



PARENT/STUDENT HANDBOOK

2024 – 2025

Faith. Family. Foundation.

St. Thomas Aquinas Catholic School

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St. Thomas Aquinas Catholic School

St. Thomas Aquinas Catholic School was founded in 1921. Located in the heart of historic Fairfield center on the campus of St. Thomas Aquinas Church, we are a Pre-Kindergarten through 8th grade Catholic elementary school under the guidance of the [Diocese of Bridgeport](#) and the Superintendent of Schools.

Our curriculum stresses academic achievement within a Catholic environment and community where every child knows that he/she is loved and respected by his/her peers as well as by the teachers and encouraged to achieve their personal best. United with each other by meaningful liturgy and prayer, the students grow in an understanding of their faith.

Mission Statement

The St. Thomas Aquinas Catholic School community strives for academic excellence in a faith-filled Catholic environment that encourages children to reach their full potential and to become lifelong learners. By word and example, we teach our students to model Christ's message of love.

Core Values and Beliefs

The community of St. Thomas Aquinas Catholic School believes that our primary purpose is to prepare our students academically and spiritually to become good Christians. Motivated by a spirit of compassion and charity, students are encouraged to assume leadership roles that promote truth and justice. The St. Thomas Aquinas Catholic School faculty is dedicated to the development of the whole child, including the spiritual, intellectual, social, emotional, and physical aspects of their being. We are cognizant of the unique background and creativity of each student and the variations in individual patterns of maturation, motivation, and development.

We offer education in an atmosphere that guides, inspires, and leads students to achieve excellence and continually seek personal growth. The success of our faith community is built on the commitment and partnership of our parents, who share common goals with the faculty and students. These goals help our students achieve personal academic excellence while developing the fullness of their spiritual lives. Together we strive to cultivate a community where each student can thrive and make a positive impact on the world.

Accreditation

St. Thomas Aquinas Catholic School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC). Accreditation of an institution by NEASC indicates that it meets or exceeds NEASC standards and criteria for the assessment of institutional quality. This process is achieved through a peer group review process every ten years. Each year, the St. Thomas Aquinas Catholic School administration and the faculty review the school's mission, goals and objectives, curriculum and instruction, policies and procedures to insure school improvement. St. Thomas Aquinas Catholic School has been designated as an Approved School by Connecticut's State Department of Education.

Student Admission Information

Nondiscriminatory Policy

St. Thomas Aquinas Catholic School admits students of any race, gender, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Thomas Aquinas Catholic School:

- Siblings of current St. Thomas Aquinas Catholic School students
- Registered members of a Catholic parish in the Diocese of Bridgeport
- Non-Catholic students whose parents accept the philosophy of St. Thomas Aquinas Catholic School

St. Thomas Aquinas Catholic School does not have programs that address the needs of special education students.

Requirements

Children entering Pre-Kindergarten Three and Four (3) must be three (3) years of age by August 31st of the year they enter the program.

Children entering Kindergarten must be five (5) years of age by August 31st of the year they enter the program. A screening is required for all Kindergarten students; placement decision is at the discretion of the Head of School.

All new students seeking admission to St. Thomas Aquinas Catholic School are required to submit:

- Online Application Form
- Report Cards & School Records
- Standardized Test Results
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Registration Fee (per family)
- Registration online with FACTS tuition management
- Home School Association Fee (per family)
- First month's tuition for mid-year acceptances
- Parish Affiliation
- Health Assessment Records (State of Connecticut Form)

Also part of the admission process for students entering Grades PreK - 8 are:

- An interview with the student's parents (Grades PreK-8)
- An interview with the student (Grades 5-8 only)
- A classroom visit (Grades 2-8)
- Academic testing

For students seeking admission to Kindergarten and Grade 1 the following is required:

- Screening
- Visit to the classroom only if requested by the teacher conducting the screening

The records for students applying for Admission in Grades PreK-8 will be reviewed to determine whether the program at St. Thomas Aquinas Catholic School will meet the educational needs of the students. **All new students will be conditionally accepted** and given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Thomas Aquinas Catholic School.

Tuition Payment Policy

A goal of the Diocese of Bridgeport Catholic Schools is to provide a Catholic school education to every student that desires one. Tuition payments are an investment in a student's education and religious formation. Tuition payments are also a financial reality necessary to keep the school in business.

Every family must be registered with FACTS Tuition Management.

The school relies upon the tuition and fees to operate an excellent spiritual and educational program. Therefore, when tuition and fees payments become delinquent it is a serious matter.

The following procedures will be used for the payment of tuition to Saint Thomas Aquinas Catholic School per the Diocese of Bridgeport policies and procedures.

Tuition is billed, collected and deposited by FACTS Tuition Management Company.

Delinquent Tuition/Fees:

When payments are not made in the manner described by a parent/guardian's tuition agreement form, the following steps will take place:

30 Days Past Due

- When an account becomes 30 days past due under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written or phone call notification from FACTS that their account is past due.

- It is the responsibility of the family to contact the Bookkeeper within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.
- If the parent does not contact the Bookkeeper, the Bookkeeper will contact the family to set-up a payment plan by sending a letter via certified mail, email or regular mail.
- If families are unresponsive, the Head of School will arrange for a meeting to discuss the delinquency.
- The Bookkeeper will prepare a mutually agreed upon payment plan with the family and agreed upon by the Head of School. Any payment plan must be in writing and approved by the Head of School.
- Late Fees will be accessed based on the school's Tuition and Fees Schedule.

60 Days Past Due

- When an account becomes 60 days past due under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification from the Head of School that their account is past due and their child(ren) may not return to school until an acceptable tuition payment is made.
- Report cards and transcripts will be withheld until payment in full is received.
- Students will not be permitted to register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.
- Late Fees will be accessed based on the school's Tuition and Fees Schedule.

90 Days Past Due

- When an account becomes 90 days past due under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due.
- Students will be withdrawn from their respective Catholic school at the end of a quarter.
- Report cards and transcripts will be withheld until payment in full is received.
- In connection with tuition and fees commitment delinquencies, the school may pursue legal action against, or require promissory notes from, parent/guardian for failure to honor their tuition agreement. Such notes or legal action will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the school, or the parent/guardian's unpaid tuition and fees commitment, whichever is less.

Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of Bridgeport, Superintendent of Schools, and diocesan attorney for review.

If a parent/guardian refuses to act in good faith, the administration, after consultation with the diocese, may refuse to accept the child(ren) as students in the diocese and may turn the delinquent balance over to a collection agency.

Families with 8th Grade Students:

- All account billing and fees for 8th graders must be **paid by May 1st** or the family must have an alternate written plan for payment approved by the Head of School.
- 8th grade students will not be permitted to participate in graduation ceremonies or receive grade transcripts until any unpaid balance is paid in full or acceptable written arrangements for payment are made.

End of School Year Balances:

- All account billing and fees must be **paid by June 1st** or the family must have an alternate plan for payment approved by the Head of School..
- Families with account balances and unpaid fees that do not have an alternate plan for payment approved by the Head of School shall receive written notification that their account is past due with a copy of this commission policy.
- Report cards and transcripts will be withheld.
- Students will not be permitted to register or to return for the following academic year until the unpaid balance is paid in full or an acceptable written alternate plan for payment is in place.

Financial Aid

Financial aid requests should be made in writing to the Head of School and by utilizing our outside assessment organization FACTS for an independent evaluation of financial status. The Head of School will review the material and award assistance when funding is available.

Parent's Role in Education as Parents

We, at St. Thomas Aquinas Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Thomas Aquinas Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Thomas Aquinas Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK - Grade 8),

your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

As partners in the educational process at St. Thomas Aquinas Catholic School, we ask parents to set rules and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has a nutritional breakfast, snack and lunch every day
- Abides by all rules, regulations, and procedures stated in the school handbook, posted in the classroom, or communicated in letters or notices.

We ask parents to:

- Complete and return to school any requested information promptly
- Notify the school when the student will be tardy or absent
- Actively participate in school activities such as Parent-Teacher Conferences and parent meetings
- Notify the school office of any changes of address or important phone numbers
- Meet all financial obligations to the school

- Inform the school of any special situation regarding the student's well-being, safety, and health
- Read school notices and to show interest in the student's total education
- Support the religious and educational goals of the school and to attend Mass regularly on Sundays
- Support and cooperate with the discipline policy of the school
- Treat teachers/staff with respect and courtesy in discussing student problems
- Pay for any damage to school books or property due to carelessness or neglect on the part of the student

Non-support

When it becomes apparent that a family no longer supports the school's philosophy, policies, or procedures and the Head of School judges the family is no longer maintaining the necessary and appropriate relationship with the school, the family may be asked to withdraw their student(s) from the school.

