concentration span and organizational skills.

Parents should see to it that homework assignments are completed according to the directions given

by the teacher(s). Each teacher will be sending home their specific homework policies and rules during the first weeks of school.

Good study habits at home go hand in hand with what we teach in school. It is important that parents see to it that their children have a specific quiet time during which they can complete their assignments. There should also be a designated area where homework is completed.

Should children come home with no specific assignment for that day, they should be encouraged to work on any long range assignments they may have. Even when nothing is required by the teacher, children should still have a designated time during which to read or study.

Should a student forget a book or assignment in school, he/she is **NOT** allowed to re-enter the building to get it after school hours. Parents also are **NOT** allowed to enter the classroom area after school hours unless involved, or picking children up from, a specific activity.

Although work handed in late due to an absence is normally accepted, children who are absent are still responsible for that work. Classroom teachers will help in any way they can, remember **THIS IS THE STUDENT'S RESPONSIBILITY, NOT THE TEACHER'S.**

Parents wishing to pick up work for an absent child must make arrangements with the classroom teachers in advance.

## GRADING

The Archdiocesan Handbook, Section 4.134, states:

*The purpose of grades is to measure and report learning. Grading practices must embrace, not hinder, teaching and learning.....Confidentiality of grades must be maintained at all times..... Every school shall provide parents/guardians with an electronic trimester report card"*

### Report Cards

Consistent with this policy, Report Cards for kindergarten through grade 8 are distributed three times a year (Dec., March and June – see yearly calendar for exact dates). They are meant to reflect the daily achievement of the student in academics and personal development. They are to be reviewed carefully with the child and, if necessary, proper steps should be agreed upon to effect improvement.

Report cards are kept by the parents.

Report cards include confidential information and should only be shared between the student, his/her parents, the child's teacher or teachers and other professionals involved with the child, and the principal. **THIS INFORMATION SHOULD NEVER BE SHARED AMONG STUDENTS.**

## **For Parents**

We try to impress on the students the appropriateness of this confidentiality. It is very important that parents also respect this rule. **As with students, PARENTS SHOULD NOT SHARE OR DISCUSS REPORT CARD INFORMATION WITH OTHER PARENTS.**

## **Electronic Report Cards**

In Grades 1-8, Teachers use an electronic grade book to file their grades. These grades are then automatically averaged based on a predetermined formula which each teacher works out in accordance with the rules and policies of the Archdiocese. In this way, the grades appearing on the report card are more objective than when they were done “the old fashioned way.” Through the electronic grade books being used, each teacher can provide a more objective assessment of progress during a marking period as well. However, the system is not perfect. Trying to ascertain a child’s grade early in, or even midway through, a marking period could lead to some misleading assumptions and conclusions. One should be very wary of averages being produced before all grades have been submitted for any marking period. As always, please contact your child’s teacher if you have any questions.

# **EVALUATION KEYS FOR REPORT CARDS**

We use the report cards and evaluation keys designated by the Office of Education Evangelization and Catechesis in the Archdiocese of Hartford (Archdiocesan Handbook, Section 4.134). Teachers may sometimes add symbols and/or remarks to further help parents understand the information on the Report Cards.

“The purpose of grades is to measure and report learning. Grading practices must enhance, not hinder, teaching and learning.” (Archdiocesan Policy 4.134)

In the Archdiocese, the Elementary Schools use Trimesters; meaning three Marking Periods in a given year, with Report Cards distributed a week or so after the end of a Marking Period (called a Trimester).

Formal Parent Teacher Conferences are arranged midway through the first trimester. However, parents and teachers are always able to set up a conference at any other time if deemed necessary.

## **Kindergarten**

M - meets grade level expectations

- P - progress noted toward grade level expectations
- T - time and experience required for skill to develop
- ED - experiencing difficulty
- NI - not introduced at this time

### **Primary (Grades 1-3)**

In the primary grades, the main purpose is to report progress of the development of the whole child: academically, socially-emotionally, and in terms of work skills/habits. The goal is to strengthen the home-school partnership and to inform parents concerning their child's progress in school. Teachers use classroom assignments, assessments, and observation of your child to determine progress made or how close he/she is to meeting criteria for grade level expectations. Each term, the Primary Report Card will show a numbered descriptor that best reflects this progress.

### **Code To Primary Progress Report**

**5** - Consistently exceeded grade level expectations for this term.

- This is not to be confused with an "A". This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level.
- The students at this level have mastered **95-100%** of the objectives taught at a mastery level.

**4** - Consistently achieved developmentally appropriate skills and/or expectations for this term.

- This indicates consistent performance at achieving grade level mastery. This is where we would expect all students to achieve in a given grade level.
- Students at this level have demonstrated a mastery of **87-94%** of objectives taught.

**3** - Approaching mastery of developmentally appropriate skills and/or expectations for this term.

- Indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level.
- Students at this level have demonstrated a mastery of **80-86%** of objectives taught.

**2** - Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.

- This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area.
- Students at this level have demonstrated a mastery of **70-79%** of objectives taught.

**1** - Difficulty meeting developmentally appropriate skills and/or expectations for this term.

- Indicates student's need of intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency.
- Consistent support and intervention strategies required to meet expectations.
- Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.

I - Incomplete work for this term.

- The students did not do enough work or submit enough work to assess a level of mastery.
- Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining Inc.

### Intermediate Grades (4-5)

Parents and students are cautioned not to interpret the numbers as precise. Many criteria determine the grade. At this level, the report card provides a key for comments the teacher or teachers may decide to use to aid in your understanding of the child's grade or grades.

A+	98 - 100	B+	89 – 87	C+	79 – 77	D-	69 – 65
A	97 - 94	B	86 – 83	C	76 – 73	F	below 65
A-	93 - 90	B-	82 - 80	C-	72 – 70		

For Handwriting, Art, Music, Physical Education, and World Language, the following is used:

- O - outstanding
- S - satisfactory
- U - unsatisfactory

### Middle School / Grades 6-8

Parents and students are cautioned not to interpret the numbers as precise. Many factors go into determining the grade. At this level the Report Card provides a key for comments the teacher or teachers may decide to use to aid in your understanding of the child's grade or grades.

A+	98 - 100	B+	89 – 87	C+	79 – 77	D-	69 – 65
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A	97 - 94	B	86 – 83	C	76 – 73	F	below 65
A-	93 - 90	B-	82 - 80	C-	72 – 70		

For Art, Music, and Physical Education the following is used:

- O - outstanding
- S - satisfactory
- U - unsatisfactory

### **Availability Of Online Grades For Parents Of Grades 1-8**

Parents in grades 1 through 8 are able to view recorded grades within the FACTS system.

The main goal of this availability is for parents to have a more up to date idea of how their children are doing. It reduces the need for notes, phone calls and/or weekly updates and reduces the need to depend on the students bringing home papers or interpreting their progress in class. It also allows parents to know what is going on and provides another way for the parent to stay on top of how well their children are doing.

A few things to keep in mind with grades being available online:

- Under normal circumstances, teachers may take up to one week of assignment, test, etc. to log those grades in.
- Different assessments (assignments, reports, quizzes, tests, etc.) are weighted differently by different teachers depending on the curriculum, the subject area, teaching style, etc.. Therefore, doing a mathematical average of the grades you see does not necessarily indicate their average or the final grade your child will receive.

## **Cheating/Integrity**

In accordance with the mission of St Mary School, integrity and honesty are expected in all aspects of the students' work. Cheating is considered a serious infraction and will result in a grade of 55. The following are examples of cheating: copying, plagiarism, copying using Artificial Intelligence, knowingly using another student's work as your own, or allowing another student to use your work. Cheating is not limited to these examples. All students involved will be punished. Work will not be allowed to be made up. Students involved in any type of copying of school work not authorized by a teacher, will receive a grade of 55 on the assignment and all involved will serve a detention at the discretion of the Principal. Parents will be notified by the teacher and a Notice of Concern will be issued.

## Artificial Intelligence (AI)

Artificial Intelligence does provide for some educational benefits and may be used at times but only at the discretion of the classroom teacher. Students should not use AI for assignments or personal writing as it will be considered plagiarism. Specific uses of AI will be determined by the classroom teacher. It is only at these times when students will be allowed to use Artificial Intelligence for academic purposes.

## ACADEMIC HONORS

In order to give special recognition to those students in our Middle School who demonstrate outstanding academic progress, **ACADEMIC HONORS** is given to those who achieve all B-'s and above - and a S or higher in all special areas, with **HIGH ACADEMIC HONORS** to those who achieve all A-'s and above and a S or higher in all special areas. These Academic Honors are announced after each trimester in grades 6, 7 and 8. While the school recognizes that what makes someone a good student is effort, hard work and good Christian character, academic honors specifically recognize those few who achieve at or near the top academically. **A student with excessive absences as determined by the principal may not be eligible for Academic Honors.**

## GRADUATION

Graduation commencement exercises take place each year in June for students who have successfully met all the academic requirements of the school and archdiocese. Graduation is held in the church together with Mass.

In a letter dated January 13, 2020, the Center for Catholic Education and Formation of the Archdiocese informed all schools that caps and gowns are to be the same color for graduates and that students are to process into graduation in alphabetical order. St Mary School colors are white and blue and graduation caps and gowns are blue. Students inducted into the National Junior Honor Society wear the collar or rope representing that organization. Students that receive academic awards may wear their respective medals.

## STANDARDIZED TESTING

As per Section 4.135 of the Archdiocesan Handbook of Policies and Procedures for Catholic Schools, standardized testing is conducted with students in grades 2-8 . **These tests are only one small part**

**in the overall evaluation of the academic progress of our students.** They are meaningless if looked at in isolation and can only be of help if we put the results in the larger context of the overall school experience. Their main purpose is not to judge or evaluate individual students. Rather, the chief purpose of these tests is to serve as one of many evaluative tools the school and archdiocese use to review the curriculum and to review the individual progress of students from one year to the next.

The school tries not to minimize or exaggerate the significance of standardized testing -- we expect parents and students to do likewise.

## **NATIONAL JUNIOR HONOR SOCIETY**

All members of the Saint Mary School Chapter of the National Junior Honor Society (NJHS), will maintain the standards of leadership, scholarship, service, and character. They should understand that being a member of NJHS is a privilege and an honor, as they are representing

themselves, their school, their family, their peers, and their community. Each member should be aware that as a member of NJHS, they will maintain these standards inside school and outside in the community. If they fail to meet the requirements set forth by the council, they will face probation and possible dismissal from NJHS.

In order to gain membership/remain an active member of NJHS, they must:

1. Demonstrate the high standards of leadership, scholarship, service, and character.
2. Maintain a minimum grade of 90 or higher in all subject areas.
3. Maintain a minimum grade of S or higher in all special areas.
4. Maintain a clear discipline and uniform record.
5. Be in attendance at all in-school meetings.
6. Complete the service requirements
  - a. Complete a minimum of **eight** service hours over the trimester.
  - b. Service hours are required to be recorded on the Service Hour Record Sheet and turned in on or before the designated due date.

7. Complete the Service Reflection and submit on or before the designated due date.
8. Participate in group service projects and NJHS fundraisers.

Failure to meet one or more of these requirements will result in probation and possible termination from NJHS.

**A student with excessive absences as determined by the principal may not be eligible for admittance or continued admittance into the National Junior Honor Society**

Students with discipline issues may be removed from consideration in the NJHS and can also be removed from student government. **The Principal reserves the right to make final decisions on admittance and participation in the National Junior Honor Society**

### **Student Government**

Student Government will meet with representatives from grades 3-8 to help bring areas of concern to our school administration as well as be a voice for their classmates. Elections will be held for a President (from grade 8 students), a Vice -President (from grade 7 students), and a secretary (from grade 6 students). Meetings will be held monthly. Students from grades 3 - 5 will have a representative from each class at the meetings. All officers and representatives will be elected. The student government will meet monthly on a time established by the moderator at least once per month.

Students with discipline issues may be removed from student government. If this is the case, a new election will be held to fill the open position.

## **ARRIVAL AT SCHOOL**

### **(Morning *Drop Off*)**

All students need to be in the building **by 7:50am**. As per advice from the Milford Police Department, **STUDENTS MUST NOT ARRIVE BEFORE 7:25 AM** as there is no supervision before this time.

Riding bicycles and skateboards to school is **NOT ALLOWED**. It should be pointed out that this includes riding a bicycle and leaving it away from, but near the school. This is in the interest of safety as the hours of beginning and ending of school are very dangerous.

The front door will be available for drop off only after the buses have arrived. Cars will be notified if this is open by school personnel directing traffic. Students may enter into either door in the back of the school, as well as in the front of the school. Administrators are present at drop off to facilitate drop off and for safety purposes. If a parent feels a child needs more help in coming into the school, the family can park in the front parking lot, and bring the child to the door where school personnel are located. The parent will leave the student at the door. **This can only happen after the buses have completed their drop offs, which is approximately 7:35.**

## **TRAFFIC PATTERNS FOR Kindergarten - Grade 8 Arrival**

The aim of these patterns and rules is to make the *Drop Off* Time and *Dismissal* as safe as possible for students, while making traffic flow as smooth and efficient as possible. We will notify parents of any changes which may be deemed necessary.

After the buses have completed the drop off of students, the front entrance will also be available for drop off. Traffic will be directed by school personnel.

**At any time when driving to, from or through the parking lot, you must maintain a **slow and safe speed**. This includes before school begins, after dismissal, and during the school day. Because the safety of our children is the priority, we ask all to be patient.**

We remind ALL DRIVERS of the Connecticut State Laws governing School Buses:

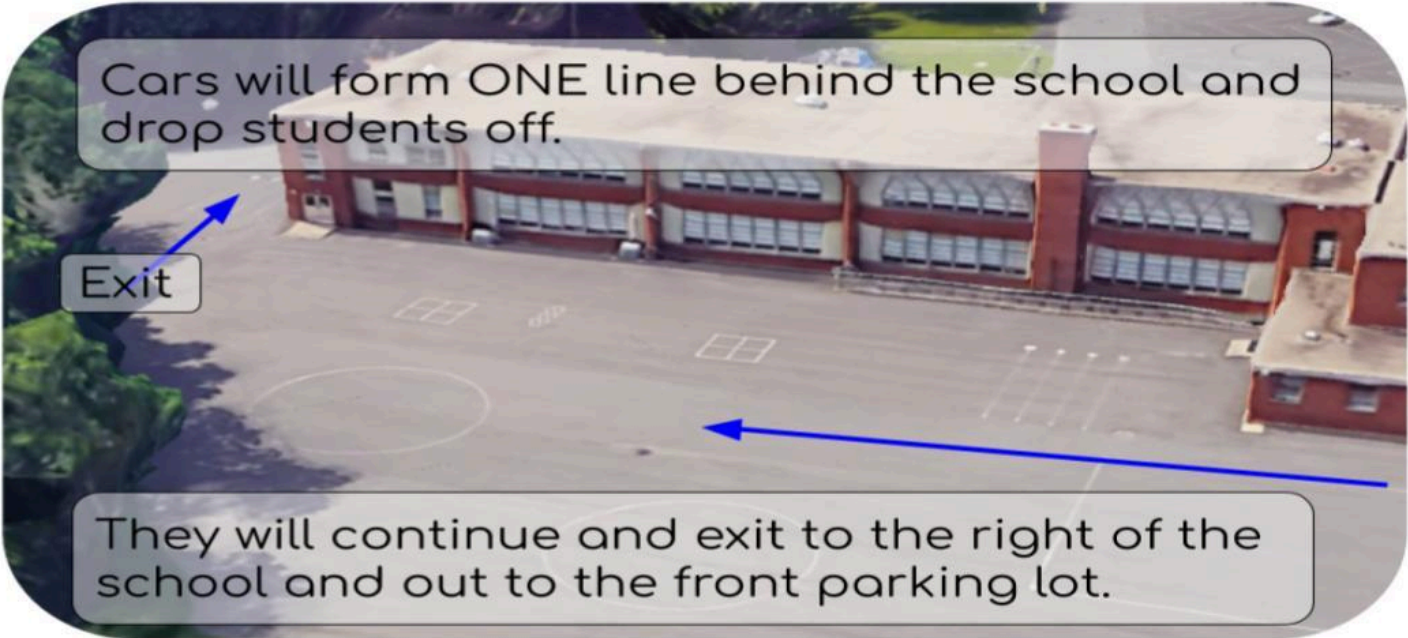
**NO VEHICLE MAY PASS A BUS WHICH IS TAKING ON OR LEAVING OFF STUDENTS.** The Police have informed us that this law is enforceable on our property. Therefore, for the protection of our children, we will report any violations to the proper authorities.

Enter school parking lot by the Gulf Street entrance to the left of the Church.



Continue to drive to the back parking lot of school.





Cars will form ONE line behind the school and drop students off.

Exit

They will continue and exit to the right of the school and out to the front parking lot.

# DISMISSAL

At 2:25 PM (12:25 PM on Early Dismissal days) bus riders will begin to be dismissed by staff on duty, followed by “Walkers and Riders” at about 2:30-35 (12:30-35 on Early Dismissal days), depending on when buses are loaded and have left. Students are dismissed by zones of the building. Some exit the side doors near the playground and others through the front doors. Kindergarten is dismissed first. All students will be accompanied by their homeroom teachers.

All students are to leave the property as soon as they are dismissed, with walkers going directly to their parents or other adults who are picking them up. Students who are remaining after school for the After School Program, an extra-curricular or other activity, will be dismissed with the walkers and riders and wait for the responsible adult in the Gym.

Parents need to be sure that homeroom teachers are aware of the regular dismissal routine of each student (bus, walker, after school program, etc.). For obvious security reasons, and so we are aware of the wishes of the parent, **IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE HOMEROOM TEACHER, IN WRITING, ON THOSE DAYS WHEN THERE IS TO BE A DEVIATION FROM THIS ROUTINE.**

We realize that plans sometimes change. However, dismissal can be a very confusing time. Therefore, we ask that you reserve end of the day phone calls and visits to the Office at a minimum.

Parents or others who pick up children are **NEVER TO DRIVE TO THE FRONT OF THE BUILDING AT DISMISSAL OR IMMEDIATELY AFTER DISMISSAL, REGARDLESS OF THE WEATHER.** This would be a safety hazard for our children. Grandparents and others picking up children must be made aware of this.

Should there be a legitimate reason for a child to be dismissed before his/her normal time, such arrangements should have either been made in advance by a note to the teacher, or the parent can contact the office to request that the student be paged. When paged, the student and adult must leave the building immediately.

## BUS TRANSPORTATION

School bus transportation is provided to eligible Milford residents by the Milford Public Schools through the use of **DURHAM SCHOOL SERVICES**. The rules of the bus company and the authority of the driver will be enforced by the school.

**The same behavior expectations we have while the students are in school apply while they are riding the bus to and from school. All rules, as well as all discipline enforcement policies apply. Any misbehavior reported to the school by the bus driver via a driver's report or verbally will result in a one week suspension of bus transportation.**

All routes and stops are set up by the Milford Public Schools working with Durham Services, not by St. Mary School. Students may only ride the bus to which they were assigned. Any deviations **must be presented in advance in writing**, and sent to the office **no later than the morning that day**.

The school does not have the authority to make any exceptions to the routes or stops.

## **PERSONAL PROPERTY**

ALL PERSONAL PROPERTY, ESPECIALLY CLOTHING, **MUST BE LABELED WITH THE STUDENT'S NAME**, (ESPECIALLY CLOTHING). THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY.

Found items will be placed in "Lost and Found" for two weeks. Parents should regularly inventory if they are missing a uniform or other item. After two weeks, uniform items may be donated to the Uniform Swap (which is only open for parents to peruse it during select times a year), and other items may be discarded or donated to Beth-El shelter. It is a student and parent responsibility to timely check for missing items and to retrieve these items from the Lost and Found.

## **DISCIPLINE**

**All Discipline issues are handled by the Principal and must be reported to him directly.**

Because St. Mary's School's Mission calls for all to be witnesses of Christ and the Gospel message, it is imperative that all students, parents, and teachers be willing to participate in creating a safe and secure environment where creativity, self-expression, and learning can take place. This obligation is extended to all members of the school family.

The two fundamental objectives behind any disciplinary action at St. Mary's are:

- A.) to ensure the safety of all students and staff
- B.) to change a student's inclination towards unacceptable behavior.

This sometimes requires corrective action by school personnel if a student or students disrupt the environment. Corrective action may also be enacted if behavior by a student or students, in or out of school, during or outside school time, is judged by the administration as being a detriment to the reputation of the St. Mary School or Catholic Education.

The support of parents in discipline matters is ***ABSOLUTELY ESSENTIAL AND REQUIRED***. The school will work with parents to help them with the behavior of their children. Likewise, the school expects the parents to work with the school regarding the behavior of their children.

The privilege to attend St. Mary's implies a responsibility on the part of the students to be courteous and respectful to adults and each other at all times. They are expected to treat all in a polite manner reflecting Christian values. Because the aim of the school is to give students the tools needed for life beyond the school, this expectation applies to outside of school time as well.

Because of the broad range of ages of the students, the following will be interpreted by the faculty and staff at an age appropriate level. It is the responsibility of all students to be familiar with the specific policies and rules of their particular teacher(s).

As students reach the upper grades, higher expectations for behavior are essential. These students are the role models for the lower grades. Additionally, unacceptable behavior tends to manifest itself in more serious ways, some of which are potentially dangerous to the student themselves as well as others in the school community.

### **Consequences Of Unacceptable Behavior**


Because of the wide range of age and grade levels, as well as the complex nature of circumstances, the specific execution of these are left to the discretion of the teachers and administration. The examples listed below should not be interpreted as a mandate for the corresponding consequence, nor should they be viewed as the only reasons that the defined consequences may be incurred. Except with serious infractions, all the following would occur after ample warning:

### **Notice of Concern**

St. Mary School uses a Notice of Concern system for various problems that students may face. The Notice of Concern is sent to the principal who will review it and add the necessary response to rectify the situation. This is given after warnings are given by the teacher. The form is then taken home by the student for parent discussion and signature. Parents will receive an email from the teacher stating that a notice of concern has been given to their child and a text form the Main Office Personnel so they can look out for it. The signed form is returned the next day to the teacher who will return it to the principal. The appropriate action as determined by the principal will be served as stated. All

information will be logged into our system based on the notice of concern form.

Form #19113      NationalSchoolForms.com      To Reorder Call: 1-800-431-1201



### NOTICE OF CONCERN

Discipline     Academic     Uniform     Social     Tardies

Name \_\_\_\_\_

Details \_\_\_\_\_

Teacher \_\_\_\_\_ Parent \_\_\_\_\_

**For Office Use**

Principal's Signature \_\_\_\_\_

Input \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

WHITE - PARENT COPY    PINK - OFFICE COPY    CANARY - TEACHER COPY

**Detention (given by the Principal)**

Children may be kept after school or come into school early. Parents will be notified when a child is to remain after the regular dismissal or arrive early. The following are type of detentions that may be given by the principal:

**Afterschool Detention can be Monday-Thursday at the discretion of the Principal.** The student will remain in this supervised location. It will be the responsibility of the parent to provide transportation.

**Lunch Detention**-Students have lunch on a specific table in the lunch room or in the main office away from their classmates and friends.

**Morning Detention**-These are given any day and are from 7AM to 7:45 AM in the main office.

**In School Suspension-Students** are in the main office from 7AM to 2:45 with work assigned by their teachers and the principal and are away from the other students.

Failure to remain in detention when assigned may result in an in school suspension.

Some examples of behavior that may lead to these consequences are:

- Conduct or behavior unbecoming a St. Mary's Student (either in or out of school) including Social Media.
  - Disrespect for fellow students, teachers or other school personnel
  - Meanness and unkindness towards other students or staff
  - Swearing or other inappropriate language
  - Putting hands on another student or his or her belongings.
  - Rude and/or discourteous behavior
  - Excessive tardiness
  - Cheating and/or plagiarism
  - Bullying or bullying-like behavior
  - Threatening or inappropriate comments to a staff member, student or in a classroom.

### Suspension

Can only be executed by the principal, usually after other consequences have failed to be effective or in the case of a serious infraction. Parents are notified. This is usually an "in school" suspension where a student is placed in a supervised location separate from his/her class. The student is responsible for all work assigned by the teacher(s). In more serious instances, this can be an "out of school" suspension. Some examples of behavior which may lead to this consequence are:

- Disrespect for fellow students, teachers, or other school personnel
- Stealing of any nature, including cheating on school work and plagiarism
- Willfully striking or assaulting a student or member of the school staff
- Use of tobacco, alcohol or other unauthorized substances
- Vandalism, deliberately defacing School or Church property
- Bullying or bullying-like behavior
- Retaliation for a report of bullying or bullying-like behavior

### Expulsion

This usually results only after other methods have been exhausted or in the case of a very serious infraction. It can only be executed by the principal after consultation with the pastor. A decision of this nature would be discussed at a conference involving the principal, the pastor and the superintendent.

The activities listed below are subject to immediate disciplinary action at the discretion of the school

principal, including but not limited to, suspension or expulsion. Any St. Mary student involved in any school activity, whether or not such activity occurs on school property or not, including but not limited to: bus transportation, in-school activities, and/or before or after school programs, who causes or is involved in any of the following:

- Involved in any activity that causes or may potentially cause any injury to another;
- Brings to school or school activity, any inappropriate items as determined by the school administration, including but not limited to: knives or any item that is deemed weaponlike, lighters and matches;
- Brings to school or school activity any inappropriate or illegal substance, including but not limited to, tobacco products and alcohol or alcohol container (even if empty);
- Threatens, verbally or physically, any person while at school or school activity.
- Harasses, while at school or school activity, any person (including, but not limited to, harassment related to gender, race, religion, skin color, etc).
- Retaliates against another for reporting bullying or harassment
- Bullying or bullying-like behavior
- Retaliation for a report of bullying or bullying-like behavior

Per State Law, the Police Department will notify the principal of any student involved in any formal charge or arrest. In such cases, the principal will notify the pastor and a meeting will be arranged with the parent. Likewise, St. Mary School always has the right to notify the Police Department of any matters which may merit their attention. The pastor and principal, after investigating the facts, reserve the right to suspend or expel the student should they determine that the student is a risk to the students, staff or others, or that the student is a risk to the reputation of St. Mary School. All such reports, discussions, investigations and decisions will be handled from a Christian point of view and will remain **TOTALLY CONFIDENTIAL**.

The principal and pastor reserve the right to make any decision necessary in order to protect everyone's safety and the reputation of St. Mary's School. The principal, under the authority of the pastor, has the final say in all discipline matters.

Discipline matters often involve information which cannot be made public. For that reason, all discipline matters and decisions will be private and be kept confidential between administration, staff involved, the student and his/her parents. Information concerning any discipline matters will never be discussed outside this context.

## LAVATORY USE

Depending on age and grade level, teachers determine the policy for lavatory use. Except in the case of an extreme emergency, students may not leave the room at any time without the permission

and knowledge of the teacher or adult responsible. If there is a medical or other reason for a child to leave the room frequently, there must be a note from the parent explaining the problem or condition. At times, a note from a medical professional may be required. Children, of course, may always leave in case of emergency or sickness.

## **GUM CHEWING**

Children are not permitted to chew gum in school or on school grounds, unless in special circumstances when allowed by the principal or a teacher. This includes before or after school and at lunch and recess.

## **BACKPACKS**

The use of backpacks has become a convenient way to carry books, etc., to, from and in school. Teachers may establish rules about using backpacks while traveling from class to class. Teachers may also establish rules for what is carried from class to class.

For safety reasons, all straps, strings, etc., must be secured and not allowed to be hanging from the backpack. When traveling with the backpack, they must be closed. Students should be carrying in the backpacks ONLY those books and other materials necessary for school. Parents are asked to be aware of their child's backpack and what is in it.

Frequently, we find that students are carrying many more items than the school or parents require. We also have noticed that many students wear their backpacks in an incorrect manner. We ask parents to assist us and help their children by checking what is included inside their children's backpacks and making sure that the students wear them as high on the back as possible.

Backpacks with wheels are not allowed as they create problems and a danger on the stairs.

**The school retains the right to search backpacks and/or other bags brought to the school or school activity.**

### **Recycling**

St Mary School will have a recycling program of paper and cans and bottles. There will be recycling receptacles at the end of each hall. One is for paper and the other is for cans and bottles. At the end of the day, teachers can send students to the receptacles with the paper and cans and bottles for recycling. Trash should not be placed in these receptacles

# ELECTRONIC DEVICES

## **iPad Use**

Students in kindergarten through grade three are given the opportunity to use the school's iPads at the teacher's discretion.

### General Care

- iPads are to stay at school and not be taken home.
- Heavy objects should never be placed or stacked on top of the iPad.
- Any inappropriate or careless use of the iPad should be reported immediately.
- Students may not alter the iPad in any way.
- iPads should always stay on top of the student's desk, except if the teacher expressly allows something different.
- Students know that any inappropriate use of the iPad will result in a school discipline that may include the loss of iPad use, school suspension, and/or financial reimbursement.

Inappropriate use includes, but is not limited to:

- Visiting inappropriate websites
- Off-Application Task
- Inappropriate pictures or media files
- Installing applications
- Deleting applications
- Deleting or changing another student's work in any application.

## **Chromebook Use**

Students in grades four through eight are given the opportunity to use the school's chromebooks at the teacher's discretion.

### General Care

- Chromebooks are to stay at school and not be taken home.
- Heavy objects should never be placed or stacked on top of the Chromebook.
- Any inappropriate or careless use of the Chromebook should be reported immediately.
- Chromebooks should always stay on top of the student's desk, except if the teacher expressly allows something different.
- Students know that any inappropriate use of the Chromebooks will result in a school discipline that may include the loss of Chromebook use, school suspension, and/or financial reimbursement.

Inappropriate use includes, but is not limited to:

- Visiting inappropriate websites
- Off-Application Task
- Inappropriate pictures or media files
- Installing applications
- Deleting applications
- Deleting or changing another student's work in any application.
- Downloading inappropriate content.

**Devices that are damaged by the student may result in the replacement of the device at the expense of the student's family. All are encouraged to be extremely careful with all devices and to carefully manage them.**

### **Internet Policy & Acceptable Use Of Technology**

Use of all available technologies such as the Internet/Intranet by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school, or other appropriate school use.

Users must not reveal personal information about themselves or others, including, but not limited to the following:

- their images
- home addresses
- telephone numbers
- passwords
- social security numbers
- credit card numbers.

Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users shall comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technological devices, and practices.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following:

- attempting to illicitly obtain or use passwords or screen names
- **using another student's computer with or without that student's permission**
- entering closed areas of the network
- introducing computer viruses
- committing acts of vandalism
- any attempt to modify, harm

- destroy data of another user

Users may not establish any official representation of the school (i.e. on an Internet/Intranet home page) without obtaining prior approval of the principal.

Each user shall abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to the following:

- Not writing or sending abusive messages or those which contain vulgarities, violence, or threats.
- Not sending chain letters or participating in pyramid schemes
- Not bulk posting to individuals or groups to overload the system; i.e., “spamming” is prohibited.
- Not using intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

Electronic mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail and it may be monitored at any time by designated staff to ensure appropriate use. Any electronic communication between school employees or between students or their family members must be copied for available review by the principal.

Each school must obtain the written permission of a student’s parent/guardian before the student may access the Internet/Intranet relating to its acceptable use. The school shall use the required forms developed by the Office of Catholic Schools regarding the acceptable use of technology. These forms are to be signed and kept on file in the school’s office for three years.

Use of school Internet/Intranet facilities is not private. Each user’s use of the school’s technology may be monitored or reviewed for appropriateness.

### **Electronic Information Resources**

The school’s connection to the Internet/Intranet shall provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiries in our classrooms and media centers.

On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Catholic Schools Office nor of the use of such information by students and staff.

Electronic information resources, such as local area computer networks, CD-ROMS, software programs, and the Internet/Intranet shall be used in the schools to educate and inform.

It is the responsibility of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the school is undertaken for educational and research purposes only and is not abused.

While Internet access is intended to further Saint Mary's School's educational goals and objectives, this use is to be considered a privilege, **not a right**, and inappropriate use will result in a cancellation of that privilege. Technical methods are being implemented to regulate students' access to the Internet. Also, Internet use will not be allowed without the presence, permission and supervision of a Saint Mary School teacher or assigned adult monitor.

By signing the handbook students agree to:

1. use the Internet only in support of education and research (not for game-playing or participation in a recreational chat room.
2. use the Internet only with the permission, and supervision, of the responsible teacher
3. not transmit threatening, obscene, degrading, or harassing messages or materials
4. not download, store, or print files or messages that are profane, obscene, or that use language that offends or degrades others (**no** files are to be downloaded without specific teacher approval)
5. not attempt to gain access to restricted or unauthorized network services
6. not knowingly degrade or disrupt Internet services or equipment; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, and invoking computer viruses. (No software or disks are to be loaded onto the school computers without specific teacher approval)
7. not knowingly violate copyright laws
8. not divulge personal information, or order products or services, over the Internet
9. not post anonymous messages
10. not enter chat rooms unless specifically authorized, and supervised, by a teacher

### **Rights Of Access And Review**

POLICY

Approved: September 1, 2009

All material, including electronic mail, which is electronically stored on a school's computer, is the property of the respective school.

The principal and the superintendent and his/her designee retain the right to access, review, edit and delete all user files and any material stored on any system.

Staff shall always be notified of deletions.

## **Procedure**

*Approved: September 1, 2009*

Each school reserves the right to monitor the use of any school electronic or technological equipment. Users of any school electronic or technological equipment have no expectation of privacy in the use of any school electronic or technology equipment. School computers, e-mail, voicemail, the Internet, etc., may be monitored for appropriate use, and anyone found using such equipment inappropriately may be subject to discipline, including expulsion or termination.

Any employee who installs any password protection must register that password with the appropriate school administrator.

Each school shall ensure that any software installed by it is being used legally, according to that software's license. Any individual who wishes to install a particular piece of software on a school computer may do so only with permission of the school principal, and must represent that the installation is in conformance with any software license and appropriate use, and shall not harm the school's computer system. The appropriate school official may remove unauthorized software.

## **Use Of Electronic Communication**

*POLICY*

*Approved: September 1, 2009*

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

Chat rooms that involve students communicating via text messages has its advantages in regards to academic, homework questions, and socialization.. Any type of degrading comments toward other students or meanness, unkind comments, or deliberate isolating of a student, will not be tolerated as such actions directly contradict the mission of the school and severely dealt with by the Principal.

The policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through

private communication, which: (1) are of a sexual nature, (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

## **Internet Engagement**

*POLICY*

*Approved: September 1, 2009*

*Revised: May 24, 2012*

Improper 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 includes defamatory comments regarding the school, school personnel, a person's dignity, bullying, harassment, threats, meanness, or other inappropriate comments that are contradictory to Catholic teaching.

Threats of any type on Social Media or of any nature will be dealt with harshly and even result in possible expulsion.

This policy is extended to parents and guardians of students as well.

## **Use Of Technological Devices**

*POLICY*

*Approved: September 1, 2009*

*Revised: May 19, 2011*

Use of any technology-oriented device in schools must have an educational focus and purpose.

The use of electronic communication devices during normal school hours is prohibited.

Teachers reserve the right to allow communication devices (e.g., laptops, iPads, during instructional time for specific instructional purposes. If a particular electronic communication device is to be used for educational purposes, the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment.

Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to (PDAs), calculators, gaming devices, cell phones, and pagers. Access will be determined by the administrator of the school.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered and treated as cheating.

## **Procedure**

*Approved: September 1, 2009*

*Revised: May 19, 2011*

If a parent needs to contact a student during school time, such communication shall be through the school's office or before or after school hours via electronic communication devices.

Schools assume no liability for technological devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events.

## **Other Electronic Devices**

Students are not allowed to use personal electronics at school or bring electronic devices to school. iPads and chromebooks provided by the school will be the only devices used by students during the school day.

# **CELL PHONES / SMART PHONES/SMART WATCHES**

The following is consistent with Section 5.509 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*:

While cell phones may be brought to school, **THEY NEED TO BE TURNED OFF AND IN CLASSROOM WALL POCKETS DURING SCHOOL HOURS** . Students can not carry and are not permitted to use cell phones during school hours. Grades 5-8 will have pouches in the rear of their classrooms for the cell phones.

Students that do not adhere to the above mentioned cell phone policy will have their cell phone confiscated and parents will be required to retrieve it, and they will have their cell phone privilege suspended for the remainder of the school year.

**Smart Watches are not allowed in school.**

**Airpods are not allowed in school.**

Any student who violates this policy will have the phone confiscated. In such a case it will be held in the office until the end of the day. Students that do not adhere to the above mentioned cell phone policy will have their cell phone privilege suspended for the remainder of the school year.

As with any personal property, **THE SCHOOL IS NOT RESPONSIBLE FOR CELL PHONES**

## **BROUGHT INTO SCHOOL.**

If a parent or guardian needs to be in contact with a student during school hours, this must be through the school office, and not by cell phone.

## **TOYS AND TOY WEAPONS**

Students should not bring toys from home to school except in those cases when they are invited to do so by a teacher. In all cases, students are never to bring any toy which represents an article of violence including, but not limited to, toy guns, knives, swords, laser pointers, etc., nor should they use non-violent items and imitate the use of a gun, knife, sword, etc.

## **PARENT/STUDENT**

## **PERSONAL MESSAGES**

Telephone calls requesting messages to be given to students are prohibited except in emergencies. Arrangements, appointments, etc., should be resolved before the student leaves for school. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY MESSAGE BEING LEFT FOR A STUDENT.**

## **INVITATIONS**

It will be the policy of the school **NOT** to have personal party invitations distributed to students in school, unless all members of a given class are included. Although it is everyone's right to invite who they wish, invitations distributed in school to some, but not to all students in a given class, causes social and emotional embarrassment for everyone. We ask you to handle this outside of the school.

## **BIRTHDAYS AND OTHER**

## **CELEBRATIONS DURING**

## **SCHOOL TIME**

Celebrations will take place within the classroom and the teacher will send home communications on how birthdays will be celebrated.