Home School Association (HSA)

St. Thomas Aquinas Catholic School Home School (parent) Association is an integral part of the school. The parents work together with the Head of School and faculty/staff to support and benefit the students and school community. Organizing and offering a variety of schoolwide events, opportunities to volunteer, and building a positive school community are goals of this organization. All families are members and are invited to participate in these volunteer opportunities.

School Hours

School Hours: 7:50 AM – 2:10 PM (Full days) and 7:50 AM – 11:10 AM (Early Dismissal Days)

Office Hours: 7:30 AM – 3:00 PM

The school doors are opened for students at 7:00 AM and homerooms at 7:35 AM. Students arriving before 7:35 AM go directly to the Before School Care Program located in the gym. At or after 7:35 AM students go directly to their locker (Grades 6-8), if necessary and then to their homeroom classroom.

At St. Thomas Aquinas Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. **Parents should allow their child(ren) to enter the school building on their own each morning.**

Arrival & Dismissal Procedure

Parents are asked to proceed with extreme caution when dropping off or picking up their children. Cell phones are not to be used by adults while driving on the school grounds. Please follow the traffic directions given by the teachers/staff on duty.

Arrival

- Bus riders exit the bus and walk directly into the school.
- Parents dropping off students should enter the lot from the Ruane Street entrance directly in front of the school and move around the circle of traffic in an orderly fashion.
Students exit the vehicles from the passenger side, in front of the school and should follow any directions from the staff monitoring the lot. Parents should not leave their cars while in the drop off rotation.

At 7:50AM, the morning will begin with a prayer followed by the Pledge of Allegiance and important announcements.

Students not in their homeroom at 7:50 AM are considered tardy and a parent/guardian must walk their child(ren) into the main office, sign in and receive a late pass for their child to take to the homeroom teacher.

Dismissal

The school day ends at 2:10 PM, with afternoon prayers and announcements. After prayers and announcements, bus students are dismissed in an orderly manner followed by walkers. All walkers will be dismissed through the main entrance of the school and exit campus promptly using the sidewalks. **Pre-K through 4th grade walkers must have a parent or guardian on school grounds to be dismissed.** Car riders stay in their homeroom/the building until they are called for dismissal.

Please do not drive into the parking area before 2:20PM. Parents who are picking up students by car must exercise patience and care while waiting for their children. (See Appendix for dismissal diagram.)

- Enter the Church parking lot from Ruane Street.
- Make the deep U turn to the far end of the Gym.
- Form a Single line and STOP at the orange cone.
- Wait until the cone is removed by staff.
- Drive to the pick-up area where teachers are waiting for you with your children.
- Please display last name of student(s) clearly in front windshield

After School Care participants are dismissed to a specific classroom and after school enrichment participants will be picked up by the person in charge of the activity and brought to the location of the after school program.

Tardy Arrival:

Students not in homeroom at 7:50 AM are considered tardy and a parent/guardian must walk their child(ren) into the main office, sign in and receive a late pass for their child to

take to the homeroom teacher. This is done to ensure the safety of your child(ren). Lateness to class disrupts learning. Excessive lateness has a direct impact on a student's daily academic performance. Students who are late begin the day with more anxiety and are less prepared to learn.

Dismissal before school day ends:

At dismissal time, there are many directives a teacher gives that students need to be present to hear. **Please do not request early dismissal for your child except for emergencies.** After school activities are not considered to be emergencies. Parents who are volunteering in school (ie. serving as a parent reader, craft in the classroom, library) and finish their obligation before 2:10PM, are not permitted to take their children out of school early.

Late Pick-up:

Regular dismissal time is 2:10 PM. Please check the school calendar website for early dismissal dates. Early dismissal time is 11:10 AM. Parents are to make arrangements for their child(ren) to be picked up at dismissal time. Students not picked up by the end of dismissal will be sent immediately to the St. Thomas Aquinas After School Care Program. Parents are charged the hourly per child rate for using this program.

Inclement Weather Closings, Delays, Early Dismissal

St. Thomas Aquinas Catholic School follows the Fairfield Public School System for weather-related closings and delays. For announcement of changes, refer to the local TV stations or call 255-8255 (255-TALK).

Delayed openings are based on a 9:50 AM opening (2 hours later than normal time). The plan detailed in your Emergency Dismissal Form will be activated should an early dismissal be called for any reason. Your child should be informed of your plan so that they know where to go if it is necessary to dismiss early.

St. Thomas Aquinas Catholic School uses an automated emergency call system for emergency situations only. These emergency situations do NOT include weather-related situations determined by the Fairfield Public Schools the evening before or the morning of a closing or delay. If an early dismissal is determined by the Fairfield Public Schools during the school day due to weather, the automated system will be used.

Change in Student's Dismissal

Homeroom teachers should be advised **in writing "blue note" each and every day** if a child of any age is to go home by a different means than normal (as established by parent in writing at the beginning of the school year) or if a child (of any age) is to stay after school for After School Care, choir, an enrichment class or any other activity.

After school plans should be made prior to arrival at school. **Changes in the dismissal routine will be handled by the office only in emergency situations.**

Bus Transportation

The Town of Fairfield provides bus transportation for Fairfield residents who live more than one (1) mile from the school. Conduct on the bus should allow the driver to give full attention to driving. **Inappropriate behavior or behavior that puts anyone's safety in jeopardy will not be tolerated and will be subject to disciplinary action and/or suspension from the bus.** Buses maintain video surveillance equipment.

Office Telephone

The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made prior to arrival at school.

Cell Phone/Electronic Device Use Policy

Cell Phones/smart watches: St. Thomas Aquinas Catholic School does not encourage students to carry cell phones, smart watches to school. However, we do understand that some parents of older students may feel that having a communication device is necessary because of activities that may involve their child during after school hours. Please note the following as related to this regulation:

No student in Grades PreK – Grade 4 is permitted to bring a cell phone or smart watch to school for any reason. Children of this age level should be closely monitored during their after school activities by an adult. Those directly responsible for their supervision after school will be the persons who contact parents, if needed.

While the administration discourages this, students in Grades 5-8 only are permitted to bring a cell phone or smart watch to school and will be expected to follow the guidelines here regarding these devices:

- Upon arrival at school, all cell phones and smart watches must be turned off and turned into the appropriate class bin at the main entrance. These devices will be stored in an identified container and will remain in the main office all day. These electronic devices will not be accessed by students during the school day. At dismissal, students may retrieve their electronic devices upon exiting the school.
- St. Thomas Aquinas Catholic School is not responsible for any loss or damage to cell phones carried into the school building.
- **Under no circumstances may pictures, videos, recordings, email or text messaging be used by students on the premises of St. Thomas Aquinas Catholic School.** The same guidelines apply while traveling on school buses to and from school sponsored events or trips.
- Cell phones may not be carried by students on class trips even if the cell phone is their “camera”. Only teachers/chaperones may carry cell phones on these trips.
- St. Thomas Aquinas Catholic School reserves the right to review any content including but not limited to electronic communications received, stored, or sent while on school grounds or on field trips off of school grounds.

- Students who need to call parents during the school day must request permission to go to the school office and call their parents in the presence of school personnel.

Other Electronic Devices (IPads, personal tablets): No student in any grade (PreK- Grade 8) is permitted to bring an IPad, personal tablet, or any other comparable electronic device to school for any reason. (This includes field trips.)

Any student who does not follow the Cell Phone / Electronic Device Policy, will receive the following consequences:

- Students will have the cell phone or electronic device taken away and the device will not be returned until a conversation is had with a parent or guardian regarding the infraction.
- An after school detention will be issued

More serious consequences may result from repeated misuse of cell phones or electronic devices depending on circumstances.

School Visitors

For safety and security reasons, each person is required to sign in at the main office when he/she enters the building for any reason. **All visitors and/or volunteers are required to wear a designated badge** that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

See **Appendix A** for the Diocese of Bridgeport Safe Environment Training “Virtus” requirements for all volunteers.

Attendance Policies

Students are expected to arrive on time each school day. Frequent student absence from school interferes with his/her academic progress.

Absence

When a student is absent from school, a parent is asked to call the main office by 7:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Thomas Aquinas Catholic School students.

Should an absence for any reason other than illness seem imperative, parents are requested to consult with the Head of School and present a written reason for the absence. Parents are encouraged to schedule trips or family outings during planned school breaks to eliminate interruptions in a child’s learning process.

Excessive absence can cause for a student to be retained in the current grade for another year.

Missed Work & Homework due to absence

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work upon their return.

When a student is absent, that student and/or parent should refer to the classroom Google pages to obtain missed assignments.

Students in Grades 5-8 are responsible to get work and notes missed while they are absent from school; failure to make up assignments will result in consequences outlined in the Discipline Policy. Missed assignments are the student's responsibility. All students in Grades 5-8 must see all individual teacher(s) when they return to school to discuss missed assignments.

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the Head of School and teachers should receive written notification well in advance. **Teachers are not required to give make-up tests or assignments for absences due to vacations.** Students are responsible, under the supervision of their parents, for the mastery and completion of work missed during an absence. Missed assignments are to be turned in within 2 days upon return. Work that is not made up will be graded accordingly.

Absence and Sports or Extracurricular Activities

If a student is absent from school, under **no** circumstances will he/she be allowed to participate in any sports or extra-curricular school activities on the day of the absence.

Appointments during the School Day

Requests for early dismissal or late arrivals for doctor or dentist appointments are strongly discouraged. Students needing medical appointments during school hours require a written note by the parent. Parents are required to come to the school office to sign out their child. If the child returns to school during the same school day, he/she must also be signed back into school in the office by a parent/guardian.

Parent Travel without Students

When parents, but not children, are traveling the school office must be informed of the following:

- Name of the adult in charge of the children
- Emergency phone numbers
- Other pertinent information regarding the children

Milk & Lunch Program

St. Thomas Aquinas Catholic School offers daily lunch choices through a school lunch program. Parents order lunch using an on-line ordering system. Milk is also offered as an option.

Students may choose to bring their lunch each day. Lunch should be labeled with the student's name. Lunch should be nutritious, and not require re-heating as microwaves are not available to students. Candy and soda are not allowed. Glass containers are not allowed.

Late lunches should be brought to the office by 11:00 AM and will be delivered to the cafeteria by the school staff. Parents should not bring lunches from carry-out restaurants or request delivery by Uber eats or similar delivery services.

Students are expected to use the same manners required in the classroom during lunch. Courtesy and respect must be shown to classmates and our lunch monitors at all times. Rules for the lunchroom will be posted and followed.

Snack Policy

PreK, Kindergarten, Grades 1-4:

Students may bring a **NUT Free** snack each day to be eaten in their classroom. Students will eat lunch during second lunch periods (12:00 noon).

Grades 5-8:

Students will **not** have snack as they will eat lunch during the first lunch periods (11:00am)

Liturgy

All students, Kindergarten through Grade 8 will attend regular Mass, Holy Day Masses and other special services. Students who have not received First Holy Communion or are non-Catholics are welcome to go up for a blessing at Communion during Mass. Their arms should be crossed to let the priest know to give a blessing.

Birthdays

Students celebrating birthdays are recognized during morning announcements and may bring a special treat for himself/herself to be eaten at snack time or lunch. Parents may not bring in class food items. In PreK, Kindergarten, and Grades 1-4, a special person may be invited to the classroom to read a story to the class and/or complete a craft with the class. Please email your child's teacher to determine proper birthday stories/crafts for your child's class. Invitations for birthday parties may **not** be distributed at school.

School Property

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

Lockers

Each student in Grade 5-8 is assigned a locker in which to store clothing, school supplies and backpacks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers are to be locked when not in use. No decorations or markings are permitted on the outside of lockers.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office or placed in the Lost and Found boxes on the lower level of the school. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are discarded or donated to charity.**

Communication

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

School Directory

At the start of the school year, each family will receive one directory at no cost. Parents may purchase additional copies if desired. The School Directory lists students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The School Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

School Website

The school's website, www.stasonline.net, provides information about the school's spiritual and academic mission and school life. It is an avenue by which parents and other parties can contact the school or teachers directly by email. It is essential for parents to check the website frequently for updates and information.

Teacher Emails

All faculty and staff have school related email addresses. Email is for parental use only. The teachers' email addresses are posted on the web page. Teachers check their email at least once per day, (times vary depending upon their schedule). **Emails will not be checked during a teacher's absence. Any information about lunches, emergencies related to dismissal or after school plans should be communicated through the office and not email. Email should only be used to communicate general information. Specific issues regarding a child should be addressed in person or in writing.**

Weekly Newsletter

It's mandatory that parents register for the weekly newsletter which is done based on the email provided during the registration process. The newsletter is the primary source of communication between the school and the St. Thomas Aquinas Catholic School community. If a family's email address should change, please notify the office in writing.

Academic Information

Curriculum

The Diocese of Bridgeport curriculum mapping and guidelines are consistent with the State of Connecticut guidelines, and followed for the teaching of all secular subject areas. St. Thomas Aquinas Catholic School offers students opportunities for growth in the following major subjects:

Science	Library & Technology
Language Arts	Social Studies
Religion	Fine Arts (Art & Music)
Physical Education	Handwriting
Health Education	Mathematics
Foreign Languages of Spanish & French	

Homework

Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

St. Thomas Aquinas Catholic School will not assign homework on Fridays in order to allow children to spend time with their families. In addition, students will not be given quizzes or tests on Mondays

All teachers will post assignments on a weekly basis. Changes do occur so students are encouraged to refer to teacher updates on Google classroom daily.

Testing & Assessment Program

The students may take part in the standardized testing program annually as directed by the Diocese of Bridgeport. The testing program measures the child's general ability as well as achievement in core subjects. Test results are used for diagnostic purposes. Over time, the results can be useful in revealing individual and group trends. Like all assessment measures, standardized tests are most helpful when viewed in conjunction with many other factors.

Please be sure your child is well-rested, eats breakfast, and attends school consistently on the standardized testing days.

Middle School students (Grades 6 – 8) may be given a **maximum of 1 quiz and 2 tests per day.**

Physical Education

This program provides the children with an opportunity to develop physical skills. If for any reason your child cannot participate in the program or should be excused for medical reasons, please notify the nurse by note. Long-term absences (more than two consecutive classes) require a physician's note. A note is also required to resume physical education classes.

On days scheduled for physical education, students are to come to school dressed in the gym uniform: (see school uniform section).

Field Trips

- Field Trips have an educational purpose. Trips to amusement parks/areas, water-related events are prohibited.
- St. Thomas Aquinas Catholic School Field Trip Permission Forms are required for all field trips. Permission forms must be submitted/signed by a parent or guardian.
- A student who does not have a submitted/signed permission form may not go on the trip. Parent phone calls and/or hand written notes are not acceptable.
- All grades do not always have the same number of field trips.
- All chaperones must be in full compliance with the Safe Environments Policy (Virtus) of the Diocese of Bridgeport (See Appendix A).

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Thomas Aquinas Catholic School. Preparations for three sacraments, Reconciliation and First Eucharist (Grade 2), Confirmation (Grade 8) form the core of our efforts. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, First Eucharist and Confirmation are only conferred to students baptized in the Roman Catholic tradition.

Service

We believe that service must become a way of life for our students and not simply a “project”. Students in Grades K-8 at St. Thomas Aquinas Catholic School participate in grade level service opportunities designed for their age. The diversity of the projects will offer the students a myriad of opportunities in which we can assist God’s children throughout the world. It is our belief that grade level service should be something actively completed by each child.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be issued four times during the academic school year: November, January, April, June for students in Grades 1-8; three times (January, April and June) for Kindergarten. Pre-Kindergarten will receive an assessment completed several times per year. Parents of students will not receive paper progress reports since all parents have the ability to view their child's grades online throughout the year.

Grading

The grading System for the elementary schools of the Diocese of Bridgeport is as follows:

Kindergarten- Second Grade	Fifth- Eighth Grade
E- Exceeds grade-level standards	<u>Grades 1-8</u>
M- Meets grade-level standards consistently	A 94-100
W- Working toward mastery of the standard or is inconsistent	A- 90-93
N- Not yet meeting grade level	B+ 87-89
I- Insufficient evidence provided usually due to lack of attendance or effort	B 84-86
X- Not assessed at this time	B- 80-83
*- Modified curriculum due to approved Accommodation Plan	C+ 77-79
	C 74-76
	C- 70-73
	D 66-69
	F 65 and below

Third and Fourth Grade	
4.0- Distinguished: Student demonstrates knowledge which exceeds grade level standards	1.5- Student demonstrates partial success on foundational skills or made major errors on grade level standards.
3.5- Student demonstrates some understanding beyond grade level standards	1- Emerging: With help, the student demonstrates some understanding of foundational skills and grade level standards.
3- Proficient: Student demonstrates mastery on grade level standards. This is the target/goal for student success.	0.5- With help, the student demonstrates some understanding of foundational skills.
2.5- Student demonstrates partial success on grade level standards	0- Deficient: Even with help, the student is not successful.
2- Developing: Student demonstrates basic understanding and is partially proficient at meeting grade level standards.	I- Insufficient evidence provided for demonstration of mastery when assessed- usually due to lack of attendance or effort
	X- Not assessed at this time
	*Modified curriculum due to an approved Accommodation

Study Skills, Conduct, Effort and Social Development (Gr. 4-5) and Conduct/Effort for Gr.