## **TEACHERS CONFERENCES**

Official, scheduled, Parent – Teacher Conferences are arranged in the Fall and Spring. Outside of this, should a parent need to speak to a teacher in person, an appointment should be made. To do this, please write a note, call the office and leave a message, or email the teacher. Parents should never interrupt a teacher during class or ask to see him/her immediately before or after school.

Parents are also encouraged to simply call or email for a telephone conference with a teacher which can be just as effective as a personal conference, and be arranged in less time. When arriving to meet with a teacher, a parent should first report to the office to sign in, even if an appointment has been made.

Parents can also utilize the staff email addresses which can be found on the school's website. However, due to the very busy teaching schedule being followed by all our teachers, one can not expect that an email will be read as soon as it is sent. Teachers may also need to look into or research a question before answering. Therefore, we ask that all be patient and allow at least 24 hours for a reply (if an emergency, please call or email the main office). Email can be a good communication device, but it is not perfect.

## **THE LEARNING CENTER**

The Learning Center is staffed by Saint Mary School with a part time Reading Consultant and part time Math Consultants. Our Reading and Math Consultants work under the direction of the Assistant Principals, who are also the Directors of Instructional Support, for the purpose of supporting students and staff by providing students with individual and small group remediation of the curriculum, as well as math enrichment for those students who are performing well above grade level. The Reading and Math Consultants also work collaboratively with classroom teachers to provide instructional strategies related to best practices and differentiation for all students.

Parental input and involvement is welcomed and encouraged at all times. It is imperative that the lines of communication remain open to better meet the needs of each student. However, parental permission is not required for a classroom teacher to discuss a student with the school's Learning Center staff, nor for the Learning Center Staff to provide support to any student.

# SPECIAL EDUCATION / SPEECH THERAPY

A Special Educator and Speech Pathologist are provided by the Milford Public Schools for students who qualify for Special Education services enrolled in our school. He/she works only with those students identified by the Milford Public Schools as requiring specialized services through the Planning and Placement Team process. Milford Public School staff assigned to Saint Mary School collaborates with classroom teachers and learning center support staff to provide students with ongoing support. Individual needs that Milford Public School may not be able to provide will be supplemented by our SMS Learning Center support staff.

Individualized testing by the Public Schools is conducted ONLY AFTER:

- strategies have been employed in the classroom
- screenings have indicated the likelihood of a disability or other impairment that cannot be remedied by classroom interventions
- parents have granted written authorization after a full explanation of the testing

Ongoing resource services, Speech Therapy and other individualized programs provided by the Milford Public Schools are provided ONLY after parents have been given a full explanation and have granted written permission.

As per State Law, an annual review will be conducted for any student receiving special education services. A triennial review will also be conducted for any students receiving special education services to determine if continued support is necessary. Please contact the Assistant Principal and Director of Instructional Support or the Milford Public Schools Pupil Personnel Office if you have any questions or concerns.

## SUSPICION OF CHILD ABUSE OR NEGLECT

The following is based on Section 5-605 of the Archdiocesan Handbook:

St. Mary School considers the abuse/neglect of children, in any form, to be contrary to our mission and against the laws of the State of Connecticut. **Legally and morally, all staff members of the**

**school are REQUIRED to report any suspicion of abuse or neglect to the Department of Children and Families (DCF).** In fact, any teacher, nurse or administrator who does not report such suspicions is in violation of state law and is subject to criminal punishment.

When it is determined that such suspicion exists, the school CAN NOT investigate. Rather, a referral from the school must be made to DCF. It is the responsibility of DCF to notify the parent/guardian and to investigate the case. St. Mary School will cooperate fully with DCF. However, the school and its personnel do not make any judgment of any parent or other adult in any such case.

All such cases will remain TOTALLY CONFIDENTIAL between DCF, other authorities involved, the principal, and only those staff members directly involved.

## **SUBSTANCE ABUSE**

### *POLICY*

*Approved: September 1, 2009*

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.

A “prohibited substance” is defined as:

- Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Alcohol or any alcoholic beverage;
- Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation;
- Any other intoxicant or mood- changing, mind-altering, or behavior altering drug; and
- Any prescription drugs used in amounts or purposes not contemplated by the prescription.
- The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy.

Students who violate this policy shall be subject to disciplinary action, including expulsion.

### *PROCEDURE*

*Approved: September 1, 2009*

“Use” means a student has smoked, ingested, injected, imbibed, inhales, drunk, or otherwise taken internally, a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

An interview with the parent/guardian of the student is required before a decision is made regarding the student's readmission to school.

The school reserves the right to require professional counseling as a condition of maintaining a student's enrollment.

Under no circumstances should the student be sent home from school or a school-related function without the knowledge and permission of his/her parent/guardian. Under no circumstances are students to be sent home alone.

## **ALCOHOL, DRUGS & TOBACCO**

The state of Connecticut prohibits alcohol possession, distribution or consumption by those under the age of 21. Federal, state and local laws prohibit the possession, manufacture, distribution, and sale of illegal or harmful drugs and drug paraphernalia.

Use or possession of tobacco products, alcohol, illegal drugs, alcohol or drug paraphernalia, or misuse of prescription drugs and/or inhalants on school grounds is prohibited. In addition, students found to be under the influence of alcohol, drugs or inhalants or a substance which is represented as such on or off school grounds will be addressed per St. Mary School and Archdiocesan policy and protocol. This policy applies to all school-sponsored activities, regardless of location.

Any student disregarding this policy will be subject to disciplinary action which may include suspension and/or expulsion. The proximity of graduation will not exempt a student from this policy. Parents of students found responsible for violating this policy will be notified immediately. If necessary, other officials also will be notified in compliance with the law.

Cubbies and desks are the property of Saint Mary School; therefore, they are subject to search if deemed necessary by the principal. The school reserves the right to search students' backpacks and personal belongings when on school grounds and/or during school-sponsored activities.

## **LUNCH PROGRAM**

The Hot Lunch Program is run by Catamount Food Services.

Details of this program, and how your child participates, will be announced before school begins and will be posted on the school's website. Be on the lookout for any information regarding the lunch program.

**There will not be lunch served on early dismissal days. All classes will have a snack time on Early Dismissal days**

## MILK PROGRAM

Milk is available for lunch. Parents have the option of purchasing white or chocolate milk for their children. The cost for each year will be announced and is usually due early in September. We are able to offer milk at a low price due to a federal subsidy program.

## PHYSICAL EDUCATION

Physical education is a required part of the curriculum. No child will be excused except for legitimate medical reasons. Such an excuse requires a signed note from the parent.

## INTERSCHOLASTIC SPORTS

Consistent with the policies of the Archdiocese of Hartford (Section 4-126 of the Archdiocesan Handbook), the sports program at St. Mary School is an extension of its Mission and an outgrowth of its Philosophy. It is run by the school's **Athletic Director** who is responsible to the principal.

Sports in our school augments what we teach, encourages teamwork and promotes mutual Christian respect for teammates as well as opponents. At the same time, it encourages the development of self-discipline, a prerequisite of anyone's involvement in any team situation, inside or outside of sports. Sports gives students another outlet in which to shine and helps build school spirit. Lastly, it teaches and develops the physical and mental skills one needs for a particular sport.

**All students must maintain appropriate behavior and grades of 70% or higher in order to participate in sports and other extracurricular activities.**

**THE PRINCIPAL HAS THE AUTHORITY TO SUSPEND OR REMOVE FROM THE SCHOOL TEAM, ANY STUDENT WHOSE GRADES, ATTITUDE, OR CONDUCT MERIT SUCH ACTION.**

- Parents and coaches will be notified.
- A child removed from a team, temporarily or permanently, will not be allowed to attend practices or participate in team activities.
- It is the responsibility of the coach to comply with the decision of the principal and to enforce any suspension or removal of a student from his/her team.

Any complaints or concerns about the coaching staff should be directed to the **Athletic Director**. If merited after investigation, the **Athletic Director** will present these complaints to the Principal.

All parents of students will be assessed a sports participation fee for each sport played during the school year. The fee is designed to help defray costs.

All coaches will be required to have a Criminal Background Check done through the Archdiocese and to participate in the “Empowering God’s Children” (Virtus) program. There may also be other workshops, in-services or courses required by the Archdiocese or school. Coaches must also fulfill any other requirements determined by the Archdiocese or school. Those interested in coaching will apply for the desired coaching position and the Athletic Director and principal will decide based on all the information provided and the necessity of coaches.

Sponsors for St. Mary School Teams are welcomed. However, names of sponsors will not be printed on the uniforms.

Parents are responsible to keep the uniforms neat, clean, and in good condition. All uniforms must be returned when and if requested. Athletes are responsible to return all uniforms immediately at the conclusion of the season, packaged appropriately with name, grade and room number noted, and returned to school if/as directed by the Athletic Director or other person designated for this purpose. It will be the responsibility of the parents to pay the full replacement cost for any uniform damaged beyond repair or not returned.

**SHOULD A STUDENT BE ABSENT, OR BE DISMISSED EARLY, ON A GIVEN DAY, HE/SHE WILL NOT BE PERMITTED TO ATTEND ANY GAME AND/OR PRACTICE THAT SAME AFTERNOON OR EVENING.**

The School Nurse has the authority to prohibit a student from participating in any game and/or practice for health reasons.

Students have the right to try out and be fairly evaluated. Students do not have the right to play on a team or have a part in a play. Students have the right to attend school-everything else is a privilege. The coach/AD makes the decision if the student/athlete can play in a game, not the doctor’s note. Doctor’s note can attest if the student is healthy to play, but it is the coach’s decision whether or not to play him/her.

# ST. MARY SCHOOL RAY FITZPATRICK BASKETBALL TOURNAMENT

This annual event takes place in January/February. Besides being a major fundraiser, it is also an exciting and wonderful spirit lifter for our school. **ALL PARENTS OF STUDENTS WHO PARTICIPATE IN THE SPORTS PROGRAM WILL BE EXPECTED TO GIVE SOME TIME TO THIS EVENT.** All families of the school are encouraged to volunteer their time as well.

## INSTRUMENTAL MUSIC PROGRAM

This program, administered throughout the Archdiocese of Hartford by ***FUTURE MUSICIANS, INC.***, allows students in grades 4-8 the opportunity to receive a group lesson once per week in any of the brass, woodwind or percussion instruments. The scheduling of these lessons is rotated each week so a student never misses the same class more than one time per month.

Students who register become part of either the BEGINNING BAND (which practices once per week during school hours) or ADVANCED BAND (which practices once per week after school). Besides our school bands, the bands of local Catholic schools are often combined and more advanced students are afforded the opportunity to perform with regional and statewide "All Star" bands.

The fee and registration for this program is administered through FMI. Interested parents will be invited to a special informational evening meeting early in the year.

## FIELD TRIPS

The following is consistent with the policies of the Archdiocese of Hartford (Section 4-125 of the Archdiocesan Handbook):

From time to time, a particular teacher or a group of teachers may decide to take a class or a group of classes off school property on a "field trip." In most cases such trips are educational in nature and provide the students with an experience they ordinarily do not receive in the classroom. However, such trips can also be meant for enjoyment or to combine an educational experience with enjoyment. Attendance on field trips is a privilege. The school is not required to allow all students to attend. All trips require the approval of the principal.

Except in the case of a medical or other legitimate excuse, all students are expected to go on an official field trip because such outings are considered to be part of the total school program. If a child does not attend, he/she may still be required to attend school that day and complete an appropriate assignment.

Parents will receive written notice of such trips containing all necessary information including cost. For a child to go on a trip, an official permission slip must be signed and submitted by the parent/guardian and returned to the classroom teacher promptly by the due date specified. By granting written permission, the parent releases the teacher, other school personnel, the school and parish, and the Archdiocese from any and all liability. The permission slip used is that which has been prescribed by the Office of Catholic Schools of the Archdiocese of Hartford. No other form is permitted.

A student should never miss a trip for financial reasons. If this is a problem at any time, the parent can call the principal and arrangements will be made. All discussions and arrangements will be kept confidential.

Teachers, with the approval of the principal, may deny a student the privilege of a field trip if it is felt that the child may be a disruption or when it is felt that a child does not deserve the privilege of attending. In such cases, this will be discussed with the parent. Teachers may, short of denying a trip to a student, require that he/she be accompanied by a parent. The School Nurse and the school have the authority to decide that a given child cannot go on a specific field trip if it is felt that the trip poses a risk to the child's health and welfare.

Participation in Field Trips is a privilege. If a student is prohibited from participating in a field trip, the Principal will notify parents. There will be no refund of any paid participation fee for Field Trips.

### **Chaperones**

The teacher, with approval of the principal, has final authority regarding which and how many parents officially chaperone a given trip. Unless invited to do so, **a parent not designated as a chaperone shall NOT attend a field trip. Chaperones on Field Trips will be limited and rotated based on discussion between the teacher and principal.**

**Anyone volunteering at St Mary School must complete Virtus Training (online program) and**

have a background check completed. The expense of the background check is paid by the school. This is the policy of the archdiocese and **MUST** be followed by all. Background checks conducted by the archdiocese are valid for ten years. All information for this can be obtained by contacting the school office.

A parent or anyone else who is assigned to be an **official chaperone** may not bring along other **children** -- the chaperone's responsibility must be only those children assigned to him/her. **Chaperones must ride with the students on the bus** except if special arrangements are made ahead of time and approved by the principal. **Chaperones must be present for the entire trip**, except if arrangements are made ahead of time and approved by the principal. All rules and policies of the School, including discipline, apply to all field trips.

## EXTRACURRICULAR PROGRAMS

Extracurricular activities occur when a member of the staff, an outside person or agency, or a volunteer makes arrangements to do so with the administration. Such activities have included, but are not limited to Broadway Stars, Irish Dance, Scouting, Chess, Yoga, Arts & Crafts, Newspaper, Running, Volleyball, Pickleball, Golf and Ski Club.

These and other such activities are dependent upon volunteers, paid staff and/or outside contracted individuals or organizations to coordinate and run them. Anyone interested in organizing an extra-curricular activity should approach the administration. As with sports and other school activities and events, **SHOULD A STUDENT BE ABSENT, OR BE DISMISSED EARLY, ON A GIVEN DAY, HE/SHE WILL NOT BE PERMITTED TO ATTEND ANY SCHOOL ACTIVITY OR EVENT THAT SAME AFTERNOON OR EVENING. Students with unmet financial obligations, to either the school or the HSA, can not participate in extracurricular activities.**

## AFTER SCHOOL PROGRAM /

# EXTENDED DAY

## Description of Program

This is an after school care program offered to all students. It is held every school day, beginning the second week of school, from dismissal to 5:30 pm. This includes half-days except if specified otherwise in the calendar. The program is supervised by qualified adults. The cost and other detailed information is available on the school website. In order to take advantage of this service, all policies must be followed. Failure to keep current with payments owed will result in loss of this service.

All students in aftercare are provided a snack and break after dismissal, then taken to separate, supervised locations according to grade level. The Pre-K through grade 3 students have supervised activities and play time. Students in grades 4-8 have-time for homework completion and study with a teacher and student tutors available for assistance. After homework is completed, students can have leisure time for reading or outdoor play if possible.

No use of cellphones or smart watches is allowed in aftercare. Computer use for students in grades 4-8 will be available through the teacher, only when necessary for course work.

## PUBLICITY & MARKETING

Good publicity is an essential component to our school. The school has a part time **Administrative Assistant to the Principal for Marketing and Enrollment Management** who will oversee this along with volunteers. Anyone wishing to submit positive news, photos or other information regarding students, alumni, staff or parents may contact the Office or the Director. Publicity for any event is handled only by this person with the permission of the Principal.

An important part of marketing is our school website [www.saintmaryschoolmilford.org](http://www.saintmaryschoolmilford.org).

In addition, one can find us through social media at:

- **Facebook** @ SaintMarySchoolMilfordCt
- **Instagram** @saintmaryschoolmilford

Besides being a resource to parents, the website and social media serves as a way to market the school. Should you have any ideas or suggestions on how to make the website more beneficial and/or user friendly, do not be afraid to communicate that with the school by emailing us at

[info@smsmilford.com](mailto:info@smsmilford.com).

We do not usually post pictures given to us by parents from events in or out of the school, unless solicited by the school. We appreciate these being shared instead on your individual social media.

At the time of registration, you were required to grant, or not, permission to use your child's photo or likeness. Information on how we would use, and not use, your child's picture, likeness and/or name can be obtained from our Director of Marketing and Admissions. Please note, opting out of photos does not extend to all members of a family, only to your enrolled student(s).

## VOLUNTEERS

Volunteers will be allowed to participate in school activities only after approval by the administration.

**Anyone volunteering at St. Mary School must complete Virtus Training (online program) and have a background check completed, and sign the safe environment guideline form. The expense of the background check is paid by the school. This is the policy of the archdiocese and MUST be followed by all. Background checks conducted by the archdiocese are valid for ten years. Virtus training does not expire. All information for this can be obtained by the school office and is on our website.**

As per archdiocesan policy (Section 1-215 of the Archdiocesan Handbook), for the protection of all children, as with employees, all regular volunteers will be required to complete an authorization allowing the Archdiocese of Hartford to conduct a Background Check on them. They are also required to take any workshops, complete any forms, and/or sign any release which may be required by the Archdiocese of Hartford or by State or Local law.

## PROBLEM RESOLUTION

Should a parent have a question or problem with a teacher or other member of the staff, **he/she must first discuss it with that person.** In most cases, problems are usually solved to everyone's satisfaction at this level.

If a parent feels that a situation is not or cannot be resolved at that level, he/she may bring it to the attention of the principal who will investigate and work to solve it in the best interest of the child (children) and school. A parent, however, **SHOULD NOT BRING A PROBLEM TO THE PRINCIPAL UNTIL HE/SHE HAS DISCUSSED IT WITH THE TEACHER OR OTHER STAFF PERSON INVOLVED.**

All need to realize that the administration will, as is our moral and legal obligation, and as it consistently has in the past, strive to be sure there is a fair outcome to any and all issues.

All parties must remember that the degree to which the administration can discuss any issue with anyone is limited due to legal and moral commitments to protect the confidentiality of students, parents, and the personnel of the school. This means there will always be those things that we can not fully discuss, especially if the concern is not regarding your child.

We all need to keep in mind that “a fair outcome” may not necessarily be what any particular party interprets as fair.

## **RESPONSIBILITY OF THE PARENT/GUARDIAN**

Since parents/guardians are bound by a sacred obligation to educate their child and, therefore, must recognize that they are the primary and principal educators.

Regardless of the type of family structure, parents/guardians are the ones who must create a family atmosphere dominated by love of God and others, an atmosphere in which a well-rounded personal, social and spiritual education is fostered. Hence, the family is the first and primary school for every child.

Our school is only an extension of the education that began the day a child was born. Long before he/she enters our doors, the child has learned all of his/her basic personality traits and habits from his/her parents. So, once in St. Mary's School, the child does not begin his education - he/she is merely continuing it and continues to need the help and support of his parents/guardians.

### **Respect For Teachers And Staff**

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

1. **This also includes any negative comments made publicly about the school or faculty staff of the school including Social Media by parents or family of a student. St Mary School carefully monitors its postings and will delete any postings that do not reflect the**

school in a positive way. Any parental behavior that interferes in the climate of the school can be justification for withdrawal from St Mary School.

YOUR ATTITUDE TOWARDS THE SCHOOL AND THE TEACHERS IS MOST IMPORTANT BECAUSE IT WILL BE REFLECTED IN THE ATTITUDE OF YOUR CHILD.

**Under no circumstances should parents use texting to communicate with teachers or administrators. Parents should never call school personnel regarding school on a teacher's private number. Communication with teachers is via email and phone calls with the school number.**

Parents/guardians are required to maintain a UNITED AUTHORITY between themselves and the school. It is up to the parent to preserve the union of authority which makes the teacher in the classroom an extension of parental authority.

Parents and caregivers are reminded that criticism, complaints, gossip, words spoken in anger or even jest, are absorbed by the children and affect their attitude towards the school and the faculty and staff. This includes unspoken feelings which children very easily pick up.

## **Precious Blood Parish SCHOOL ADVISORY COUNCIL**

The Parish School Advisory Council is a structure that provides for the sharing of responsibility for the educational mission of the Church, in particular, the Catholic educational mission of St. Mary's Parish.

Consistent with Section 1-209 of the Archdiocesan Handbook, The Council is consultative in nature and, as per archdiocesan policy, advisory to the pastor and principal. It follows a Committee Driven format. It works with the administration to oversee the financial and business management of the school, to evaluate its short and long term needs, and to develop the strategic plans necessary to ensure the continued excellence of the school. Although it is the administration which, along with the staff, formulates the rules and procedures of running the school, it is the board which advises and assists in the development of the policies which serve as guides to those rules and procedures.

Members and officers of the Council are appointed from members of the Parish and/or parents of the school, as per Archdiocesan policy. Among the important work of the Parish School Board includes the work of the following committees.

As a committee driven council, these committees include membership from outside the council itself. Non-members (including parents, parishioners, staff and others) are able and encouraged to be part of any of the committees of the board:

### **Budget/Finance**

This committee works with the pastor and principal under the direction and policies and procedures of the Finance Director of the Office of Catholic Schools of the Archdiocese of Hartford. It formulates an annual budget, analyzes monthly income and expense reports, makes recommendations to the administration, and reports such information to the Board. This committee also assists the administration in the collection of unpaid tuition and/or other monies owed to the school.

### **Advancement and Marketing**

This committee, which runs under the school's Director of Marketing and Enrollment management, organizes and oversees such things as alumni relations, the Annual Fund, special gifts, and endowments. Such programs are run in conjunction with the Archdiocesan plan for Advancement for Catholic Elementary Schools. Many volunteers are needed for the many projects of this committee and all are welcome to help. This committee also oversees the marketing and recruitment endeavors of the school. It should be noted, however, that all parents are in the position of marketing and recruitment.

### **Strategic Planning**

Following the Archdiocesan plan for long and short term strategic planning in the Catholic Elementary Schools, this committee researches where we have been, where we are, and where we, as a parish and school community, want to be in the short and long term future. Many of the improvements completed or in the process of being completed are a result of the work of this very busy committee.

### **Plant And Facilities**

This committee aids in the planning and maintaining of the overall school plant and facilities and coordinates long and short term maintenance and repair with the parish.

The full council meets every other month on a schedule it establishes for itself (the various committees meet during those months when there is not a full council meeting). Meetings are listed on the monthly Calendar Updates and are usually on Wednesday evenings in the Meeting Room in the Rectory Basement. Parents of St. Mary School and parishioners of St. Mary Parish are welcome and encouraged to attend except when the council goes into executive session. Those wishing to speak, according to the by-laws of the Parish School Board and the policies of the Archdiocese of Hartford, need to contact the Chairperson IN ADVANCE of the meeting, and follow the procedures

outlined by the by-laws and/or determined by the Chair of the council.

**Our Parish School Advisory Council, as is any council of any Parish School in the Archdiocese, is consultative. As per Archdiocesan policy it does not and cannot become involved with any issue dealing with students or personnel. The staff is accountable to the principal who in turn is accountable to the Pastor who has final authority in all school related issues. As a Parish Catholic School, the administration is also accountable to the Office of Catholic Schools and the Archdiocese of Hartford.**

**PARISH SCHOOL ADISORY COUNCILMEMBERS** (as per August, 2025)

Deacon John Hoffman(Chairperson)  
Angela Bassano (Secretary)  
Tom Leoni  
Tom Foley  
Luke Holder  
Kevin Kosek

Members, as well as Officers, are appointed by the pastor. No more than 9 may be on the council and no more than 3 may be parents. Staff members and immediate family members of staff members may not serve as voting members on the council. However, all members of the school and parish community, including staff, alumni, grandparents, etc., may serve on any of its committees.

## **HOME AND SCHOOL ASSOCIATION (HSA)**

Consistent with Section 1-210 of the Archdiocesan Handbook, the **St. Mary Home and School Association** (HSA) works to fulfill the mission statement of our school. The HSA brings St. Mary's families together through many annual events and fundraising activities. As parental involvement is a hallmark of a successful school community, it is important that all parents become involved in these events and activities throughout the year.

Although most of the functions of the HSA are designed for fundraising, an important and necessary part of the school, the HSA also coordinates or assists the school in many other important activities including sports, hot lunch, playground maintenance, library volunteers, and school publicity.

The HSA Executive Board is comprised of the Executive Committee (listed below along with a short description of their responsibilities) which, consistent with school and archdiocesan policy and under the authority of the principal and pastor, determines rules and guidelines for HSA events, appoints chair people and makes all final decisions necessary . The Executive Committee meets monthly, usually on the 3rd Tuesday of each month, at 7:00 pm. Depending on the time of the year, chair people and others involved in HSA activities are strongly encouraged to attend. **The HSA does not deal with or have input into the day to day running of the school. Its goals are fundraising and community building.**

## HOME AND SCHOOL ASSOCIATION OFFICERS **(2024-2025)**

### **Co-Chairs of the HSA Executive Board-[Anthony Musacchio](#) and [Rob Edgerton](#)**

This position is responsible for supporting and managing the HSA Executive Board, running school-wide parent meetings, overseeing volunteer-driven programs and acting as a liaison between the HSA and SMS School Board, SMS Director of Marketing and Enrollment Management and Precious Blood Parish.

### **Coordinator of Fundraising - [Kathleen Moran](#)**

This position is responsible for supporting and managing the chairs for each of the HSA fundraisers, assisting individual fundraiser chairs with obtaining volunteer and school support for fundraisers, recruiting event chairs and communicating with parents regarding upcoming events.

### **Coordinator of Assessments - [Alyson Durand](#)**

This position is responsible for tracking and monitoring family assessment and fund raising obligations through their fundraising and volunteer activities.

### **Treasurer- [Danielle O'Brien](#)**

This position is responsible for managing the HSA budget and all associated accounting as per School, Parish and Archdiocesan fiscal policy, assisting individual chairs with deposits and expense reimbursement, and tracking year-to-year fundraising performance of the HSA.

### **Secretary - Brittany Goodman**

This position is responsible for HSA Board meeting agendas and minutes, HSA calendar of events and managing school-wide HSA communications.

In addition to the HSA Executive Board monthly meetings, there may be general meetings for all our parents. These meetings provide current updates as to our financial progress and present parents with current information as to events and fundraisers that we are working towards.

It is **mandatory** for at least one parent from each family to attend such general meetings. Additional meetings may be planned as needed. These meetings are the perfect forum to attain information about progress throughout the year and to share in school spirit and the HSA's commitment to our children.

In an effort to enhance communication and increase effectiveness, flyers and emails will be sent home for various events and activities. Parents should also check the school website for current information and reminders as well.

## **HSA FUNDRAISING AND VOLUNTEER REQUIREMENTS**

**Family Assessment:** In order to keep tuition costs down, each SMS family is required to both volunteer and fundraise. 25 hours of volunteering and \$350 in fundraising (per family) is the current recommended way to meet your goals. However, a combination of hours and dollars can be used to meet your goals. See below for more details and other possible options.

### **Fulfilling Your Family Assessment:**

1. **Volunteer Hours:** Volunteer hours can be earned through a variety of activities at the school. For example, you can earn hours by volunteering to work at any of the SMS HSA sponsored events like the Christmas Tree Sale, Carnival, basketball tournament, etc. There will be many announcements throughout the year seeking volunteers for various events. If you are a room parent or the sole chairperson of an event, your hours are automatically met (hours only, you

are still required to meet your fundraising goals). Cochairs may be required to split the hours, depending on the event. **Note: Friends and relatives may also volunteer, earning hours for your family. Please be sure that they sign in with your child's name so credit be applied to the correct family.**

2. **Fundraising Dollars:** The fundraising obligation can be fulfilled through a variety of fundraisers offered throughout the year. You will earn credit towards your assessment goal based on how much you sell for each event. The amount earned towards assessment averages 50% of sales, but that may vary by event, so please be sure to check with the chair of each event for clarification of what will be applied towards your fundraising goal. For example, if you sell \$150 in pies for the pie fundraiser, a \$75 credit will go towards your \$350 goal, however a smaller percentage of Raise Right sales will go towards assessment. Check for details with each event chair.

#### **Other Options for Fulfilling Your Family Assessment:**

- Families who are willing to volunteer, but prefer not to fundraise may accumulate dollars at a rate of \$10 per hour. Meaning you can volunteer 60 hours and meet your full obligation.
- Families with little time to volunteer who prefer to fundraise can fundraise \$600 to meet your full requirement.
- Any combination of hours/ fundraising that equal a total of 60 vs \$600 is acceptable. (For example: 10 hours and \$500, 40 hours and \$200)
- Families that do not wish to volunteer or fundraise at all have the option of paying \$600 upfront to the HSA, fulfilling their obligation for the year.

**If You Do Not Fulfill Your Family Assessment:** Families that do not fulfill their full assessment obligation will be charged the difference up to \$600. For example, if you volunteer 10 hours and fundraise \$100, you will owe a balance of \$400. You will receive a bill during the summer and your assessment balance will be due prior to the start of the new school year.

*\*Assessment obligations may be subject to change from year to year based on fundraising profits.*

*\*Families must be up to date on tuition payments and assessment obligations to hold any chair or co-chair positions or to be considered for a room parent position.*

# **ACCEPTABLE USE POLICY OF ST. MARY SCHOOL AND ARCHDIOCESE**

## OF HARTFORD:

The following is consistent with Sections 4.200-205 and 5.510 of the Archdiocesan Handbook of Policies and procedures for Catholic Schools:

As explained in the section dealing with technology, all students and Parents/Guardians are expected to adhere to and support these policies. Signing that you have seen and read the Handbook will also be construed to mean you have seen and read this Acceptable Use Policy.

Each student who utilizes the school's computer system, electronic information resources, wireless network, hand held devices and other technology or electronic devices will be instructed in the proper use of the network. All parents must support these policies and assist the school in their enforcement.

The use of the school's technological infrastructure, network 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.

Students and parents must agree to follow these rules in order to use the computers and handheld devices, computer network, wifi and electronic information resources of St. Mary School:

1. Students will not use the technological resources for non-academic purposes. This includes not using the school's internet connections, wireless, hardware and/or software for personal and/or private reasons (this includes the use of personal social email and/or other similar personal internet or cellular accounts).
2. Students will not waste or take supplies such as paper, printer cartridges, etc. that are provided by the school. Students will keep computer work areas clean and will not eat or drink-near any hardware.
3. Students will not make unauthorized copies of software, and will not give, lend, or sell copies of software to others. Students understand that they will not be allowed to bring software applications, games, apps, etc., from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
4. Students will not copy, change, read, or use files from another user without prior permission from that user. Students will not attempt to gain unauthorized access to the school's system programs for personal technological equipment unless with expressed permission.
5. Students will not do anything that may disrupt or damage the school's technological infrastructure, computers, hand held devices, or electronic resources. Students will not bring in or allow access to materials or websites that may contain viruses.

6. Students will not use the school's network and electronic resources to disturb or harass other technology users or use inappropriate language in communications. Students will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's network, computers, hand held devices and electronic resources. Students will not harass or bully other individuals. Students will not use the school's network to spread falsehoods or defamatory statements.
7. Students will promptly disclose to my teacher or other school official any messages received or viewed which are seen as inappropriate or which make one feel uncomfortable.
8. Students will not agree to meet anyone that they have met online without parental permission.
9. Students will not use the school's network or electronic resources to engage in any illegal act.
10. Students will honor the school's procedures for the storage of information. Students realize that after prior notice has been given files may be deleted from the network to protect the integrity of the network or because of space limitations.
11. Students will not use bulletin boards, chat rooms, or social networks for personal use when using the School's technological infrastructure, computers or hand held devices.
12. Students will not reveal 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 the school's technological infrastructure, computers, hand held devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
13. Students understand that there is no expectation of privacy in the use of the school's network or hardware. Students understand that school officials may search and examine student use of school computers, hand held devices, personal devices being used on the school's network, internet and wireless at any time, and without notice.
14. Parents must realize that due to modern technology and despite all appropriate efforts of the school, children may encounter material the school does 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 and for informing a teacher or other responsible adult should this occur.
15. The use of the school's computer and network is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of settings on the school's network, computers or hand held devices 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.**

Use Agreement for Electronic Resources  
(Grades PreK-2)

Each student who utilizes the school's computer network system and other school mobile/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 network system and electronic information resources.

The use of the school's computer network 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 computer network or computing resources must comply with the appropriate rules for that network or resource.

Students are expected to follow all the following rules in all work involving the school's computers/mobile devices while attending St. Mary School.

Students will:

1. Not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and cloud storage that are provided by the school. I will keep my computer/mobile device clean and will not eat or drink when using any computer/mobile device.
2. 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 use software applications, or games from external sources on school computer/mobile devices without proof of licensure and prior approval of appropriate school personnel.
3. 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 computer network system.
4. Not do anything that may disrupt or damage the school's computer network system or electronic resources. I will not allow access to materials or websites that I believe may contain viruses.
5. Not use the school's computer network 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 network 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. Promptly disclose to my teacher or other school official any messages I receive or view that I feel are inappropriate or that make me feel uncomfortable.
7. Not agree to meet anyone that I have met online without my parents' permission.
8. Not use the school's computer network system or electronic resources to engage in any illegal act.
9. 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 school's computer network.
10. Not use chat rooms, or social networks for personal use when using the St Mary School computer network.
11. Not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers/mobile devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

12. **Understand that I have no expectation of privacy in my use of school computers/mobile devices.** I understand that school officials may search and examine my use of school computers/mobile devices at any time, and without notice.

Parents must realize that their child may encounter material on a network that they 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.

The use of the computer/mobile devices 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.

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as email 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 St Mary School and employees of the school system for any unauthorized or improper access to or misuse of the computer services networks that my child may commit. I understand that once signed this agreement is legally binding on me.

I further acknowledge that my child may be exposed to unauthorized or improper material while using the computer services network due to the actions of another student or unauthorized user. I acknowledge that while reasonable precautions will be taken to supervise student use of the computer services network, St Mary School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Use Agreement for Electronic Resources  
(Grades 3-12)

Each student who utilizes the school's computer network system and other school mobile/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 network system and electronic information resources.

The use of the school's computer network 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 computer network or computing resources must comply with the appropriate rules for that network or resource.

Students are expected to follow all the following rules in all work involving the school's computers/mobile devices while attending St Mary School.

Students will:

1. Not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and cloud storage that are provided by the school. I will keep my computer/mobile device clean and will not eat or drink when using any computer/mobile device.
2. 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 use software applications, or games from external sources on school computer/mobile devices without proof of licensure and prior approval of appropriate school personnel.
3. 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 computer network system.
4. Not do anything that may disrupt or damage the school's computer network system or electronic resources. I will not allow access to materials or websites that I believe may contain viruses.
5. Not use the school's computer network 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 network 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. Promptly disclose to my teacher or other school official any messages I receive or view that I feel are inappropriate or that make me feel uncomfortable.
7. Not agree to meet anyone that I have met online without my parents' permission.
8. Not use the school's computer network system or electronic resources to engage in any illegal act.
9. 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 school's computer network.
10. Not use chat rooms, or social networks for personal use when using the St Mary School computer network.
11. Not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers/mobile devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

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As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as email 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 St Mary School and employees of the school system for any unauthorized or improper access to or misuse of the computer services networks that my child may commit. I understand that once signed this agreement is legally binding on me.

I further acknowledge that my child may be exposed to unauthorized or improper material while using the computer services network due to the actions of another student or unauthorized user. I acknowledge that while reasonable precautions will be taken to supervise student use of the computer services network, St Mary School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**DAY FIELD TRIP PERMISSION AND WAIVER**

**PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

Participant's Name \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone/Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

I \_\_\_\_\_ (parent/guardian name) request that my child \_\_\_\_\_ be included in the field trip and I grant permission for him/her to participate in the activity identified below that requires transportation to a location away from the school/parish site. A brief description of the activity follows: Type of event:

\_\_\_\_\_

**RISKS:**

**Special notification of surroundings (i.e. grassy, shrubbery, plants, wet areas such as ponds, lakes, streams, marshes, bridges, tunnels, rough walking paths or terrain/hiking, canoeing, boating, steps, unusual seating, animals, mosquitos, ticks, vegetation or any other unusual circumstances that would affect allergies, rashes, physical conditions, or any other conditions that could affect the health and safety of a student) should be included on the field trip permission form.**

Overnight trips are not allowed for elementary or middle schools.

Only individuals with Virtus training and background checks and who are in compliance with the Charter on Safe Environment may chaperone a field trip. Supervision or oversight of students must be assigned by the principal to individuals with Virtus training and background checks.

Chaperones must supervise students at all times. Do not allow groups to go off alone and meet chaperones at a designated time. Students should be given the phone number of the teacher for their cell phone in the event that a student is separated from the group. (\*Requires Administrative approval)

For the safety of all students attending a field trip, it is essential that only chaperones who are in compliance with the Charter on Safe Environment (including Virtus Training and Protection of all God's Children) may assume formal chaperone responsibilities. Unauthorized parents will not be allowed to escort students. If parents, not in compliance with the Charter, insist on accompanying a child they must remove the child from the group and assume total

responsibility for the care of the child including transportation to and from the child's home.

\*\* Parent Signature \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Expected Time of Departure \_\_\_\_\_

Expected Time of Return \_\_\_\_\_

As parent and/or legal guardian, I remain legally responsible for any actions taken by the above named minor ("participant").

I agree to be responsible for any damages or costs incurred by or on behalf of my child of any nature arising from or in connection with my child attending the event, or in connection with any illness or injury or cost of medical treatment in connection therewith.

I hereby understand that by signing this form I am releasing and discharging **Precious Blood Parish**, the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford) its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liabilities, suits, claims, demands, actions or damages (including attorney's fees) incurred by me or by my child or are in any way related to or arising out of participation in the above event, including, without limitation, all claims for property damage, personal injuries or wrongful death, including any claims which alleged negligent acts or omissions of or by **Precious Blood Parish** (insert name of Parish Corporation), the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford), its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

Should I choose not to sign this form, I recognize that my child will not be able to participate in the above event. If the event takes place on a school day, my child instead will attend school at **Saint Mary School** and will participate in the school program of that day.