6-8

- 1 -- Excellent
- 2 -- Good
- 3 -- Improvement Needed
- 4 -- Unsatisfactory

Honor Roll Policy

The Honor Roll for Grades 6 through 8 will be published after each report card. Criteria for the Honor Roll is as follows:

High Honors: No grade lower than an A- and nothing lower than a 2 in conduct and effort. All academic subjects are included in calculating High Honors

Honors: No grade lower than a B and nothing lower than a 2 in conduct and effort. All academic subjects are included in calculating Honors

Parent/Teacher/Student Conferences

Two Parent-Teacher-Student Conferences are held each year in the Fall and Spring. The Fall conference is for all students and the Spring conference is by request of either the teacher or parent. Parents have the opportunity to sign up for conferences via an online system. Parents requiring additional conferences during the school year may make arrangements with the individual teachers or may call the administration and request a team meeting.

Student Records-Transcripts/Recommendations

Parents requesting records/transcripts/recommendations must make a request to the school office. All forms should be submitted to the St. Thomas Aquinas Catholic School office for distribution. Notice of withdrawal of a student should be made by the parent in writing to the Head of School in advance of the withdrawal date. A Records Release Form must be signed for the transfer of records. This enables the school to prepare necessary information and settle accounts.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Thomas Aquinas Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Class Lists

The administration and faculty take many factors into consideration when determining the class lists. **If a parent has a special needs situation, they can address it in writing with a letter to the Head of School prior to May 15th.** The Head of School has final approval for all class lists.

Uniforms and Dress Code Policy [Rev. August, 2024]

It is our strong belief that a student's appearance for school has an impact on his/her attitude, behavior and readiness to learn. A formal dress code allows every child to remain unique and special while wearing a uniform that shows membership in our community of faith and learning. It is important that we establish a standard of modesty and decorum that contributes toward an environment of respect and mutual understanding.

Parents have the primary responsibility for ensuring that their children follow these guidelines.

UNIFORM SUPPLIER

The St. Thomas Aquinas Catholic School uniform supplier for ALL GRADES is the **Dennis Uniform Company**. www.dennisuniform.com St. Thomas Aquinas Code: NW00TA (the 00 is numeric)

SHOES FOR REGULAR AND WARM WEATHER UNIFORM (Grades K-8)

Boys and girls may wear solid rubber soled shoes in the styles and colors shown below with both the school regular or warm weather uniform:



Merrell Jungle Suede
(black or brown)



Nubuck style Tie Suede
(black or brown)



Penny Loafer
(burgundy or black)



Girl's Maryjane
(black or navy)

Boys & Girls

Pre-Kindergarten

- **SHORTS** (seasonal) Dennis Uniform navy blue shorts – knit or mesh with the school name (not mid-Oct to after April break)
- **PANTS** Dennis Uniform navy blue sweatpants with school logo
- **SWEATSHIRT** Dennis Uniform navy blue crew sweatshirt with school logo
- **T-SHIRT** Dennis Uniform navy blue t-shirt with the school logo
- **SNEAKERS** basic sneakers without wheels or other “accessories”. Shoes must be closed toe and white or navy ankle socks must be worn.

BOYS ONLY - OPTIONAL:

- **Khaki PANTS or SHORTS** (seasonal)
- **SHIRT** Dennis Uniform blue polo shirt with school name

GIRLS ONLY - OPTIONAL:

- **DRESS** Dennis Uniform blue dress with school name. Leggings or under shorts may also be worn with the dress.

Boys- Grades K-8

Regular Uniform Requirements (*mid-October to after April break*)

- **SHIRT** white Oxford shirt (short or long sleeves), clean, pressed and tucked in
- **TIE** Grades K-5: Dennis Uniform plaid tie; Grades 6-8: Dennis Uniform solid blue tie
- **PANTS** khaki dress pants
- **BELT** brown, black, navy or STA belt must be worn with the pants in Grades 1-8
- **WARM LAYER** - Dennis Uniform navy blue vest, fleece, or sweater with school logo
- Grade 8 students may wear the special order school approved “8th Grade Sweatshirt” with the student name and graduation year.
- **SOCKS** plain white or blue or crew socks with no visible logos.
- **SHOES** rubber soled shoes shown on page 1.

Optional Warm Weather Uniform

May be worn daily - including liturgies and assemblies - from the opening day to mid-October and April break to closing day

- **SHIRT** Dennis Uniform blue polo shirt with school logo
- **PANTS/SHORTS** long khaki dress pants or khaki walking shorts with belt
- **SHOES** rubber soled shoes shown on page 1.

Physical Education Uniform Requirements.

- **SHORTS** (seasonal) Dennis Uniform navy blue shorts – knit or mesh with the school name (not mid-Oct to after April break)
- **PANTS** Dennis Uniform navy blue sweatpants with school logo
- **SWEATSHIRT** Dennis Uniform navy blue crew sweatshirt with school logo
- **T-SHIRT** Dennis Uniform navy blue t-shirt with the school logo
- **SOCKS** plain white crew socks without visible logos
- **SNEAKERS**

Girls-Grades K-5

Regular Uniform Requirements (mid-October to after April break)

- **BLOUSE** white uniform blouse with Peter Pan collar (short or long sleeves) clean and pressed
- **JUMPER** Dennis Uniform Campbell plaid; Length no more than 3 inches above the knee
- **WARM LAYER** - Dennis navy blue vest, fleece, or sweater with school logo.
- **SOCK** plain navy blue or white knee, crew socks or navy blue tights without logos.
- **LEGGINGS** Dennis dark navy blue with St. Thomas Aquinas logo (*worn under jumper*)
- **SHOES** rubber soled shoes shown on page 1.

Optional Warm Weather Uniform

May be worn daily - including liturgies and assemblies - from the opening day to mid-October and April break to closing day

- **SHIRT** Dennis Uniform navy blue polo shirt with school logo
- **SKORT/SHORTS** Dennis Uniform khaki skort or Dennis Uniform khaki walking shorts.
Length no more than 3 inches above the knee
- **SOCKS** plain white crew socks without visible logos
- **SHOES** rubber soled shoes shown on page 1.

Physical Education Uniform Requirements

- **SHORTS** (seasonal) Dennis Uniform navy blue shorts – knit or mesh with the school name (not mid-Oct to after April break)
- **PANTS** Dennis Uniform navy blue sweatpants with school logo
- **SWEATSHIRT** Dennis Uniform navy blue crew sweatshirt with school logo
- **T-SHIRT** Dennis Uniform navy blue t-shirt with the school logo
- **SOCKS** plain white crew socks without visible logos
- **SNEAKERS**

Girls-Grades 6-8

Regular Uniform Requirements (All school year, same in warm weather)

- **BLOUSE** All girls in grades 6 -8 will wear a Dennis Uniform navy blue banded jersey polo with school logo or navy blue polo with school logo tucked into skort or skirt
- **SKORT/SKIRT** Campbell plaid Dennis Uniform skort or skirt; Length no more than 3 inches above the knee
- **WARM LAYER** Dennis navy blue vest, fleece, or sweater with school logo.
- **Grade 8** students may wear the special order school approved “8th Grade Sweatshirt” with the student name and graduation year.
- **SOCKS** plain navy blue or white knee, crew or ankle socks or navy blue tights without logos
- **LEGGINGS** Dennis navy blue w/St. Thomas Aquinas logo (worn under skort or skirt)
- **SHOES** rubber soled shoes shown on page 1.

Physical Education Uniform Requirements

- **SHORTS** (seasonal) Dennis Uniform navy blue shorts – knit or mesh with the school name (not mid-Oct to after April break)
- **PANTS** Dennis Uniform navy blue sweatpants with school logo
- **SWEATSHIRT** Dennis Uniform navy blue crew sweatshirt with school logo
- **T-SHIRT** Dennis Uniform navy blue t-shirt with the school logo
- **SOCKS** plain white crew socks without visible logos
- **SNEAKERS**

Boys and Girls Grades K-8

JEWELRY

Jewelry must be kept simple and only inexpensive/replaceable items should be worn to school. One ring and a simple cross or holy medal on a chain may be worn. Other neck jewelry, bracelets, elastic wrist/ankle accessories are not allowed.