\*\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child, and for the cost and expense of any medical treatment should such become necessary while my child is participating in the field trip.

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of my child by a physician, qualified nurse and/or hospital or other health care facility while my child is participating in the field trip.

Further, I hereby release and discharge **Precious Blood Parish**, the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/ their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liability arising out of such medical treatment.

The field trip supervisor should be aware of the following special medical conditions of my child: \_\_\_\_\_ (Describe condition with particularity, including any warning signs, medications, or special instructions.)

- Allergic reactions
- Asthma
- Diabetes
- Medically prescribed diet
- Medications that may need to be taken on an emergency or routine basis while my child is on site
- Physical limitations
- Other conditions

Type of insurance – Please check \_\_\_\_\_ Blue Cross/CMS \_\_\_\_\_ ConnectiCare \_\_\_\_\_ Other

Membership #: \_\_\_\_\_

Name of child's regular physician: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

\*\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FAMILY/STUDENT HANDBOOK ACKNOWLEDGMENT FORM School Year 2025-2026

Family Name: \_\_\_\_\_

Student Names & Grades:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

By electronically signing this form, you confirm you have read, understood and agree to the terms of the entire Family Handbook, including the Use Agreement for Electronic Resources and Code of Conduct for Spectators, (found on FACTS)

Signature: \_\_\_\_\_



# St. Mary Prekindergarten Parent Handbook 2025-2026

*Live the message of Jesus*

St. Mary School  
72 Gulf Street  
Milford, CT  
203 878-6539  
[www.saintmaryschoolmilford.org](http://www.saintmaryschoolmilford.org)

# MISSION STATEMENT

*(Adopted March 2023)*

It is the mission of St. Mary School of Milford, Connecticut, to provide a nurturing, collaborative, and engaging environment which encourages children from prekindergarten through grade eight to grow in faith and knowledge. The school seamlessly weaves our Catholic beliefs with a rigorous academic program. The goal of the school is to prepare its students to become lifelong learners with a strong moral fabric, who bring the light of Christ to their community by living the message of Jesus.

## SCHOOL MOTTO

**LIVE THE MESSAGE OF JESUS**

## SCHOOL PHILOSOPHY

The purpose of Saint Mary School is to educate the whole child through programs encompassing the development of the students. This will enable students to become contributing members of the school, parish and community.

St Mary School recognizes the individuality of each student and strives to develop a well-rounded Christian personality. This will be reflected in a wholesome attitude and a respect for self and others as exemplified by Jesus in the gospel.

As a staff, we believe that in a gospel-rooted educational environment where students experience Christian community service, students will be encouraged to integrate faith and Christian values into their daily lives and thus be provided with a healthy attitude which they will carry with them the rest of their lives.

To that end, we strive to work in cooperation with parents to develop a climate of catholic educational excellence and a curriculum that is relevant to daily life.

The school's philosophy and mission, as well as all its policies, rules and regulations, are consistent with those of the Office of Catholic Schools, Archdiocese of Hartford, which governs the elementary schools of the diocese.

St. Mary School has been granted full accreditation by the *New England Association of Schools and Colleges* of which we are a member.

St. Mary School is in full compliance with AHERA of 1986 as well as with all federal and state regulations concerning asbestos. The school's Asbestos Management Plan is kept in the Office and is available for inspection by any parent or employee.

## **NOTICE OF NON-DISCRIMINATION POLICY**

Whereas: The Philosophy and Mission of St. Mary School and the Catholic Schools of the Archdiocese of Hartford are based on Christian principles and the Gospel Message:

It is the policy of St. Mary School of Milford, Connecticut, as well as that of the Archdiocese of Hartford, not to discriminate on the basis of gender, race, color, or national/ethnic origin.

### **Probationary Status**

*It is the policy of St Mary School that all students new to the school are accepted on a probationary status. Each new student is in contact with the Director of Prekindergarten and/or the Principal regularly to ensure that St Mary School is adequately fulfilling its mission for the student. If the administration feels that the student's needs are not being met or the student is not successfully living the school's mission and abiding by this handbook, the continued attendance at St Mary School may be questioned and the student asked to leave.*

## **THE NON-CATHOLIC STUDENT**

St Mary School values ALL our families, regardless of their religious denomination. We treat all students of the school the same and respect the beliefs of those institutional religions that differ from our Roman Catholic faith.

We expect all families, including all non-Catholics, to support our Mission and Philosophy as a Catholic school.

All students, including all non-Catholics, must participate in Religion classes and attend all school religious services and celebrations.

## **PREKINDERGARTEN SESSIONS**

3 Year olds - Tuesday and Thursday Full Day

3 Year olds - Monday-Friday 1/2 day

3 year olds - Five Day Full Days Monday thru Friday

4 Year Olds - Monday, Wednesday and Friday full day

4 Year Olds - Five Day Full Days Monday thru Friday

Children must be of appropriate age by September 1<sup>st</sup> of that year

## **PRE KINDERGARTEN HOURS**

St Mary Prekindergarten follows the St Mary School calendar

Prekindergarten hours are as follows:

Morning Sessions - 8:30AM to 11:00 AM

Full Day - 8:30 to 2:30

On early dismissal days the Prekindergarten hours are:

Morning Sessions - 8:30 to 11:00

Full Time - 8:30 to 12:15

Your cooperation in dropping off your children at the door of their class on time is greatly appreciated. Dropping off late is, likewise, unfair as it is disruptive to the Prekindergarten class in session. It is important to pick up your children on time, because it is especially hard on the child who is the last one waiting.

## **BEFORE AND AFTERCARE**

Early Morning Care for all Prekindergarten classes begins at 7:30 in each classroom. No drop off in morning care after 8:15.

All Full day Prekindergarteners are welcome to attend the After School Program held in the "big" school from 2:30 till 5:30.

## CURRICULUM

Our goals for the St Mary Prekindergarten include the following:

Provide an opportunity to learn and know God's love.

Provide an atmosphere in which to integrate the Christian values of love, justice and respect in all their learning.

Provide opportunities to discover our world and the special role God has in it.

Provide a safe and loving environment for the children.

Help children to express their feelings and needs.

Help children to create and discover in a warm and supportive environment.

Give each child a sense of uniqueness and self worth.

Help children to respect each other's rights.

Provide healthy outdoor play and activities.

Provide space and equipment to develop gross and fine motor skills.

Provide an atmosphere where self-confidence and self-awareness are encouraged.

Build a tie between the home and Prekindergarten.

Encourage independence and give basic experiences for future learning.

Provide stimulating experiences that encourage the child to think, analyze problems and arrive at different possible solutions.

Help the child to develop their whole personality through:

- First hand experiences in social relationships
- Physical development of large and small muscles
- Finding acceptable outlets for their emotions
- Learning a sense of responsibility

Encourage expression through materials, movement and language.

Stimulate language development through materials, activities, games and the use of readiness skills.

Provide experiences with other children of the same age.

Meet the childrens' needs as individuals and a group.

Encourage the children to develop a positive attitude toward teachers, school and learning.

Provide opportunities to discover, explore, be challenged and problem solve through direct experiences.

Provide a good foundation that will allow the children to reach their potential.

### **TUITION**

Tuition is paid directly through the FACTSTuition program.

### **WEATHER RELATED CLOSINGS AND DELAYS**

St. Mary School will follow the announcements and decisions of the **MILFORD PUBLIC SCHOOLS** for closings, delays and early dismissals for weather related and other emergency reasons. There may be specific times when St Mary School will be delayed due to a large number of staff and families that live outside of Milford. On such days, the school will notify families by means of a text. There will also be an announcement on channels 3 and 8. You may also check any website which lists St Mary School Milford.

**NOTE: You can click on to a list of closings, delays and early dismissals by going to our website: [www.saintmaryschoolmilford.org](http://www.saintmaryschoolmilford.org)**

If there is a delayed opening, the morning part-time session will be canceled. The full-day classes will begin at **9:50**. If there is an early closing Morning sessions will end at the regular time and full day classes will end at **12:15**

## STUDENT ABSENCES

Report absences by calling the school office at 203-878-6539. Upon returning, a note explaining the absence is required.

## PICK-UP POLICY

Under no circumstances will a child be released to anyone without parent consent. If you arrange for someone to pick up your child, they **MUST** be registered on the Pick-up consent form. Please inform the Prekindergarten staff of any change in your pick-up consent list.

## SAFETY

For your child's safety we request that you drop off any forgotten items with the main school office by ringing the bell. The Prekindergarten doors remain locked during school hours.

## PARENT TEACHER CONFERENCES

Individual Parent Conferences will be held for the children in the four-year-old program in the fall. Individual Parent Conferences will be held for the children in the three-year-old program in January. Times for the conferences will be arranged by classroom teachers. If you have any questions or concerns please request a conference with the teacher. Timely conferences are an effective way for parents and teachers to voice their concerns and solve any potential problems.

## UNIFORM

Uniforms must be worn to school each day. Please check with the teacher if you have questions. The uniform sneaker is a white velcro sneaker. Children in the 4-year-old program should dress for inclement weather on the days when needed. We do spend a great deal of time outside and may need to walk to the big school for various reasons.

## **BIRTHDAYS**

We will celebrate your child's birthday at the Prekindergarten by making them feel very special on their day. We do not celebrate with food. Please let your child's teacher know when we should celebrate your child's birthday if the day does not fall on his/her school day.

## **Toilet Training**

All children must be completely toilet trained and use the lavatory independently. If it becomes apparent that the child is not completely toilet trained, the student may be asked to withdraw from the program.

## **MEDICAL INFORMATION**

An up to date physician's certificate of good health and verification of immunizations required by the Connecticut Department of Health must be provided before the child enters Pre Kindergarten. Children, whose last physical examination was performed more than 12 months prior, must submit an updated form. Forms will be provided for each child.

It is not the school's responsibility to diagnose illness or injury. School personnel are responsible for giving immediate first aid, notifying the parents and getting students home or to medical attention if the parents are unable to secure transportation.

If a child becomes ill, the parents will be notified at home or work. If a parent cannot be reached, one of the emergency numbers designated by the parents will be called. This person will care for the child and notify the parents. A child will be sent home with consultation of the school nurse.

Parents will be notified of anything of a serious nature. The School Nurse will administer medication only in the following circumstances:

- Medical emergency, OR
- When a written instruction from the child's doctor has been submitted to the teacher

A child returning to school after an illness should be well enough to participate in all school activities, including outside recess. Exceptions to this policy will only be made when a signed, written statement from the child's doctor has been

submitted, indicating that the child must be excused from certain activities because of physical limitations.

## ALLERGIES

Please inform the School Nurse and your child's teacher of any allergies. The Prekindergarten has been a peanut and tree nut free environment for many years. Each year there are several children with severe allergies, please do not send foods containing peanuts or tree nuts for snack or lunch.

## SUPPLIES

Attached is the supply list for all Prekindergarten children. In addition there are other things your child needs each day; backpack, lunch box and water bottle. The backpack needs to be large enough to accommodate all the other items. Please be sure to mark all items with your child's name.

Children attending full day programs need to bring a vinyl resting mat and **small** blanket, stored in a reusable shopping bag for rest time. These items will remain in school and only be sent home for washing. Please label all personal items with names. **Teachers will provide a link to the correct type of mat to be purchased.**

**All children need two complete changes of clothing (these do not need to be the uniform) to remain in school. Parents need to be sure that they replace the clothing when they are soiled and to change the clothes with the seasonally appropriate ones.**

## Pre Kindergarten Supply List 2025-2026

Each child will need to use a backpack and lunch box each day. Water bottles need to be sent to school each day as well.

When choosing the backpack please keep in mind that the lunch box, water bottle, school folder and child's projects need to fit inside. Be sure to label all items with a name.

NB: All families should also review the Family Handbook of St Mary School for other very important items that pertain to both buildings.

# FAMILY HANDBOOK ACKNOWLEDGMENT FORM September 2025-2026

Family Name: \_\_\_\_\_

Student Names & Grades:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

By signing this form, you confirm you have read, understood and agree to the terms  
of the Family Handbook (found on Educonnect)

Signature: \_\_\_\_\_

Please sign and return to the main office



# **ATHLETIC HANDBOOK**

## **2025-2026**

**ST. MARY SCHOOL**  
*A ministry of Precious Blood Parish*  
**72 GULF STREET**  
**MILFORD, CT 06460**

### **MISSION STATEMENT**

*(Adopted March 2023)*

It is the mission of St. Mary School of Milford, Connecticut, to provide a nurturing, collaborative, and engaging environment which encourages children from prekindergarten through grade eight to grow in faith and knowledge. The school seamlessly weaves our Catholic beliefs with a rigorous academic program. The goal of the school is to prepare its students to become lifelong learners with a strong moral fabric, who bring the light of Christ to their community by living the message of Jesus.

### **SCHOOL MANTRA**

*Live the Message of Jesus*

# SCHOOL MOTTO

*Growing in Faith and Knowledge*

*Catholic school athletic programs exist to develop the minds, bodies and souls of Catholic school students to form disciples of Christ who will proclaim and live the Gospel.*

1. Athletic programs are extensions of the life and mission of the Catholic school, which in turn advance the teaching mission of the Roman Catholic Church. Athletic programs are considered school-sponsored activities.
2. The principal has final responsibility for and authority over all athletic teams.
3. The principal, in consultation with the athletic director, is responsible for appointing coaches.
4. Coaches shall be chosen for their character and willingness to abide by school policies, as well as for their coaching skills.
5. The principal is responsible for making sure that all athletic staff meet the requirements of clearing a Background Check and completing the approved Safe Environment Education program for the Archdiocese of Hartford.
6. Engagement of athletic staff and/or volunteers is “at will” and may be terminated at any time for any reason by the pastor in consultation with the principal or vice versa
7. Any use of school facilities outside of scheduled practices must have the approval of the principal.
8. In order to allow for families to worship together and to ensure the proper focus of Catholic School Athletic Programs, no practices or regular season, post-season, or tournament competitions may be scheduled to begin any earlier than 12:00 Noon on Sundays.
9. Religious holidays such as Ash Wednesday, Holy Thursday, and Good Friday shall be reserved exclusively for religious observance - no game or any kind of practice shall be scheduled.
10. No games/practices shall begin after 7:30pm on a school night
11. In some cases, either a varsity or junior varsity team may not have enough players and may need to have a player from one level play for both teams.

In order to protect the student-athlete, the athletic director must obtain permission from both the principal and the parents/guardians for the students to play at both levels in the same season. It is recommended that in these situations, all members of the larger team take turns filling in the vacant spot on the smaller team.

12. In the Catholic elementary and middle schools team structure shall be junior varsity and varsity. Selection for participation on the varsity team shall be dependent upon the student's physical fitness, knowledge of the sport, technical skill and athletic ability. The grade level of a student shall not be the deciding factor as to which student is placed on a given sporting level, except that a student in grades 7 or 8 may not participate at the junior varsity level.
13. Student athletes shall not be failing any subjects. Participation in athletic programs is a privilege and not a right.
14. If a student has been exempted from PE as a result of illness or disability, he or she is not eligible to participate in athletic programs.
15. If a student is out of school because of illness, he or she is ineligible to participate in sports that day. If the illness occurs on one day, and there is no school the next day, but there is either a competition or practice, he or she is eligible to participate .
16. If a student is absent for all or part of a day for any reason other than illness, the student's eligibility to play is left to the principal's discretion. In this case, the parent/guardian shall request permission for the child to participate. The administrator shall render the decision in writing. Without authorization from the principal, the coach shall not allow the student to participate.
17. If a school with a large program considers fielding two teams, it should do so only if there can be at least 7 or more players on each team.
18. Coaches must ensure that all athletes have safe transportation to and from practices and/or competitions. Supervise each athlete until his/her transportation arrives. Do not (if at all possible) remain alone with a student, but at least two coaches shall wait with any student.
19. It is expected that all practices and games shall begin with prayer and with the Pledge of Allegiance or the National Anthem.
20. All spectators are required to abide by the policies listed and posted in our gym and listed below. Failure to follow these policies can result in expulsion from the game and a ban on being a spectator at a future game.



## Code of Conduct for Spectators

All spectators at Catholic school sporting events shall:

1. Model Christian behavior for all students, spectators, and coaches, remembering that they represent the school in the community and at the sporting venue.
2. Encourage good sportsmanship, effort and teamwork from the student athletes, coaches and spectators.
3. Remember that a ticket or admission to a competition is a privilege.
4. Respect the judgments of the officials and efforts and strategies of the coaches by refraining from yelling, shouting, arguing, gesturing or inciting other spectators to such behaviors.
5. Remember that athletics experiences are learning opportunities for the players.
6. Keep winning (and losing) in perspective.
7. Let the coach guide and instruct the team during competitions and practices.
8. Compliment and encourage all participants. Never ridicule or yell at a child for making a mistake or losing.
9. Support all efforts to remove unsporting behavior from children's sporting events.
10. Refrain from the use of alcohol or tobacco before and during competition and/or after competitions while still on or near the site of the competition.
11. Use only those cheers that support and lift up the teams involved.
12. Refrain from damaging or destroying the property of the school hosting the event.

## Sample Acceptable Behaviors

1. Reverence and attention during prayer and pledge
2. Applause during introduction of players, coaches, and officials
3. Graciously accepting decisions of officials and coaches
4. Cheerleaders leading fans with positive cheers
5. Handshakes between participants and coaches at beginning and end of game, regardless of outcome
6. Treating competition as a contest not as combat
7. Recognizing outstanding plays and coaching
8. Applause at the end of the game regardless of outcome
9. Showing concern for an injured player
10. Encouraging surrounding spectators to exhibit good sportsmanship

## Sample Unacceptable Behaviors

1. Disrespectful or derogatory cheers, chants, songs or gestures
2. Criticizing, yelling at or arguing with officials or coaches
3. Refusing to shake hands
4. Blaming a loss on officials, coaches, or participants
5. Laughing at or name calling towards officials, coaches or participants
6. Use of profanity
7. Damaging or destroying property
8. Smoking or being under the influence of alcohol or drugs

I agree to abide by this Code of Conduct

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## Code of Conduct for Coaches/Athletic Staff

### Coaches and athletic staff shall:

1. Support the Catholic identity of the school and team by leading the team in prayer before each practice and competition.
2. Exemplify the highest moral character, behavior and leadership; adhering to strong ethical and integrity standards.
3. Never place the value of winning, or his/her own personal satisfaction, above the value of instilling the highest desirable ideals of character and Christianity that are consistent with a Catholic school education.
4. Support and adhere to all Archdiocesan school and league policies regarding athletic programs.
5. Work collaboratively with other school, league and Archdiocesan officials in reviewing athletic programs, policies and procedures to make the sporting experience more beneficial to students.
6. Respect the integrity and personality of the individual athlete.
7. Abide by and teach the rules of the sport both in letter and in spirit.
8. Set a good example for players and spectators to follow by refraining from arguments in front of players and spectators, gestures which indicate disagreement with or disregard for contest officials or opposing coaches.
9. Set a good example for players and spectators by publicly shaking hands with contest officials and opposing coaches in welcome, gratitude and congratulations.
10. Respect the integrity of contest officials.
11. Display modesty in victory and graciousness
12. Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make good sportsmanship a high priority.
13. Be no part to profanity or obscene language or improper actions. They shall not allow students to do the same.
14. Refrain from the use of alcohol or tobacco during practices and competitions.

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHDIOCESE OF  
HARTFORD Office of Safe  
Environment  
Handbook**



***Policies and Procedures***

for the

Protection of Minors and Vulnerable

Adults and the

***Code of Ministerial Behavior***

*For*

Personnel of the Archdiocese of Hartford



REVISED 2016

## **Office of Safe Environment Handbook**

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ARCHDIOCESE OF HARTFORD  
134 FARMINGTON AVENUE  
HARTFORD, CONNECTICUT  
06105-3784

OFFICE OF  
THE ARCHBISHOP

April 2016

Dear Brothers and Sisters in Christ,

The *Charter for the Protection of Children and Young People* was adopted by the Bishops of the United States in 2002. It provides that an audit be completed every year to ensure that every diocese and its parishes are in compliance with the provisions of the Charter.

The Archdiocese of Hartford has been found to be in compliance with the Charter each year. With the help of Clergy, Principals, Religious Education Office staff, volunteers, and various offices and agencies throughout the Archdiocese, in particular our Office of Safe Environment, we have affirmed our commitment to ensure a safe environment for minors and vulnerable adults.

In order for the Archdiocese to fulfill its sacred obligation to protect minors and vulnerable adults we have updated both our *Policies and Procedures for the Protection of Children and Youth* and our *Code of Ministerial Behavior for Personnel of the Archdiocese of Hartford*, which were first adopted in 2003. These updated “Policies” and “Codes” are now combined into one document which is known as the *Safe Environment Handbook for the Protection of Minors and Vulnerable Adults, 2016*. The procedures and guidelines set forth in this Handbook are consistent with revisions to the USCCB *Charter for the Protection of Children and Young People*.

All Clergy and employees of the Archdiocese of Hartford, regardless of the position they hold, and all adult volunteers, whether in our parishes, schools or archdiocesan programs, who in their ministries and work have contact with minors or vulnerable adults, are required to abide by these updated procedures and guidelines. All clergy, employees, and volunteers are required to attend a training workshop which will cover Sexual Abuse Awareness, Reporting of Sexual Abuse, and the Policies and Codes of the Archdiocese of Hartford, as well as submit to a criminal background check. All children entrusted to our care through our Catholic Schools or Parish Religious Education programs will be offered the opportunity to attend a Sexual Abuse Prevention program.

We also want to reach out to any victim/survivor of sexual abuse caused by clergy or personnel of the Archdiocese of Hartford, and to offer assistance. We sincerely apologize for any such crimes and sins, and wish to offer assistance to victims in the hope that they may find healing. Individuals who have been the victim of sexual abuse by clergy or personnel of the Archdiocese of Hartford are strongly encouraged to contact our Victim Assistance Coordinator.

## **ARCHDIOCESE OF HARTFORD**

### **Policies and Procedures of the Archdiocese of Hartford relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults**

Sexual misconduct by Personnel of the Archdiocese of Hartford is contrary to Christian teaching and principles, is outside the scope of the duties and employment of all such personnel and is strictly prohibited. The Archdiocese of Hartford is and has been committed to the safety and well-being of Minors and Vulnerable Adults, and has promulgated these policies and procedures to update its existing policies and procedures so as to be in compliance with the provisions of the Essential Norms approved by the Apostolic See and promulgated by the United States Conference of Catholic Bishops and to be consistent with the provisions of the Charter for the Protection of Children and Young People approved by the United States Conference of Catholic Bishops. In addition these policies are written in accordance with Canon Law. This document does not address misconduct in general, but only in the special circumstances described herein. It is designed to prevent Sexual Misconduct involving Minors and/or Vulnerable Adults by Personnel of the Archdiocese and to establish clear procedures on how to respond effectively to allegations of Sexual Misconduct involving Minors and/or Vulnerable Adults if and when any should arise, whether such misconduct was committed by Personnel of the Archdiocese of Hartford or by others.

**1.0 Definitions** For purposes of this policy and the Code of Ministerial Behavior only.

**1.1** "Personnel of the Archdiocese" includes Clerics, religious, lay employees and lay volunteers, who are employed by, under personal contract with, or volunteer in and for The Hartford Roman Catholic Diocesan Corporation and/or the parishes, parish schools, Archdiocesan Catholic Schools, and Catholic ministries sponsored by the Archdiocese of Hartford.

1.2 “Cleric” is one who is constituted in sacred ministry in the Church; Clerics are divided into deacons, priests and bishops.

1.3 “Minor” is a person who has not yet reached his or her eighteenth birthday.

1.4 “Vulnerable Adult” is a person who is at least 18 years of age with an intellectual disability.

1.5 “Ecclesiastical” means of or relating to the Church.

1.6 “Sexual Misconduct” means any sexual abuse, sexual assault, sexual molestation, or sexual exploitation of a Minor or Vulnerable Adult as well as any other behavior by which an adult uses a Minor or Vulnerable Adult as an object or instrument of sexual gratification and/or any sexual conduct which is unlawful as described by the laws of the State of Connecticut whether the conduct is performed in person with the Minor or Vulnerable Adult or via telephone, computer, internet, social networking sites, etc. Sexual misconduct includes violations of the Sixth Commandment. For example, it would include, but not be limited to, complete acts of intercourse, touching of intimate or private parts of a Minor or Vulnerable Adult for the purpose of sexual gratification or arousal or for the purpose of degrading or humiliating the Minor or Vulnerable Adult, a request to touch the intimate or private parts of the adult, the exposure of intimate or private parts of the adult to a Minor or Vulnerable Adult, the request that a Minor or Vulnerable Adult expose his or her intimate or private parts, the showing of pornographic materials to a Minor or Vulnerable Adult, lewd communications with a Minor or Vulnerable Adult, etc. Sexual misconduct would also include misconduct that does not involve force, physical contact or a discernable harmful outcome.

1.7 “Archdiocesan Response Team” includes the Victim Assistance Coordinator, Vicar for Priests, Legal Counsel, and any other person who would need to be included in a particular instance, for example, the Chancellor of the Archdiocese, school officials, etc., and/or their designees.”

1.8 “Technology/Communication Tools” includes but is not limited to the following: computers, computer systems and networks, computer files, software, internet and intranet, flash drives, electronic mail (e-mail), voice mail systems, telephones, cell phones, televisions, and any additional similar or related technology.

**2.0 Distribution** Distribution of these written policies and procedures shall be as broad as reasonably possible. They will also be posted on the website for the Archdiocese of Hartford.

2.1 Acknowledgement of receipt and understanding shall be included with personal contracts of employment with entities of the Archdiocese.

2.2 A signed acknowledgement of receipt and understanding shall be obtained from any Personnel of the Archdiocese who has ongoing contact with Minors and/or Vulnerable

Adults, and shall be kept on file at the parish, school or Archdiocesan entity wherein the person is employed or volunteers.

**3.0 Safe Environment Program and Background Checks** The Archdiocese will establish and maintain a Safe Environment Program designed to prevent, identify and respond to abuse involving Minors and/or Vulnerable Adults, to provide appropriate education and training to Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults about inappropriate behavior and warning signs of possibly abusive behavior. The Archbishop will appoint a Director of Safe Environment, who will be charged with operation of the Safe Environment Program. In addition, the Archbishop will appoint a Victim Assistance Coordinator whose role is described in 5.0.

**3.1** The Archdiocese will also evaluate the background of all Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults in their ministerial or employment duties, by causing them to undergo a standard Background Check.

**3.1(a)** All employees of a Catholic school must undergo a Fingerprint Background Check. All such employees must undergo a standard Background Check every 10 years following the initial fingerprinting, or at any time if the employee changes schools.

**3.1(b)** All Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults are required to promptly self-report any convictions involving criminal and/or motor vehicle matters, current or pending, to their pastor, principal or supervisor who will in turn notify the Office of Safe Environment.

**3.1(c)** Standard Background Checks will be repeated every 10 years.

**3.1(d)** A Standard Background Check should be re-done any time an employee or volunteer leaves employment or the volunteer position for more than one year and seeks to become employed by and/or volunteer at either the same or new parish, a parish school, Archdiocesan Catholic School, the Hartford Roman Catholic Diocesan Corporation, or Catholic ministry sponsored by the Archdiocese of Hartford.

**3.1(e)** Any employee who works in more than one entity set forth in section 3.1 (d) must comply with sections 3.1 (a), (b), (c), and (d), however they will not need to complete separate standard background checks for each employer. Any individual who volunteers at more than such an entity must comply with sections 3.1, 3.1 (b), (c), and (d). A background check to fulfill a requirement for any other organization (i.e. Scouting, State Police, Teachers, etc.) will not be accepted as a background check for the Archdiocese of Hartford. The background check must have been completed specifically for the Archdiocese of Hartford.

### **3.2 Sexual Abuse Awareness Training – Adults**

All employees of the Hartford Roman Catholic Diocesan Corporation, and any other Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults, must attend the Sexual Abuse Awareness Training which the Archdiocese of Hartford has selected to meet the criteria established in the Charter for the Protection of Children and Young People.

Any Personnel of the Archdiocese who completed training in a different diocese must submit proof of attendance from that diocese's Sexual Abuse Awareness Training. Proof of completion of such training will satisfy the requirements of the Archdiocese of Hartford.

Training to fulfill a requirement for any other organization (i.e. Scouting, State Police, Teachers, etc.) will not be accepted as training for the Archdiocese of Hartford. The Sexual Abuse Awareness Training must have been completed in the Archdiocese of Hartford, other arch/diocese, or eparchy to fulfill the requirement from another archdiocese, diocese or eparchy.

Personnel of the Archdiocese, who are attending the selected Sexual Abuse Awareness Training for the first time, in order to meet the requirements of the Charter, must attend the specifically approved training program of the Archdiocese of Hartford.

All Priests, Deacons, Principals, Directors/Coordinators of Religious Education and Facilitators of the Sexual Abuse Awareness Training Programs, are responsible for continuing education.

Records of Sexual Abuse Awareness Training will be kept permanently.

### **3.3 Sexual Abuse Awareness Training – Minors**

Any student enrolled in a religious education program at a parish in Grades 1 through 10, and any student enrolled in a Catholic school Grades 1 through 12 will be offered the opportunity to attend a Child Sexual Abuse Awareness program as designated by the Office of Safe Environment. This program must be offered to all students, every school year, in every grade. Attendance at such program will be kept on record at the parish school level and/or religious education office each year. These records must be kept permanently.

Opt Out forms are available for parents or guardians who choose not to allow their student to attend these programs. Should a parent or guardian make a verbal request to 'opt out' but fail or refuse to sign the form, a signature from the DRE/CRE, Principal or the Pastor will be accepted as proof of the Opt Out.

#### **4.0 Reporting to Civil Authorities Instances, Allegations or Suspicions of Sexual Misconduct of Minors or Vulnerable Adults**

Personnel of the Archdiocese are expected and required to comply with all applicable civil laws of the State of Connecticut with respect to reporting to civil authorities all instances where there is reasonable cause to suspect or believe that Sexual Misconduct involving a Minor or Vulnerable Adult has occurred (unless to do so would violate the priest/penitent relationship of the Sacrament of Reconciliation).<sup>1</sup> Failure to report to civil authorities as required will result in appropriate sanctions and can, by law, result in fines or criminal prosecution. Personnel of the Archdiocese are also expected and required to advise victims of their right to make a report to public authorities and to support that right. They are also expected and required to cooperate in investigations by civil authorities regarding allegations of this type (unless to do so would violate the priest/penitent relationship of the Sacrament of Reconciliation).

#### **4.1 Mandated Reporters Under Connecticut Law - Minors**

Connecticut law requires that persons engaged in certain occupations report all incidents of known or suspected child abuse, neglect, intentional injury, injury which is at variance with the history given of the injury, or imminent risk of serious harm, including but not limited to sexual abuse involving a Minor, to state or local authorities whether or not the child abuse, neglect, injury or imminent risk was brought about by Personnel of the Archdiocese. Conn. Gen. Stats. §17a-101 *et seq.*<sup>2</sup> Individuals who are mandated reporters include but are not limited to: physicians and surgeons licensed by the state, residents or interns in hospitals within the state, registered nurses, licensed practical nurses, psychologists, dentists, school employees (teachers, substitute teachers, administrators, guidance counselors, paraprofessionals, coaches, etc.), or any other person who in performance of duties has regular contact with students, pursuant to contract with a school, social workers, clergy members, mental health professionals, physician assistants, certified substance abuse counselors, licensed marriage and family therapists, licensed professional counselors, sexual assault counselors, domestic violence counselors, and paid day care workers.

#### **4.2 Nature and Substance of Reports of Suspected Sexual Misconduct Involving Minors**

The reporting requirements under Connecticut law are set forth in Conn. Gen. Stats. §17a-101a *et seq.* and can be summarized as follows: Where there is reasonable cause to suspect or believe that

<sup>1</sup> Personnel of the Archdiocese are further expected to comply with the State of Connecticut laws requiring individuals to report suspected abuse (sexual or otherwise), neglect, exploitation or abandonment of the elderly, adults with intellectual disabilities, and residents of long-term care facilities.

<sup>2</sup> Connecticut law has similar reporting requirements with regard to the elderly (Conn. Gen. Stats. §17b-451), adults with intellectual disabilities (Conn. Gen. Stats. §46a-11b), and residents of long-term care facilities

(Conn. Gen. Stats. §17b-407).

any child under the age of eighteen (1) has been abused or neglected,<sup>3</sup> (2) has sustained a non accidental physical injury or injury that is at variance with the history given of such injury or (3) is placed at imminent risk of serious harm, an oral report must be made as soon as practicable (but no later than twelve (12) hours after the mandated reporter has reasonable cause to suspect or believe that abuse has occurred) to either the State Commissioner of Children and Families or the Commissioner's representative, or to a law enforcement agency. A mandated reporter's suspicion or belief may be based on many factors, including but not limited to observations, allegations, facts or statements by a child, victim or third party. Such suspicion or belief does not require certainty or probable cause. The oral report must be followed within forty-eight (48) hours with a written report to the Commissioner of Children and Families or the Commissioner's designee. The oral and written reports shall contain, if known, the names and addresses of the child and his parents or other person responsible for the child's care; the age of the child; the gender of the child; the nature and extent of the child's injury or injuries, maltreatment or neglect; the approximate date and time the injury or injuries, maltreatment or neglect occurred; information concerning any previous injury or injuries to, maltreatment or neglect of the child or his/her siblings; the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; any information concerning any prior cases in which such person or persons have been suspected of causing injury, maltreatment or neglect of a child; and whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

#### **4.3 Reports Where School Personnel Are Involved**

When an employee of a school or institution or facility that provides care for a child is suspected of causing the abuse, the report must be made as described in Section 4.2 above. The Connecticut State Commissioner of Children and Families or the Commissioner's designee shall notify the person in charge of such school, institution or facility or the person's designee and such person in charge or such person's designee, must immediately notify the child's parent or other person responsible for the child's care that a report has been made. Conn. Gen. Stats. §17a-101b(d). When a mandated reporter is a member of the staff of a school, institution or facility that provides care for such child, said reporter shall also submit a copy of the written report to the person in charge of such school, institution or facility or the person's designee. Where the report concerns a certified school employee, a copy of the written report shall also be sent by the Commissioner of Children and Families or the Commissioner's designee to the Commissioner of Education or the Commissioner's designee. Where the report concerns an employee of a facility or institution that provides care for a child, which is licensed by the state, a copy of the written report shall also be sent by the Commissioner of Children and Families to the executive head of the state licensing agency. Conn. Gen. Stats. §17a-101c.

#### **4.4 Failure to Report Suspected Sexual Misconduct Involving a Minor and/or Filing of False Reports**

The failure of a mandated reporter to make the required report of child abuse as described in Section 4.2 above can lead to criminal charges against the person who fails to make a report.

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<sup>3</sup> For purposes of the reporting requirements, “abused” and “neglected” include physical abuse and maltreatment such as, but not limited to: malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, cruel punishment, abandonment, denial of proper care and attention (physically, educationally, emotionally or morally), or being permitted to live under conditions, circumstances or associations injurious to the well-being of the child or youth.

person who intentionally interferes with the making of a report may also face criminal charges. Any person who, in good faith, makes or does not make a report of suspected child abuse shall be immune from liability, civil or criminal. Likewise, no employer shall discharge or in any manner discriminate or retaliate against any employee who in good faith makes a report of suspected child abuse. Conn. Gen. Stats. §17a-101e(a) and §17a-101e(b). Any person who knowingly makes a false report of child abuse or neglect shall be fined not more than \$2,000 or imprisoned not more than one year or both. Conn. Gen. Stats. §17a-101e(d).

#### **4.5 Reporting to Civil Authorities Instances of Suspected Sexual Misconduct Involving Vulnerable Adults**

(a) In situations where a mandated reporter has reasonable cause to suspect or believe that there has been Sexual Misconduct involving a Vulnerable Adult who is sixty (60) years of age or older, the suspected abuse must be reported to the Department of Social Services within seventy two (72) hours.<sup>4</sup> The report must include the name and address of the elderly person, information regarding the nature and extent of the abuse, and any other information that the reporter believes might be helpful in an investigation of the case and the protection of such elderly person. Failure to make the report as required may result in a fine of up to five hundred dollars, except that if the mandated reporter intentionally fails to make the report as required, such person shall be guilty of a class C misdemeanor for the first offense and a class A misdemeanor for any subsequent offense. Any person who makes a report in good faith is immune from civil or criminal liability in connection with the report. Conn. Gen. Stats. §17b 451.

(b) In situations where a mandated reporter has reasonable cause to suspect or believe that there has been Sexual Misconduct involving a Vulnerable Adult who is between the ages of 18 and 59, the suspected abuse must be reported orally to the Abuse Investigations Division of the Office of Protection and Advocacy for Persons with Disabilities within seventy two (72) hours.<sup>5</sup> The initial report must be followed by a written report submitted within five (5) calendar days of the oral report. Failure to make the report as required may result in a fine of up to five hundred dollars. Any person who makes a report in good faith is immune from civil or criminal liability in connection with the report. Conn. Gen. Stats. § 46a-11b.

#### **4.6 Reports By Others**

If any mandated reporter acting outside his/her professional capacity or any other person has reasonable cause to suspect or believe that a Minor or Vulnerable Adult has been the victim of Sexual Misconduct, that person may cause a written or oral report to be made to the appropriate agency as stated above or to law enforcement.<sup>6</sup>

**5.0 Assistance to Victims** Sexual Misconduct involving Minors and/or Vulnerable Adults can cause serious and continuing emotional and psychological problems for the victim. Therefore, the Archdiocese is committed to providing victims of such misconduct with appropriate professional

<sup>4</sup> It shall be noted that the reporting requirements apply to any situation of suspected abuse (physical, sexual or otherwise), neglect, abandonment or exploitation of an elderly person (age 60 or over).

<sup>5</sup> It shall be noted that the reporting requirements apply to any situation of suspected abuse (physical, sexual or otherwise) or neglect of an adult with intellectual disabilities.

<sup>6</sup> Individuals may similarly report any incident, belief or suspicion of other types of abuse or neglect involving Minors or Vulnerable Adults. *See* Footnote 3.

assistance to address these consequences of Sexual Misconduct by any Personnel of the Archdiocese.