No body piercings are allowed except for pierced ears. Girls may wear one set pierced earrings to school but these must be small earrings no larger than a dime. This is an important safety issue. Boys may not wear any type of earrings to school. No tattoos are permitted.

HAIR/ACCESSORIES

Hair styles must be neat and conservative. Bangs must be above the eyebrows for both boys and girls. Boy's hair must be above – not touching- the shirt collar. Hair should be clean and extreme hair styles such as mohawk haircuts, male “bun” hairstyles, hair coloring, streaking and/or colored highlighting are not permitted.

Scrunchies, hair clips, bows may be worn in the hair (not the wrist) and should be in school plaid or solid colors that match the colors of the uniform.

MAKE-UP/NAIL POLISH

Students may not wear make-up of any type to school. Only clear nail polish is permitted; artificial nails are not allowed.

Scheduled Out of Uniform Days (dress down/dress up)

During the year there will be certain days when the uniform is not required. Dress on those days will be in compliance with the school rules of modesty and decorum.

Guidelines:

Students may NOT wear:

- | | |
|--|--|
| *skirts/dresses shorter than three inches above the knee | *T-shirts with inappropriate writing or graphics |
| *shorts more than three inches above the knee | *sneakers that convert to roller skates |
| *flip-flop sandals | *bike shorts |
| *open back shoes | *pajama pants |
| *tank tops | *make-up |
| | *yoga pant and leggings |

SCOUTS

Scouts may wear their scout uniforms on meeting days and on other appropriate days with prior permission of the Head of School.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE HEAD OF SCHOOL

Health Procedures

Town of Fairfield nurses are available during the normal school day from 7:30 AM to 2:30 PM. The nursing office closes at 2:30 PM and is not open during After School Care or enrichment programs.

Please keep your child at home if he/she has a fever or is ill.

An emergency contact form for each student is kept on file to provide information for locating parents, guardians, or designated emergency contact persons. It is essential for parents to keep the information on the health history and emergency contact forms up to date.

The school and the school nurse must be advised in writing of all health problems or changes, especially food allergies, immediately. Any child with an orthopedic injury must be assessed by the nurse on the first day back to school and bring a note from the doctor stating the child's activity limitations.

Medication

Whenever possible, medications should be given to children at home either before or after school. If a physician indicates that medication must be given during school, the parent must furnish written authorization from a physician for this administration. Forms may be obtained from the school nurse.

Medications must be in pharmacy prepared containers, properly labeled with the following information:

- name of the child
- drug
- strength
- dosage
- frequency
- physician's name
- date of prescription

Parents must deliver the medication to the school and must sign an authorization form before the medication can be administered. All medications must be picked up by the last day of school or they will be discarded.

Students are not allowed to use cough drops in school, because cough drops contain medication.

Food Allergy Policy

St. Thomas Aquinas Catholic School is an “allergy-friendly environment”.

Research indicates that milk, egg, peanut, tree nut, fish, shellfish, soy, and wheat are the most common forms of food allergies in children. It is impossible to avoid all of these items in a school environment where lunch is served or brought in from individual homes. Therefore, we **cannot guarantee** an allergy-free or nut-free environment. However, we can take some universal precautions and then follow more specific procedures for the most common life-threatening allergies.

We encourage each family, even those without children who have food allergies, to review the following guidelines:

- Students are only to eat food brought from their own home or provided by the school lunch program at school. You will be given ample notice of any exceptions to this policy.
- Students **MAY NOT** share food or drink with other students.
- We will celebrate the birthday of each student with special recognition in the classroom, over the intercom system and by a simple gift from the school to the student. Teachers will make sure that birthdays are acknowledged in an age-appropriate way but we will not distribute any birthday items (including food **and** non-food treats). We respectfully ask parents to save food and other birthday treats for celebrations among family and friends that are held off campus.
- We will continue to **limit** the practice of celebrating special holidays with food treats that are often related to instruction. While there will still be some days when we celebrate with food, all parents will have ample notice so that they may send in a healthy or more appropriate snack for their child.
- The gym and all classrooms, including those used for special subjects, will have a no-nut policy for school events. Signs indicating this are posted outside of each room. Students who bring snacks to school to eat in their classrooms **may not** bring snacks that contain nuts or have been processed with nuts or nut oil. The list of ingredients should be checked on food labels. Please note that nuts **MAY** be contained in school lunches but not school snacks.
- During lunch, we will continue the practice of having a nut-free table. If your child has a friend with a nut allergy and you send a note to his/her homeroom teacher **guaranteeing** that your child will carry a safe, nut-free lunch to school, he/she may sit at the nut-free table. A list of those who are expected and permitted to sit at that table will be available in the nurses’ office. We sincerely hope that some parents will consider this option so that students with nut allergies do not have to sit by themselves!
- Since there are now some products (soy nut butter, sunflower butter) that imitate peanut butter, we ask that parents sending in a lunch with these products to take the extra time to use a marker on the lunch bag to identify the product. If a product looks and smells like

peanut butter, and we don't know that it is an imitation, the student may be asked to sit at another table.

- Special care will be taken to clean all tables between lunch periods.
- The Religious Education Coordinator is willing to work with us by asking the students/teachers in that program to promote nut-free classrooms as well.
- In some of the classrooms, where students have severe allergies that could lead to anaphylaxis or death from contact with allergens, the teacher may ask students to wash their hands with a wipe before entering the classroom in case they ate nut products or came into contact with them between home and school. Please understand that this precaution may be necessary to save the life of a classmate.
- Please contact the school nurse if your child is diagnosed with any food allergies or conditions that need special attention. We will make every effort to be vigilant and to help your child be safe in school.

The nurse will assist us in creating a health team. We will maintain a system –wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/ guardian, and physicians have informed the school in writing that the student(s) has/have a potentially life threatening allergy. The classroom teachers will be part of this team and learn the nature of the life threatening allergies faced by students, how to respond, and how to maintain a healthy environment.

Event Food Policy with Allergy Awareness

In an attempt to create an allergy-aware environment for our students, food brought to school sponsored events involving students at Saint Thomas Aquinas Catholic School should follow these guidelines.

- Food should be purchased and not prepared at home; and
- Food labels should be read to be sure the food contains no nuts and is not processed in a facility that handles nut products; and
- Original containers should be retained during the event for review, if needed.
- When possible, individual serve packages should be used; and
- If food is provided from outside vendors, care should be taken to determine that they are a “nut-free” facility. The vendor/s names will be available so that parents may make their own determination as to safety.

- No policy exists with respect to allergies and beverages.
- Parents must determine the safety of individual items and events for their own children.
- The Head of School reserves the right to evaluate each event and the food planned to be served on a case by case basis.

Town of Fairfield Health Department – Administrative Policy

In accordance with Connecticut General Statutes, each student enrolled in the Fairfield schools shall be required to have a health assessment by a legally qualified practitioner of medicine (physician or osteopath licensed to practice in the United States), or by an advanced practice registered nurse, registered nurse, or Physician Assistant licensed to practice in Connecticut.

- prior to initial entrance into preschool programs
- prior to initial entrance into kindergarten
- for transfer students, prior to initial entrance into grade 6 and 10
- for upper grade students, prior to initial entrance and whenever a health assessment is required for students of the same age cohort as the upgraded student.

Health assessments shall be done on or after August 15th of the school year preceding initial enrollment into these grades.

Incomplete health assessments shall be returned to the parent with a letter from the school nurse indicating the information needed for completion. No student shall be permitted to enter or continue to attend school or participate in sports until the required health assessment is complete.

Please see the revised Board of Health Policy and Administrative Regulations on Health Assessments in its entirety. Any questions may be directed to me at the Fairfield Public Health Nursing office at 203-256-3150.

Immunizations

State law requires that a complete immunization record must be presented before a child enters school. For specific requirements, please contact the school nurse.

No student will be permitted to enter St. Thomas Aquinas Catholic School until evidence of adequate immunization is provided. The dates of the child's immunizations are needed.

Immunizations may be available from the student's own health care provider or from the Town of Fairfield Well Child Clinic. For further information contact the school nurse or the Town of Fairfield Public Health Nursing office at 203-256-3150.