The Archbishop will appoint a Victim Assistance Coordinator, who will be charged with providing pastoral care, support and resources to victims/survivors of Sexual Misconduct by Personnel of the Archdiocese of Hartford and will be responsible for receiving notification of all allegations of Sexual Misconduct involving a Minor or Vulnerable Adult directed against Personnel of the Archdiocese. The Victim Assistance Coordinator will advise the alleged victim of his/her rights and the procedures to be implemented under this Policy.

**5.1** When an accusation of Sexual Misconduct involving a Minor or Vulnerable Adult that has a semblance of truth is made against any Personnel of the Archdiocese, contact will be promptly initiated by the Victim Assistance Coordinator with the alleged victim, and/or parent or guardian in the case of a Minor, or legally responsible party if the alleged victim is a Vulnerable Adult. Contact should be made for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation. Medical, mental health and spiritual assistance and, in appropriate instances, economic assistance may be offered in the spirit of Christian justice and charity, determined according to the specific situation presented.

**5.2** Under the direction of the Victim Assistance Coordinator, competent counselors and social workers employed or designated by Catholic Charities of the Archdiocese or other competent professionals will offer to provide appropriate assistance to persons who make a claim having a semblance of truth that any Personnel of the Archdiocese sexually abused them when they were Minors or Vulnerable Adults. This outreach will be made regardless of

whether the alleged misconduct was recent or occurred many years in the past. The outreach will include the offer of counseling, spiritual assistance, support groups, or other social services agreed upon between the victim and the Archdiocese.

## **6.0 Reporting to the Archdiocese of Hartford Instances, Allegations or Suspicions of Sexual Misconduct Involving Minors or Vulnerable Adults Directed Against Personnel of the Archdiocese of Hartford**

**6.1 Obligation to Report** In addition to and separate from any duty to report to civil authorities, Personnel of the Archdiocese are expected and required to report promptly to the Victim Assistance Coordinator of the Archdiocese (unless to do so would violate the priest/penitent relationship of the Sacrament of Reconciliation) any instances of Sexual Misconduct involving a Minor or Vulnerable Adult committed by any Personnel of the Archdiocese and/or any instances where there is reasonable cause to suspect or believe that such Sexual Misconduct has occurred regardless of when the Sexual Misconduct may have occurred. Likewise, any person who believes he or she has been the victim of Sexual Misconduct while a Minor or as a Vulnerable Adult by Personnel of the Archdiocese or knows of someone else who was such a victim is encouraged to report the alleged misconduct to the Victim Assistance Coordinator of the Archdiocese regardless of when the alleged Sexual Misconduct may have occurred. In the event that the alleged victim is a student at an Archdiocesan Catholic school or parish school or is a patient/client at an Archdiocesan sponsored Catholic institution or facility within the Archdiocese that provides care for Minors or Vulnerable Adults and/or the alleged perpetrator is an employee or volunteer at such school, institution or facility, then the report shall also be made promptly to the person in charge of such Archdiocesan Catholic school or parish school, or Archdiocesan sponsored Catholic institution or facility or such person's designee. If the alleged victim or perpetrator is a student at, employed by, or a volunteer at an Archdiocesan Catholic school or parish school within the Archdiocese, then the report should also be made promptly to the Archdiocesan School Office.

**6.2 How to Report** The report(s) of Sexual Misconduct as referenced in Section 6.1 above shall be made by telephone, e-mail or mail. The report shall include the name and contact information of the alleged victim and the complainant, the name and position of the Archdiocesan personnel alleged to have been engaged in the misconduct, and the details of the incident. The Victim Assistance Coordinator shall keep a written record of all reports.

## **7.0 Sexual Misconduct Review Board**

**7.1 Nature and Scope of the Review Board** The Archdiocese will maintain a Review Board that will function as a confidential, consultative advisory body to the Archbishop in discharging his responsibilities with regard to allegations of Sexual Misconduct involving Minors or Vulnerable Adults directed against Personnel of the Archdiocese.

The functions of this Review Board include: (a) advising the Archbishop in his assessment of allegations of sexual abuse of Minors and/or Vulnerable Adults and in his determination of suitability for ministry; (b) reviewing Archdiocesan policies for dealing with sexual abuse of Minors and Vulnerable Adults; and (c) offering advice on all aspects of these cases, whether retrospectively or prospectively.

The Review Board will be appointed by the Archbishop. It will be composed of persons of outstanding integrity and good judgment in full communion with the Church, and will consist of at least five persons. The majority of the Review Board members will be laypersons who are not in the employ of the Archdiocese. At least one member will be a priest who is an experienced and respected pastor of the Archdiocese. At least one member should have expertise in dealing with Minors who have been sexually abused. The members will be appointed for a term of five years, which may be renewed. If not a member of the Review Board, the Promoter of Justice will be given notice of all meetings and encouraged to and may participate in the meetings of the Review Board.

**7.2 Presentation to the Review Board** The information conveyed to the Review Board by the Archdiocesan Response Team shall include the following information: (1) unless the allegations are already well-known or unless personally identifying information is otherwise necessary, a coded, anonymous reference to the accused person together with a description of the accused's age, current clerical assignment and date of ordination if applicable, and a general history of prior assignments; (2) unless the identity(ies) are already well-known or unless personally identifying information is otherwise necessary, an anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment; (3) a complete and thorough recapitulation of the facts as alleged by the victim or of any other person who reported the alleged incident, including (i) the circumstances that lead to the person's decision to make the report, especially if the alleged incident occurred a long time in the past, and (ii) any professional psychological counsel or treatment the alleged victim has received that may be related to the alleged incident; (4) a copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person if appropriate); (5) a description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest or deacon who is the subject of the allegations; (6) a complete and thorough recapitulation of the facts as reported by such other persons, including the witness's views about the probable credibility of the allegations.

**7.3 Recommendations by the Review Board** Following the Review Board's consideration of the results of the investigation of a report of Sexual Misconduct involving a Minor or Vulnerable Adult by Personnel of the Archdiocese, it shall make whatever reasonable and prudent recommendations it deems just and appropriate to the Archbishop including, but not limited to, whether the allegations are or are not supported by sufficient evidence to warrant action against the alleged perpetrator; and

if the allegations are supported by sufficient evidence to warrant action, what action should be taken in accordance with Ecclesiastical or civil law.

## **8.0 Investigation and Other Interim Actions by the Archdiocese Concerning Reports of Sexual Misconduct**

- 8.1 Processing of Reports** The Victim Assistance Coordinator will promptly notify the Archbishop and the attorney for the Archdiocese of the receipt of any report of allegations of Sexual Misconduct involving a Minor or Vulnerable Adult directed against Personnel of the Archdiocese. The attorney for the Archdiocese will take steps to determine whether all necessary civil authorities have been notified and will give notice of the report to insurers as may be required by the terms of applicable insurance policies.
- 8.2 Investigations To Be Conducted** When an allegation of Sexual Misconduct involving a Minor or Vulnerable Adult directed against any Personnel of the Archdiocese is received, an investigation will be initiated and conducted promptly and objectively by members of the Archdiocesan Response Team which would include the Victim Assistance Coordinator, Vicar for Priests, and Legal Counsel, and any other person who would need to be included in a particular instance, for example, the Chancellor of the Archdiocese, school officials, etc., and/or their designees. In the case of a priest or deacon, the investigation will be conducted in harmony with canon law. The Archdiocese will obtain legal advice, both civil and canonical, as soon as possible.
- 8.3 Assistance of Counsel** The accused lay personnel will be encouraged to retain the assistance of civil counsel. The accused Cleric is to be encouraged to retain the assistance of civil and canonical counsel. The provisions of CIC, canon 1722, shall be implemented during the pendency of the penal process.
- 8.4 Confidentiality** All Personnel of the Archdiocese who are involved in the investigation and disposition of the allegation of Sexual Misconduct, including the members of the Sexual Misconduct Review Board, (hereinafter “Review Board”) will refrain from publicly commenting on the allegation. Any public statements about the allegation or about any action taken in response to it may be made only with the explicit approval of the Archbishop. Any media contact or inquiries regarding an incident of Sexual Misconduct by Personnel of the Archdiocese must be directed to the Archdiocesan Director of Communications.
- 8.5 Interim Actions** For lay employees and/or volunteers, the person in charge may immediately remove the person from the ministry or employment temporarily. The Archbishop may immediately remove the priest or deacon from the ministry temporarily. The alleged offender may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the Archdiocese and to the accused.
- 8.6 Investigation Procedure** The Archbishop will promptly refer any report of alleged Sexual Misconduct involving a Minor or Vulnerable Adult by Personnel of the Archdiocese to the Archdiocesan Response Team which will then commence an

investigation of the allegations with care taken not to interfere with any confidential or civil/criminal investigation on the part of civil authorities and with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident and the alleged perpetrator. Unless circumstances warrant in a particular instance, the investigation ordinarily will be conducted in accordance with the following guidelines:

(a) Promptly after receiving a report of alleged Sexual Misconduct involving a Minor or Vulnerable Adult, a member of the Archdiocesan Response Team will encourage the alleged victim to submit a written description of the alleged incident(s).

(b) The Archdiocesan Response Team will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.

(c) In connection with a current allegation, after giving the State Department of Children and Families a reasonable opportunity to investigate the allegation, a member of the Archdiocesan Response Team will promptly notify the accused person about the substance of the allegations. In connection with an allegation of Sexual Misconduct from the past (not recent or ongoing misconduct), a member of the Archdiocesan Response Team will promptly notify the accused person of the substance of the allegations. After the accused is given an opportunity to retain counsel, the accused person's response to the allegations will be sought.

(d) All appropriate steps will be taken to protect the reputation of the alleged perpetrator during the investigation.

(e) The Archdiocesan Response Team will immediately notify the Archbishop of any information developed in the course of the investigation that, in its judgment, warrants immediate attention. In all events, the results of the Archdiocesan Response Team's investigation will be conveyed to the Archbishop and to the Review Board of the Archdiocese.

#### **9.0 Actions After the Conclusion of the Investigation of an Allegation Against a Lay Employee**

**or Volunteer** Sexual abuse is a crime in all jurisdictions in the United States, so for the sake of the common good, the person in charge of any lay employee or volunteer will exercise his/her authority to ensure that any such person who has committed even one act of sexual abuse of a Minor or Vulnerable Adult as described above shall not continue in active ministry or employment. Any person who reported the allegation will be notified, consistent with the requirements of civil law for confidentiality, of the action taken following the investigation.

#### **10.0 Actions After the Conclusion of the Investigation of an Allegation Against a Cleric**

In accordance with the prescriptions of Canon Law in general and of *Sacramentum sanctitatis tutela*, in particular, the Archbishop upon conclusion of the investigation of allegations against a Cleric, will forward the results of the investigation, together with his recommendations for the disposition to the Congregation for the Doctrine of Faith in Rome for a final disposition.

**10.1 Notification of Decision** The alleged perpetrator will be promptly notified of the

Archbishop's decision; secondly, except in unusual circumstances, the person who reported the allegations will be notified, consistent with the requirements of confidentiality requirements of civil law, of the action taken following the investigation.

**10.2 Records** The Archdiocese will keep appropriate written records of each reported allegation, the investigation and the results thereof. The records will be marked confidential and kept in a secure place, with access limited to the Archbishop or his designee on a strictly need-to-know basis.

**11.0 Post Decision Actions Involving Clerics** If a credible allegation is made against a member of the clergy, all parties involved will be informed of this fact. The Cleric will be removed from public ministry as a precautionary measure, pending the final outcome of his case as determined by the Congregation for the Doctrine of the Faith in Rome. "When even a single act of sexual abuse by a priest or deacon is admitted or established after an appropriate process in accord with Canon Law, the offending priest or deacon will be removed permanently from Ecclesiastical ministry, not excluding dismissal from the Clerical state, if the case so warrants" (Essential Norms, no. 8)

**11.1 Sanction in Lieu of Dismissal from Ministry** If the Cleric has either admitted culpability or been found culpable after a trial in accordance with canon law and if the penalty of dismissal from the Clerical state has not been applied (e.g., for reasons of advanced age or infirmity) or proscribed by the tribunal after a trial, the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear Clerical garb, or to present himself publicly as a priest.

**11.2 Therapeutic Assistance** An offending Cleric will be offered therapeutic assistance for his own health and well-being as well as for the purpose of prevention.

## **12.0 Transfers Between Dioceses**

**12.1** No priest or deacon who has committed an act of sexual abuse of a Minor or Vulnerable Adult may be transferred for ministerial assignment to another diocese/eparchy or religious province. Before a priest or deacon of the Archdiocese may be transferred for residence to another diocese/eparchy or religious province, the Archbishop shall forward in a confidential manner to the local bishop/eparch and religious ordinary (if applicable) of the proposed place of residence, any and all information concerning any act of sexual abuse of a Minor or Vulnerable Adult and any other information indicating that he has been or may be a danger to Minors or Vulnerable Adults. This shall apply even if the priest or deacon will reside in the local community of an institute of consecrated life or society of apostolic life (or, in the Eastern Churches, as a monk or other religious, in a secular institute, or in another form of consecrated life or society of apostolic life).

**12.2** Before the Archbishop receives a priest or deacon from outside his jurisdiction, the Archbishop will obtain the necessary information regarding any past act of sexual abuse of a

Minor or Vulnerable Adult by the priest or deacon in question.

### **13.0 Transparency; Protection of Personal Privacy and Reputation**

**13.1 Danger of False Allegations** Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made. When an accusation has proved to be unfounded, every step possible will be taken to restore the good name of the person falsely accused.

## **ARCHDIOCESE OF HARTFORD**

### **Code of Ministerial Behavior for Personnel of the Archdiocese Who Have Ongoing Contact with Minors and/or Vulnerable Adults**

#### **I. Preamble.**

Effective and proper ministerial or pastoral care of Minors (defined as those under the age of eighteen years) and Vulnerable Adults (defined as a person who is at least 18 years of age with an intellectual disability) depends upon the competence, quality, integrity and commitment of those who work with them. This Code of Ministerial Behavior for Personnel of the Archdiocese Who Have Ongoing Contact with Minors and/or Vulnerable Adults (hereinafter “this Code”) sets forth expectations placed on clergy, religious and laity involved in this important service. This Code is promulgated so as to be in compliance with the provisions of the Charter for the Protection of Children and Young People approved by the United States Conference of Catholic Bishops. This Code is not intended to address all situations that might arise in working with or ministering to Minors and/or Vulnerable Adults. Rather, it is intended to set forth certain standards and guidelines that will help to shape the behavior of those Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults in a way that upholds Christian values and conduct. Personnel of the Archdiocese for purposes of this Code includes Clerics, religious, lay employees and lay volunteers, who are employed by, under personal contract with or volunteer in and for The Hartford Roman Catholic Diocesan Corporation and/or the parishes, Catholic schools, and Catholic ministries sponsored by the Archdiocese of Hartford.

This Code should be read in conjunction with the Policies and Procedures of the Archdiocese of Hartford relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults, and the definitions of certain terms set forth in the Policies and Procedures are also applicable to this code.

#### **II. Responsibility.**

The public and private conduct of clergy, religious, lay employees, and lay volunteers can inspire and motivate people, but it can also scandalize and undermine the people’s faith.

Clergy, religious, lay employees and lay volunteers must, at all times, be aware of the responsibilities that accompany their service to Minors and/or Vulnerable Adults. They must also know that God's goodness and grace support them in their service.

Responsibility for adherence to this Code rests with the individual. Any Personnel of the Archdiocese having ongoing contact with Minors and/or Vulnerable Adults who disregard or fail to comply with this Code will be subject to appropriate remedial action which may take various forms from a verbal reproach to removal from service, depending upon the specific nature and circumstances of the offense and the extent of the harm.

### **III. Standards.**

#### **1. General Principles**

The following fundamental principles, which derive from our Church teachings and traditions, shall apply to the behavior of all Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults:

All such personnel:

- i. will strive to exhibit the highest Christian ethical standards and personal integrity in their day-to-day work and personal lives, supporting the teachings, disciplines and traditions of the Catholic Church.
- ii. will strive to conduct themselves in a professional and respectful manner in both church and work environments avoiding any flagrant or public misconduct.
- iii. will respect the integrity of all individuals and protect the confidentiality and privacy of all information to which they have access.
- iv. will not take unfair advantage of a pastoral relationship for their own benefit.
- v. will not physically, sexually or emotionally abuse or exploit anyone in word or deed, in person or by telephone, computer, internet, social networking sites, etc.
- vi. will not neglect a Minor or Vulnerable Adult who is in their care.
- vii. will share concerns about inappropriate behavior with Minors and/or Vulnerable Adults on the part of other Personnel of the Archdiocese with their pastor/parish coordinator, their administrator, their principal, or in cases where the behavior directly involves these people, with the Victim Assistance Coordinator for the Archdiocese.
- viii. will report any suspected abuse or neglect of a Minor or Vulnerable Adult (except for information obtained in the Sacrament of Reconciliation) to the civil authorities, appropriate person in charge, and when applicable, to the Victim Assistance Coordinator of the Archdiocese.

## 2. Guidelines for Ethical and Moral Behavior

### A. Archdiocesan Standards

a. Personnel of the Archdiocese enjoy a level of trust and confidence.

It is essential that Personnel of the Archdiocese view their own actions

and intentions objectively to assure that no observer would have grounds to believe that irregularity in conduct exists. All Personnel of the Archdiocese have a responsibility to strive to uphold the standards of the Catholic Church in their day-to-day work and personal lives.

Therefore, Personnel of the Archdiocese shall not engage in conduct that is immoral or unethical, including, but not limited to:

ξ Formally or publically dissenting from, or offending by word or conduct the teachings of the Catholic Church on

faith and morals as they are set forth in the Catechism of the Catholic Church.

ξ Exhibiting actions that are disruptive to ministry and public worship.

ξ Procuring or participating in abortion or euthanasia or counseling others to participate in such activities.

ξ Possessing or disseminating pornographic materials.

ξ Engaging in adultery, promiscuity or illicit co-habitation.

ξ Abusing alcohol, drugs or gambling.

ξ Supplying alcoholic beverages, illegal drugs and/or tobacco products to Minors.

ξ Stealing and/or misappropriating Church funds or assets.

ξ Engaging in any type of criminal conduct.

b. Personnel of the Archdiocese shall not harm the reputation of others through:

ξ Disclosing the faults or failings of others to persons who have no cause to know them.

ξ Making false allegations against another.

ξ Disclosing confidential information, except in cases of mandated reporting of child abuse or neglect.

ξ Disclosing personal information that could cause an individual to suffer embarrassment, humiliation, or public ridicule of any kind.

### B. Unprofessional Behavior/Harassment: Guidelines for Professionalism

Unprofessional behavior/harassment is any conduct that does not conform to approved legal standards of social or professional behavior:

- a. Personnel of the Archdiocese will not engage in physical, psychological, written, electronic or verbal harassment or intimidation of others and will not tolerate such behavior by anyone.
- b. Personnel of the Archdiocese will provide a professional work environment that is free from physical, psychological, written, electronic or verbal intimidation or harassment.
- c. Personnel of the Archdiocese are expected to refrain from acting in an unprofessional/harassing manner which includes, but is not limited to:

    ξ Physical or emotional abuse.

    ξ Racial insults.

    ξ Derogatory ethnic slurs.

    ξ Sexual advances or touching.

    ξ Sexual comments or sexual jokes.

    ξ Requests for sexual favors.

    ξ Display of offensive materials.

    ξ Abuse of power.

    ξ Bullying.

    ξ Dressing in an immodest or sexually provocative manner.

- d. Unprofessional behavior/harassment can be a single incident or a persistent pattern of behavior where the purpose or effect is to create a

hostile, offensive or intimidating work environment.

- e. Allegations of harassment shall be taken seriously and reported immediately to the appropriate person in the parish, organization or Archdiocese.

### C. Exploitation: Guidelines for Counseling Relationships<sup>1</sup>

Exploitation in the context of this counseling policy refers to Personnel of the Archdiocese taking unfair advantage of the counseling relationship for the benefit of the counselor. Sexual exploitation is sexual activity between Personnel of the Archdiocese and the recipient of his or her counseling services, regardless of who initiated the activity.

- a. Clergy, parish coordinators, pastoral associates, and members of religious orders providing pastoral counseling are generally not licensed as professional counselors and are expected to limit their

- counseling to spiritual, religious, moral or pastoral matters.
- b. Personnel of the Archdiocese shall not step beyond their competence in counseling situations and shall refer matters to other professionals when appropriate.
  - c. Counselors shall avoid situations and conduct that are exploitive or are likely to give the appearance of exploitation.
  - d. Counselors shall avoid counseling situations and conduct that further their own personal, religious, political, or business interests.
  - e. If a conflict of interest exists or arises, Personnel of the Archdiocese shall inform all parties. Resolution of the issues must protect the person being counseled.
  - f. Counselors must never engage in sexual intimacies or sexual activities with the people they counsel. This includes nonconsensual and consensual contact, forced and unforced physical contact and sexually explicit communications not related to counseling issues.

<sup>1</sup> “Counseling relationships” include pastoral counseling, spiritual direction, and other forms of counseling provided by competent professionals through Church affiliated organizations and services.

- g. Counselors shall not engage in sexual intimacies or activities with relatives, friends, or other individuals who are close to the client, when there is a risk of exploitation or potential harm to the client. Personnel of the Archdiocese shall presume that a potential exploitation or harm exists in such intimate relationships or activities.
- h. Counselors are fully responsible for setting and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- i. Any physical contact shall be respectful and consistent with the intent to provide a safe and comfortable counseling environment.
- j. Sessions shall be conducted in appropriate settings at appropriate times and shall not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled. For example, regular counseling sessions with Minors shall be scheduled when there is another adult readily available in the building. No sessions shall be conducted in a bedroom or private living quarters.

### **3. Guidelines for Church Related Activities involving Minors**

- A. The following general guidelines are intended to prevent abuse of Minors by preventing situations where abuse can occur:

- a. When releasing Minors from one's care, to someone else's care, they are to be released only to parents, legal guardians, or approved others. If unsure, consult supervisors before releasing the child.  
**Note:** This does not apply to the normal release of Minors at the end of the normal school day or at the end of normal religious education hours.
- b. Report uncontrollable or unusual behavior of Minors to parents or legal guardians and to supervisors.
- c. Use or possession of illegal drugs is prohibited at all times.
- d. Use of alcohol when working with Minors is prohibited.
  - e. Supplying alcoholic beverages, illegal drugs and/or tobacco products to Minors is prohibited.
  - f. Supplying Minors with medications of any kind, including over-the-counter drugs such as aspirin, without the written consent of the custodial parent(s) or guardian(s) is prohibited.
- g. When transporting Minors by motor vehicle:
  - ξ Get written permission from parent or guardian where practicable.
  - ξ Drivers must be at least 21 years of age.
  - ξ If the Minor is alone, bring another adult where practicable.
- h. Personnel of the Archdiocese are prohibited from communicating with Minors in a way that is shaming, derogatory, demeaning, or humiliating whether in person or by telephone, computer, internet, social networking sites, etc. In addition, Personnel of the Archdiocese will not use vulgarity in the presence of Minors.
- i. Sexually-oriented communications with Minors are prohibited whether in person or by telephone, computer, internet, social networking sites, etc., except for human sexuality lessons and discussions when they are part of approved curriculum or as part of normal counseling during the Sacrament of Reconciliation. These lessons or counseling sessions will conform to the Church's teachings on the topic.
- j. Communicating one's own sexual orientation, preferences or activities to Minors whether in person or by telephone, computer, internet, social networking sites, etc. is prohibited. Communicating about celibacy in the context of the priestly or religious life is, however, appropriate.
- k. Being nude or dressed immodestly in the presence of Minors is prohibited.
- l. Taking sexually-oriented or morally-inappropriate materials (magazines, cards, videos, films, website material, computer files, clothing, etc.) onto The Hartford Roman Catholic Diocesan Corporation and/or the parishes, parish schools, Archdiocesan Catholic Schools, and Catholic ministries sponsored by the

Archdiocese of Hartford or showing them to Minors is prohibited.

- m. Sleeping in the same rooms, beds, sleeping bags, or tents with Minors is prohibited, unless they are members of one's immediate family. If emergency situations or other circumstances require that adults sleep in the same room or tents, there shall be two or more adults present.
- n. No Minors, unaccompanied by one of their adult immediate family members, shall stay overnight in any rectory or other personal residences of priests, transitional deacons or religious.

Minors, with close familial relationships and with permission of their parent or guardian, or Minors accompanied by a parent or legal guardian, may stay overnight in a residence of a permanent deacon.

Minors who do not have close familial relationships or are not accompanied by a parent or legal guardian, may stay overnight in a residence of a permanent deacon only if he or she is a guest of a Minor child of a permanent deacon who resides in the same household and who is also present for the overnight stay, and only if permission is obtained from the parent or legal guardian of the Minor.

## B. Physical contact with Minors

The Archdiocese desires to implement and maintain a positive, nurturing environment for Minors while preventing harm. The following rules address conduct expected of Personnel of the Archdiocese, whether paid or volunteer, when dealing with Minors who are not blood relations:

- a. Corporal punishment such as spanking, slapping, pinching, hitting, etc. is prohibited.
- b. Personnel of the Archdiocese may use reasonable physical contact when reasonably necessary to restrain, to defuse an altercation, to separate combatants, or in self-defense.
- c. Appropriate affection between Personnel of the Archdiocese and Minors is often important for a child's development and can be a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for most Church sponsored and affiliated programs:
  - ξ Shoulder to shoulder hugs.
  - ξ Pats on the shoulder or back.
  - ξ Handshakes.
  - ξ "High-fives" and hand slapping.
  - ξ Verbal praise.
  - ξ Holding hands while walking with small children.

- ξ Sitting beside small children.
- ξ Holding hands during prayer.
  - ξ Pats on the head when culturally appropriate (for example, this gesture should typically be avoided in some Asian or Muslim communities).

d. The following are examples of contact that are **not** to be used:

- ξ Inappropriate or lengthy hugs or embraces.
  - ξ Kisses on the mouth.
  - ξ Holding Minors, above the approximate age of 5, on one's lap. **Note:** The holding of Minors in one's lap should **only** be done in the context of consoling an obviously distressed child.
  - ξ Touching buttocks, genital areas, or breasts.
  - ξ Showing physical displays of affection in isolated areas of the premises such as bedrooms, closets, staff only areas, or other private rooms.
- ξ Sleeping in bed with a Minor.
  - ξ Touching knees, thighs or legs of Minors, as a show of affection.
  - ξ Wrestling with Minors, except for legitimate sports coaching, in which case another adult shall be present.
  - ξ Tickling Minors.
  - ξ Piggyback rides.
- ξ Any type of massage given by Minor to adult.
  - ξ Any type of massage given by adult to Minor, except as part of a legitimate course of prescribed medical care.
- ξ Any display of unwanted affection.
  - ξ Actions that include compliments relating to sexual attractiveness or sexual development.

#### 4. Supervision of Programs That Involve Minors

The primary standard being implemented here is the presence of multiple adults (at least two) at all church-related programs and activities for Minors. This standard does not apply to the Sacrament of Reconciliation or to situations where an individual is seeking unscheduled and immediate pastoral care. The goal of this standard is to lessen the chances of abuse occurring or going unnoticed. In this light:

- i. Programs or activities for Minors, whether on or off church property, must always have at least two adults present.
- ii. Parents are encouraged to take an active interest in any and all services and programs in which their children are involved in the Archdiocese.
- iii. Personnel of the Archdiocese under the age of 18 must work under the direction of an adult supervisor who is at least 21 years of age.
- iv. Pastors, Principals, or their equivalent, must be aware of all programs for

Minors that are sponsored by The Hartford Roman Catholic Diocesan Corporation and/or the parishes, parish schools, Archdiocesan Catholic Schools, and Catholic ministries sponsored by the Archdiocese of Hartford.

- v. Pastors, Principals, or their equivalent, must approve new programs for Minors before they begin.
- vi. Where multiple religious education classes, school classes or other group meetings are being conducted, at the same time and in the same building, the second adult need not be present in the classroom. In this case, the second adult can be the other teacher/adult leader in the other classroom.
- vii. If there is a single class, or activity being conducted, a second adult must be present within the same building.
- viii. If Personnel of the Archdiocese is working one-on-one with a Minor, the door of the room must be left open, and a second adult must be present within the same building.
- ix. If a scheduled class or activity is the only session being conducted at a particular time, and a second adult is not present within the same building or one cannot readily be obtained to fulfill that role, the session will be cancelled and the parents/guardians notified to pick up the children.
- x. The above rules apply also for all overnight camping, overnight retreats, overnight trips, or other scheduled and approved events of this nature. In these cases, male and female Minors will be segregated and adult chaperones will be segregated. Under no circumstances will a lone Minor stay by himself/herself in a room or tent. Curfews will be imposed and bed checks will be performed by pairs of male and female chaperones, females checking females and males checking males.
- xi. If adults must stay in the same facility, room or tent, then there must be multiple adults in the facility.

#### **5. Use of Technology/Communication Tools**

The use of Technology/Communication Tools are subject to the various standards, guidelines and principles of the Code of Ministerial Behavior, especially Parts 1 and 2 of this Section, as well as any personnel policies that an Archdiocesan employer may have adopted pertaining to the use of Technology/Communication Tools by employees and/or volunteers while acting in the employ or service of an Archdiocesan entity.

The uses of any Technology/Communication Tools while on Archdiocesan property and in a ministerial function or church related activity shall not be considered private. However, some interpersonal communication may be privileged under either canon and/or civil law and thus subject to confidentiality.

Consistent with the other provisions of the Code, and especially Parts 1 and 2

of this Section, conduct that would be considered violative of this part includes, but is not limited to use of Technology/Communication Tools that is:

- i. sexual in nature (eg. Sexually explicit, abusive, or pornographic, defamatory, bullying, threatening or otherwise unreasonably offensive)
- ii. violative of the moral and ethical teachings of the Catholic Church.
- iii. is abusive or exploitive of any individual.
- iv. is shaming, derogatory, demeaning or humiliating to a Minor or Vulnerable Adult.
- v. Is otherwise violative of the other provisions of this Code
- vi. is otherwise violative of the standards of this policy or would constitute Sexual Misconduct as defined by the Code.

#### **6. Duty to Report Sexual Misconduct and/or Neglect Involving Minors and/or Vulnerable Adults**

Allegations and/or incidences of suspected child abuse or neglect involving Minors or Vulnerable Adults shall be taken seriously and reported to civil authorities and, if appropriate, Church authorities, pursuant to the provisions of Conn. Gen. Stats. § 17a 101 *et seq.* for Minors; Conn. Gen. Stats. § 17b – 451 *et seq.* for Vulnerable Adults, and the Archdiocese’s Policies and Procedures Relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults.

#### **7. Ministry with Vulnerable Adults**

Vulnerable adults shall be treated with the same care, respect and dignity afforded to Minors. Those individuals in ministry with Vulnerable Adults must follow the same policies, procedures and behavioral codes that apply to Minors when they are ministering to Vulnerable Adults.

### **IV. Confidentiality**

- (1) Information disclosed to Personnel of the Archdiocese during the course of counseling, or other confidential one-on-one relationships, such as private spiritual direction, shall be held in the strictest confidence possible. Disclosure will be made as permitted by canon and civil law and only as follows:
  - (i) If the counselor or other Personnel of the Archdiocese engaged in a confidential one-on-one relationship with a Minor has a good faith belief that there is a risk of imminent danger to the client or to others, the counselor or such other person is to disclose the information necessary to protect the parties involved and to prevent harm.
  - (ii) Before disclosure is made, if feasible and appropriate, the counselor or such other person will inform the person being counseled or in a one-on one confidential relationship about the disclosure and the potential consequences.

- (iii) If the counselor or such other person has reasonable cause to suspect or believe the existence of sexual abuse or neglect to either a Minor or Vulnerable Adult, the counselor or such other person must cause a report to be made to public authorities in accordance with civil law and in keeping with the Archdiocese's Policies and Procedures Relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults.
- (2) If a counselor or other Personnel of the Archdiocese engaged in a confidential one-on-one relationship with a Minor discovers, while communicating privately with the Minor, that there is imminent threat to the welfare of the Minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the counselor or such other person will disclose only the information necessary to protect the health and well-being of the Minor.
- (3) Counselors or other Personnel of the Archdiocese engaged in a confidential one-on-one relationship with a Minor shall discuss the nature of confidentiality and its limitations with each person in counseling or in a confidential one-on-one relationship.
- (4) Any priest who hears the confession of someone who reveals information about past or present abuse of a Minor or Vulnerable Adult shall strongly urge the penitent to report the abuse to the proper civil and Church authorities. However, in accordance with the norm of canon law (c.983), the sacramental seal of confession is inviolable; therefore, it is forbidden for a confessor to betray the confidence of a penitent. This is applicable whether the penitent is living or dead.
- (5) Information about abuse or neglect of a Minor is sometimes revealed during private spiritual direction. In the event that a victim of abuse or neglect reveals to a spiritual director providing private spiritual direction that he/she was abused or neglected as a Minor, the spiritual director will strongly urge that person to make a report to the proper civil authorities and, if the abuse or neglect was committed by Personnel of the Archdiocese, to make a report also to Church authorities or to permit the spiritual director to make such report(s). If during spiritual direction someone other than a victim reveals information about abuse or neglect of a Minor, the spiritual director will strongly urge that person to make a report to the proper civil authorities and, if appropriate, also to Church authorities or to permit the spiritual director to make such reports. In these instances, if the spiritual director is a mandated reporter under Connecticut law, he or she will report to the proper civil authorities and inform the person that he/she will do so.
- (6) In teaching, delivering homilies, and other public presentations, Personnel of the Archdiocese will not refer to specific situations, even anonymously, regarding information learned in counseling or in confidential one-on-one relationships.

## **V. Conflicts of Interest**

A conflict of interest exists when Personnel of the Archdiocese take advantage of relationships in order to further their own personal, religious, political, or business interests.

- (1) Personnel of the Archdiocese shall avoid all situations which are likely to result in a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.
- (2) If a conflict of interest exists or arises, Personnel of the Archdiocese shall inform all parties.
- (3) Personnel of the Archdiocese must establish clear, appropriate boundaries with anyone with whom they have a business, professional, or social relationship (e.g., parishioners, vendors, prospective employees, etc.).

## **VI. Reporting Ethical or Professional Misconduct**

Personnel of the Archdiocese must hold each other accountable for maintaining the highest ethical and professional standards in the context of working with or ministering to Minors and/or Vulnerable Adults. When there is an indication of illegal actions by Personnel of the Archdiocese, civil authorities and an appropriate Archdiocesan representative should be notified immediately. When it appears that Personnel of the Archdiocese has violated this Code, or other religious, moral or ethical principles, the issue should be reported to a supervisor or next higher authority or referred directly to the Chancery office for the Archdiocese. Where uncertainty exists as to whether a situation or course of conduct violates this Code or other religious, moral or ethical principles, personnel should consult with others knowledgeable about ethical issues and/or the Chancery office of the Archdiocese.

### **HOW TO REPORT AN INCIDENT OF SEXUAL ABUSE TO THE ARCHDIOCESE OF HARTFORD**

If you have knowledge or suspect that a minor or vulnerable adult (an adult with an intellectual disability) has been sexually abused, in any manner, by personnel of the Archdiocese of Hartford, you are urged to report this information to:

Faith Vos Winkel, MSW  
Victim Assistance Coordinator  
860-541-6475  
[faith.voswinkel@aohct.org](mailto:faith.voswinkel@aohct.org)

In addition, you will be asked to follow up in writing with a detailed description of the facts involved in the incident. Specifics of this written report can be found in the Policies and

Procedures section of the Safe Environment Handbook for the Protection of Minors and Vulnerable Adults, 2016. This document is also available online at [www.archdioceseofhartford.org](http://www.archdioceseofhartford.org). The Archdiocese of Hartford will report any and all incidents to the proper civil authorities.

Mandated reporters in the State of Connecticut are required by law to report any incident of sexual abuse involving a minor or vulnerable adult. We encourage any Non-Mandated persons to report such incidents to the proper authorities as well. We support your right to do so.

Incidents involving sexual abuse of minors (persons under the age of 18) should be reported to: State Department of Children and Families Care-line  
1-800-842-2288

Incidents involving sexual abuse of vulnerable adults aged 18 – 59 should be reported to the: Abuse Investigations Division of the Office of Protection and Advocacy for Persons with Disabilities  
1-800-842-7303

Incidents involving sexual abuse of vulnerable adults aged 60 and over should be reported to: Department of Social Services for the Elderly  
1-888-385-4225

Once a written report of an incident of sexual abuse of a minor or vulnerable adult has been received, an investigation will be undertaken by, or on behalf of, the Archdiocese of Hartford.

Archdiocese of Hartford  
Office of Safe Environment  
467 Bloomfield Ave. |  
Bloomfield, CT 06002  
860-541-6491

ACKNOWLEDGEMENT OF RECEIPT, REVIEW AND UNDERSTANDING OF OFFICE  
OF SAFE ENVIRONMENT HANDBOOK

This is to acknowledge that I have reviewed the Safe Environment Handbook which includes the Policies and Procedures Relating to Allegations of Sexual Misconduct Involving Minors and Vulnerable Adults, as well as the Code of Ministerial Behavior for Personnel of the Archdiocese of Hartford.

I understand that I am responsible for complying with the various provisions as stated in this handbook and should refer any questions to my immediate supervisor at my parish or Catholic school or to the Victim Assistance Coordinator of the Archdiocese of Hartford, 860-541-6475 for clarification. I further understand that the Archdiocese reserves the right to change, modify and/or revise any of the provisions set forth in these documents at any time.

Employee's/Volunteer's Name: \_\_\_\_\_

(Print Full Legal Name)

Employee's/Volunteer's Signature: \_\_\_\_\_

Parish/Catholic School/Archdiocesan Agency: \_\_\_\_\_

Position/Ministry: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to your Immediate Ministry Supervisor at your Parish Church, Catholic School, or Archdiocesan Office/Agency