Connecticut state statutes permit exemptions from receiving immunizations if vaccination is medically contraindicated and such contraindication is certified by a physician and is in

accordance with the provisions of state law. A written statement is needed. For further information, contact the school nurse.

Screening Programs

The following health screenings are provided in school at various ages. For updated policies please contact the school nurse.

- Vision Screening
- Hearing Screening
- Postural Screening
- Color Vision Screening
- Pediculosis (Head Lice), as needed

Accidents & Illness

The school is responsible for first aid only, i.e., the immediate and temporary care given to a student whose illness or injury occurs on the school premises during school hours or in school sponsored/supervised activities. Although temporary care may be given in school as needed for accidents or illnesses that have occurred at home, parents should consult their family physician for care. Parents are urged to report to the school nurse as soon as possible when their child has a communicable disease. Students are not to attend school when ill. It is recommended that a student remain home for 24 hours after his/her temperature has returned to normal. In the event of a medical emergency, an ambulance will be called to transport the student to the hospital. Medical policies and procedures for sudden illness and injury are prepared and approved by the Town of Fairfield Health Department.

Communicable Diseases

Communicable diseases or conditions should be reported to the school nurse. These include but are not limited to:

Chickenpox	Measles	Salmonella	Vaccinia Disease
Coxsackie Virus	Meningitis	Scabies	Swine Flu
Diphtheria	Mononucleosis	Scarlet Fever or Scarletina	
Food Poisoning that is confirmed by a physician		Fifth Disease	
Mumps	Shingles	Haemophilus influenzae	
German Measles	Pinkeye	Smallpox	
Poliomyelitis	Strep Throat		
Hepatitis	Pneumonia	Tetanus	
Impetigo	Ringworm	Tuberculosis	

If your child is suspected of having one of these diseases or conditions, your physician should be consulted immediately.

Student Code of Conduct

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning environment. The Catholic school, as a faith community, encourages an atmosphere conducive to learning, not only academic skills, but also Catholic values.

The primary goal of St. Thomas Aquinas Catholic School is to provide a learning environment that fosters each student's faith development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships and foster a positive teacher-student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline policy is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for his/her own actions.

Students are expected to abide by the Code of Conduct of St. Thomas Aquinas Catholic School. Should infractions or detentions occur, students will be held accountable for violations, and disciplinary measures will be taken.

Expectations and Responsibilities for Students

Students attend St. Thomas Aquinas Catholic School in order to fully develop their God-given talents and capabilities. To accomplish this, students are asked to:

- Do their best at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- Cooperate with the spirit and philosophy of the school that are designed to foster mature development and personal responsibility. The Head of School reserves the right to determine the appropriateness of an action if any doubt arises.

- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- Items which detract from a learning situation are not allowed at school at any time.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from the use of inappropriate language, verbal threats and sexual behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including the standards for dress-down days.
- Help care for school property and keep the school free from damage and defacement.

Importance of Rules

The practice of learning to make good choices on a daily basis requires support and education at the school level. The students at St. Thomas Aquinas Catholic School are in various stages of intellectual and moral development. We believe that concrete rules help connect abstract principles and virtues with everyday life. We have discussed and analyzed which behaviors demonstrate cooperation and respect for others and create a culture of learning in the school. The rules attached herein may be amended by the Head of School.

Major School Rules

These rules apply to St. Thomas Aquinas Catholic School students while in attendance during the school day or while attending or participating in a St. Thomas Aquinas Catholic School event in the evening or on the weekend.

A student may risk his or her enrollment at St. Thomas Aquinas Catholic School if found in violation of any of the following:

- Disrespect toward the property of another. Damage, destruction or stealing of another's property will be considered a serious offense.
- We expect that all students will treat each other with respect and we will not tolerate abusive or cruel treatment of another student. This includes bullying, hazing, baiting, sexual harassment or any other behavior that encroaches upon the personal rights of others and interferes with their ability to actively participate in school.
- Conduct that compromises the name of St. Thomas Aquinas Catholic School.
- Disrespect toward a faculty or staff member.

- We expect appropriate and respectful behavior in class and in church.
- Inappropriate dress at church, school or school-related functions.
- Academic Integrity; St. Thomas Aquinas Catholic School students will present their work only and that which is truly theirs.
- Students must understand the terms plagiarism, dishonesty and cheating. Definitions are below.

Plagiarism is the submission of work that was written or created by another, copied or paraphrased from any source without proper footnote or citation, or using someone else's idea that was unique to another source without proper citation.

Dishonesty is deliberately altering the truth with intent to deceive

Cheating is the deliberate giving or receiving of information on any academic task with the intent of having an unfair advantage.

A student will be sent to the Head of School or Associate Head of School when one or more of the aforementioned interventions are not successful, for repeat offenses, for causing physical harm, or for large group disruptions. The Head of School or Associate Head of School will enter the student into the "Make New Mistakes" discipline program which focuses on a metacognitive mentoring program. After meeting with the Head of School or Associate Head of School, the student will bring a form home to be signed by the parents or guardians and returned to the Head of School or Associate Head of School the next day.

Morning and/or After School Detentions may be assigned for discipline violations.

Home suspensions are reserved for extraordinary situations. In-school suspensions will be used for extraordinarily disruptive behaviors. Violence against another student, use of drugs or alcohol and possession of contraband risk expulsion, as determined by the Head of School or Associate Head of School and the Superintendent of Schools or his/her designee.

Athletic Programs:

According to policies of the Diocese of Bridgeport the following rules and regulations will be adhered to at St Thomas Aquinas Catholic School as relate to the Diocesan Sports Program.

Academic Requirements

- Any student receiving a grade below a "C-" in any subject at progress report time or report card time will be declared ineligible to participate in any conference-sponsored activity until such grade is removed. Students with special needs and/or disabilities will be considered eligible at the discretion of the Head of School.

Conduct

- Students who receive a three (3) or four (4) in any subject area including Conduct and Effort will be declared ineligible to participate in any conference-sponsored activity until reinstated by the Head of School.
- Students are ineligible to participate in any conference-sponsored activity including practice sessions on a day in which they are absent from school **for any reason.**
- Students are expected to show respect to coaches, officials, other students, and spectators at all times.
- If a player is ejected from a game, he/she will sit out the next conference-sponsored tournament or league game.

Diocese of Bridgeport Policy on Bullying/Harassment

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

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

- Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publicize the procedure. Each school shall also set up a procedure so that parents/guardians of students may make written reports of acts of bullying.
- Any school that receives an anonymous report from a student, or a written report by a parent/guardian shall investigate such report. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

Investigation Procedures

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Bullying incidents that demand out of school suspension shall be reported to the office of the Superintendent of Schools.

Consequences/Intervention

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and 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 the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

Probation

Probation is a consideration if all other means have failed to correct a problem. The purpose is to afford the child an opportunity to improve the behavior in question. The Head of School will determine the length and conditions of the probationary period, and will communicate this information to the parents, student, and teachers in a meeting. The student's behavior during the probationary period will have a direct bearing on continued attendance at St. Thomas Aquinas Catholic School.

Expulsion

Expulsion is the most serious means of addressing a discipline problem. If a student's behavior presents a serious threat to the physical, spiritual, or moral well being of any member of the school community, the student may be expelled from school under the direction and authority of the Superintendent of Schools for the Diocese of Bridgeport. In addition, if a student's behavioral choices do not change as a result of infraction notices, detentions, in-school suspension, and probation, the student may be expelled under the direction of the Superintendent of Schools for the Diocese of Bridgeport.

The teachers and staff recognize that the majority of students at St. Thomas Aquinas Catholic School take pride in themselves and their school, and willingly conform to school rules. Through this discipline policy, it is our intent to provide a safe learning environment for all children at St. Thomas Aquinas Catholic School.

In accordance with the stated philosophy of the school and Diocese of Bridgeport, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. **Bullying under any circumstance is not tolerated and will be addressed with disciplinary action immediately.**

The Head of School reserves the right to determine the appropriateness of an action if any doubt arises.

Off-Campus Conduct

The Head of School at St. Thomas Aquinas Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

School Safety and Security

Safety and security takes precedence over convenience at St. Thomas Aquinas Catholic School. St. Thomas Aquinas Catholic School utilizes a video monitoring system throughout the school and campus. During the school day, classroom doors are locked and a continual inspection of the building occurs. All egress doors remain locked during the school day. All visitors are required to report to the main office, sign in and receive a visitors tag.

St. Thomas Aquinas Catholic School has safety and security practices in place that have been approved by the Town of Fairfield Police Department. These procedures were created to ensure the safe and efficient operation of the school. Should an incident happen, we will activate our established school emergency plans to keep your child(ren) safe. These plans include procedures to notify you and reunite you with your child(ren).

Child Abuse Laws

St. Thomas Aquinas Catholic School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Families.

Extra-Curricular Information

Sports

St. Thomas Aquinas Catholic School offers its students exposure to a range of individual and team athletic activities through both its physical education program during the school days, various intramural sports that are offered periodically in an after-school environment, and competitive team sports for students for various ages specific to the sport. Athletics at St. Thomas Aquinas is based on students' understanding of hard work, sportsmanship and positive reinforcement.

St. Thomas Aquinas offers its boys and girls the opportunity to participate in tennis, golf, skiing, cross country, and on varsity and junior varsity basketball teams (et. al.) that compete in various diocesan leagues based on the competition level. Participants on these teams are expected to represent the mission of St. Thomas Aquinas Catholic School at all times in their sporting activities.

St. Thomas Aquinas Catholic School Athlete's Handbook is posted on the school website.

Before & After School Care Program

The program is considered part of St. Thomas Aquinas Catholic School and is available to children, grades PreK-Grade 8, attending this school.

Before School Care:

- The program is located in the gym, is offered to students in grades K-8 and is supervised by a faculty member.
- The program begins at 7:00 AM. Students who arrive early are supervised from 7:00 AM to 7:35 AM at which time they are dismissed to their homerooms.
- When there is a delayed opening due to inclement weather, the program runs from 9:00 AM to 9:35 AM.
- There is no charge for use of this program.

After School Care:

- The program begins after dismissal at 2:30 PM. and ends at 5:30 PM for students in grades K-8, and 2:30 PM - 4:30 PM for PreK students.
- The program is housed within the school building. A designated classroom is the primary gathering space used for attendance, homework, and board games. The gym, multi-purpose room, and playground are also available on many days. Children are encouraged to do homework and may be assisted if necessary. However, they will complete their own work.
- The children play outside daily, weather permitting. Please make sure your child has the proper outerwear.
- Snacks are not provided. It is a long day, and sending a drink and snacks that comply with the allergy friendly policy is suggested.
- If you are late picking up your child from school for any reason, he/she will automatically be sent to the After School Care Program. There will be a minimum fee of one hour charged when the students attend.
- Fees are charged hourly per student. Please be punctual with pick up. An escalated fee of \$10.00 will be charged for each additional 15 minutes after your child is not picked up by 4:30 PM for PreK and by 5:30 PM for Grades K-8).
- Attendance is taken at the beginning of the program. All children need to report for attendance so that teachers/staff know who is present for the program each day.

- Students who attend other school sponsored extracurricular activities and then come to the After School Care Program (as indicated on their dismissal note) must report to the teachers/staff on duty immediately upon arrival to be signed in. A classroom teacher or supervising adult will escort these students to the program.
- Parent(s) or the authorized designee must sign out their child(ren) before the student leaves the After School Care..
- Once a student leaves the St. Thomas Aquinas Catholic School premises, they may not return for After School Care.
- Registration/Emergency Forms need to be completed prior to attendance in the program, including the names of people you wish us to contact in case of emergency and people authorized to pick up your child/children.
- If you wish someone to pick up your child, and the name is not on the emergency form, you must write a note and send it to your child's teacher or fax it to the main office. A phone call is not acceptable. This person must have acceptable identification with him/her.
- **If there is no school, there is no Before or After School Care Program. If school is dismissed early, there will be no After School Care Program that day.**
- When picking up your student:

Please use the black access buzzer for After School Care, located at the school's main entrance. A supervising adult will then let you into the building for pickup.

National Junior Honor Society Criteria for Membership

Scholarship

Students considered for membership must have a cumulative average of 86% and above in their current grade (7th/8th) at the end of Quarter 3. All conduct/effort grades in seventh or eighth grade must be a 1 or 2. If a student meets the academic requirements, and substantial improvement is evident in conduct and/or effort (the student has no grades of 3 for the current school year) he/she may be considered for membership.

Leadership

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community may be considered, provided they can be verified.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities

- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility
- Demonstrates reliability and dependability
- Is a leader in the classroom or in other school/community activities, and is dependable in any responsibility accepted.

Service

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. In considering service, the contributions a candidate has made to school, classmates, and community as well as the student's attitude toward service are considered.

The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interscholastic competition
- Participates in some activity outside of school (e.g., Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged)
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students.

Citizenship

The student who demonstrates citizenship:

- Understands the importance of civic involvement
- Has a high regard for freedom and justice; respects the U. S. form of government and respects the laws at the local, state, and federal level
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Character

Character is probably the most difficult criterion to define. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

A student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (e.g., cheerfulness, friendliness)
- Cooperates by complying with school regulations concerning property, programs, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules both inside and outside the classroom
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing an unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

All students interested in holding an office must complete an application which includes three teacher signature recommendations and submit it to the teacher moderators.

Students are notified of their acceptance within one week of the faculty committee's evaluation. An induction ceremony for new members is held in the fall/spring.

Students not accepted into the National Junior Honor Society are informed and they are encouraged to resubmit information the following year for consideration if they have successfully addressed the areas in which they were deficient.

The National Junior Honor Society members will serve as student leaders and will facilitate various student activities and school wide student events throughout the year with the support of the staff and Head of School.

Right to Amend

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

APPENDIX A

Diocese of Bridgeport Safe Environment Training

VIRTUS PROTECTING GOD’S CHILDREN FOR ADULTS

This is the mandatory 3- hour training program required by the Diocese of Bridgeport of every person age 18 and over who works or volunteers within the Diocese of Bridgeport. This training teaches adults how to identify early warning signs of child sexual abuse and how to prevent it. Awareness training is required by the *Charter for the Protection of Children and Young Persons*. For more information please visit www.bridgeportdiocese.com under Safe Environments or call (203)-416-1407.

HOW TO REGISTER?

1. Go online to WWW.VIRTUS.ORG or WWW.VIRTUSONLINE.ORG
2. Click on the yellow link labeled “**REGISTRATION**” in the left hand column
3. Select The Diocese of Bridgeport from the pull-down menu list of organizations by clicking the downward arrow and shading The Diocese of Bridgeport by holding down your mouse button.
4. Create A **USER NAME and PASSWORD** that you can easily remember. This is needed for registering and for continued training online for persons who come into contact with children.
5. Select the location where you work or volunteer, not necessarily where you attend services (if different). If you work or volunteer in multiple locations please select additional locations as needed.
6. Select your role(s) with the Diocese (employee, clergy, volunteer etc).
7. Record your title (Clergy, teacher, D.R.E., Catechist, choir member, parent, employee, or volunteer for example)
8. Other required fields include name and phone number
9. **ENTER YOUR EMAIL ADDRESS –It is REQUIRED**
10. If you do not have an email address, you may obtain a free email account at www.yahoo.com or www.hotmail.com or any other free email service. Your local library will assist you in setting up an email account.
11. If you have neither Internet Access nor an email address, you may use a co-worker or friend’s internet access to register for the upcoming training. If you are using a library computer or a friend’s computer and you do not have email, you will need to enter noaddress@virtus.org as your email address. This will notify the VIRTUS coordinator that you do not have an email address. Or you may call (203) 372-4301 Ext. 563 to register.
12. Finish filling out the form and click “Submit” at the bottom of the screen. Now on the new screen...
13. Click the button to the left of the class for which you wish to register. If the page indicates that all trainings are full, you will need to contact your VIRTUS Coordinator, Erin Neil (203) 372-4301 Ext. 563. Please carefully read the training details to determine if the training is an open session or reserved for a select group of individuals. Additional Training Opportunities will be posted monthly.
14. Click “Submit Registration” and you have been registered.

You must sign-in at the beginning of your training session and you should receive a certificate of completion from your VIRTUS facilitator. Please provide this certificate to all locations where you work or volunteer in the Diocese of Bridgeport.

IF YOU EXPERIENCE ANY PROBLEMS WITH THE REGISTRATION PROCESS YOU MAY CONTACT - Director of Safe Environments & VIRTUS Coordinator to register for your training session. (203) 372-4301 Ext. 563

APPENDIX B

Technology and Internet Acceptable Use Policy (AUP)

Diocese of Bridgeport Catholic Schools Grades PK-8

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students are expected to exhibit high standards of behavior at all times when using the Internet, email, and other technology. Technology use should recognize and support the unique Catholic mission of the school by speaking, acting and instructing, consistent with the teachings of the Catholic church.

The use of the school's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at school must be in support of the educational mission and objectives of the Diocese of Bridgeport Catholic Schools and St. Thomas Aquinas Catholic School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, as well as all applicable policies, handbooks, guidelines and rules as determined by the school, the school administrator(s) will deem what is inappropriate use and his/her decision is final. In addition, the school administrator(s) has/have the right to close an account at any time. The administration, faculty, and staff may request the school administrator(s) deny, revoke or limit specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited unless approved by the administration.

Non-academic activities on devices during school hours are prohibited. This includes, but is not limited to, downloading music, games, video clips and personal material. Students may not be on websites that are unrelated to schoolwork during school hours. A violation of this rule may result in disciplinary measures determined by school administration based on the offense.

Prior to being given access to the school's devices and Internet, all students and their parent(s)/guardian(s) must return the signed technology and Internet Acceptable Use Policy. These agreements will be completed every year.

Students in grades PK-8 will use school accounts only to access Google Apps and other software applications used by the school.

System users at school have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned devices or systems. All communications (including email) and information accessible via the network is school property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator or system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the school network must notify an appropriate school authority.

At school, the faculty and staff blend thoughtful use of computers and Internet throughout the curriculum and provide guidance and instruction to students in their use. The school provides controls and filtering protection on the school's network. However, no tool is foolproof, and users may accidentally or incidentally encounter inappropriate material. If this does happen, the user must end the connection immediately and report the incident to a teacher or school administrator.

Outside of school, families bear responsibility for the education and monitoring of their students in Internet and computer usage. Neither the Diocese of Bridgeport Catholic Schools nor St. Thomas Aquinas Catholic School is responsible for inappropriate materials that may appear on the Internet.

Acceptable Use Policy for Technology Use Grades PK-8

1. Be Careful. Equipment, both hardware and software, shall not be abused, modified or damaged in any way. Students will be held financially responsible for all damage resulting from inappropriate use of technology. The installation or downloading of copyrighted software is prohibited. Personalization of equipment, both hardware and software, is prohibited. Only school sanctioned apps and extensions are allowed on school provided devices. No screensavers, nor background settings are allowed to be altered in any way. Do not download or transmit any file without permission. This, along with hacking, is a very serious offense. No playing of music, videos or games on school equipment unless directed by the teacher.

2. Be Safe. Do not give out personal information or password to your school Google Drive account or any other school account of yours or any other individuals. Be sure to log off and disconnect correctly at end of session. Never give out your own or another's personal information, name, home address, phone number, or social security number over the Internet or any computer network. Be sure your account is secure if the device is left unattended.

3. Be Honest. Observe copyright laws. Do not transmit false information, attempt to read or steal anyone else's email or work. Do not transfer commercial software. Not properly citing another person's work is plagiarism. Any use of the Internet/network to facilitate illegal activity is prohibited.

4. Be Polite. Do not insult anyone or use obscene or offensive language in your communications, including e-mail or apps. Hate mail, harassment, threatening material, discriminatory remarks, insulting, obscene or sexual language and other antisocial behaviors are prohibited. Any language or behavior that could be considered unkind or mean is prohibited. It may be considered harassment and against the law.

5. Be Considerate. Do not waste on-line time or school resources. No trespassing into others' folders, work or files.

6. Be Alert. Report any problems or abuses to a teacher.

7. Be Fair. Network use is for curriculum projects or school business only. Student accounts should be used for school assigned or sanctioned communications only and not for personal use.

8. Be Moral. All use of the Internet/Network must be consistent with the mission of the Diocese of Bridgeport Catholic Schools and St. Thomas Aquinas Catholic School. Any other use is strictly prohibited. Use of the Internet/network to access, send or display any inappropriate/offensive material or material that could be considered illegal or dangerous is prohibited.

9. Be Kind. All forms of bullying and cyberbullying are forbidden. Anyone who is a witness or has knowledge of bullying, cyberbullying or retaliation for reporting such incidents should report it immediately to school authorities.

10. Follow Instructions. Follow teacher instructions while using all St. Thomas Aquinas Catholic School equipment. Equipment should only be used as directed by a teacher.

11. Be a Good Digital Citizen. Students should receive permission from the school community members, which includes permission from subject's parent(s)/guardian(s) if the community member is under 18 years of age, before recording and/or posting video, audio or images of those members to the Internet or social media sites or texts.

12. Student-owned technology. Students must follow all school rules regarding student-owned technology. Students must never use wearable or other technology as a method to access information as an unfair advantage. Students should follow the teacher's direction regarding wearable and other technology during exams, tests, quizzes and other assessments. Students and parents/guardians should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct or is suspected to have been in violation of the Acceptable Use Policy and all applicable policies, handbooks, guidelines and rules as determined by the school. If the device is locked or password protected the student or parent(s)/guardian(s) will be required to unlock the device at the request of a school administrator.

PLEASE SIGN AND RETURN THE FOLLOWING PAGE.

APPENDIX C

DIOCESE OF BRIDGEPORT, CONNECTICUT ACCEPTABLE USE POLICY

PARENT PERMISSION FORM

Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks

I _____ parent/guardian of _____
Parent/Guardian Student

at **St. Thomas Aquinas Catholic School, Fairfield, CT** have read and understand the ***Acceptable Use Policy*** of Diocese of Bridgeport as to the rights, responsibilities, expectations, understandings, prohibitions, and etiquette as specified in said ***Acceptable Use Policy***. In addition, I agree to allow my child to participate in the technology programs and Internet use under the provisions specified at **St. Thomas Aquinas School, Fairfield, CT**. Furthermore, I understand that it is my responsibility to notify the Head of School if I wish to exercise my right as a parent as specified in **III** of ***Acceptable Use Policy*** of the Diocese of Bridgeport.

For Students in grades 6- 8 a Chromebook will be assigned to them at the beginning of the year, to be their personal device. Students are responsible for their assigned device, which is to be used in school , carried by them from class and stored in their homeroom. Replacement cost for any lost or damaged beyond repair, Chromebook is \$200 billed though FACTS.

Date _____

Date _____
Parent/Guardian's Signature

TO BE SIGNED ANNUALLY and KEPT ON FILE IN THE HEAD OF SCHOOL'S OFFICE

RF/jl

10/09/2002

APPENDIX D

DIOCESE OF BRIDGEPORT, CONNECTICUT ACCEPTABLE USE POLICY

STUDENT AGREEMENT FORM

Internet Safety and Computer Equipment Use Including Related Systems, Software, and Networks

I, _____
Student Name

at **St. Thomas Aquinas Catholic School, Fairfield, CT** understand and agree to the ***Acceptable Use Policy*** of the Diocese of Bridgeport in terms specified below:

1. That use of computers and the Internet is for educational purposes.
2. That the Internet contains inappropriate material.
3. That I will not knowingly access inappropriate or unacceptable material.
4. That I will not hold **St. Thomas Aquinas Catholic School** or the Diocese of Bridgeport responsible for inappropriate materials which may appear on the Internet
5. That I will respect copyright laws, give credit to my sources to avoid plagiarism, and share work and projects electronically only for the purpose of collaboration with teacher / staff permission.
6. That I will respect the privacy of others by not sharing passwords, account information, or attempting to access the files / accounts of others.
7. That violation of the ***Acceptable Use Policy*** may result in revocation of the Internet or computer privileges and/or school discipline and/or legal action.

For Students in grades 6- 8 a Chromebook will be assigned to them at the beginning of the year, to be their personal device. Students are responsible for their assigned device, which is to be used in school , carried by them from class and stored in their homeroom. Replacement cost for any lost or damaged beyond repair Chromebooks is \$200 billed though FACTS.

Student's Signature ***Date*** _____

**TO BE SIGNED ANNUALLY and KEPT ON FILE IN THE HEAD OF SCHOOL'S
OFFICE**

APPENDIX E



Media Release Form

St. Thomas Aquinas Catholic School and the Diocese of Bridgeport have active marketing programs. Students and their work may appear in school newsletters, newspapers, brochures, videos, websites and official social media pages as well as other promotional material. Such productions may be used for educational or marketing purposes and may be copied or copyrighted with the school retaining any and all rights. Parents and guardians reserve the right to object to the use of their child's image by completing this form and returning it to the school principal.

___ I do **NOT** wish to have my child's image made public and I hereby do **NOT** give consent to St. Thomas Aquinas Catholic School in the Diocese of Bridgeport and its agents and representatives to take photographs and/or videos of my child while he/she is participating in school –sponsored activities. **This includes the school yearbook and class photos.**

Child's name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Traffic Pattern for Car Pick Up

