



Catholic Academy
of Waterbury

2020-2021

Family Values
For
Parents and Students

Rector of the Basilica of The Immaculate Conception: The Very Reverend James Sullivan
Administrator of Blessed Sacrament Parish: Reverend William Agyemang
Principal: Mrs. Christa Chodkowski

A NOTE FROM OUR PRINCIPAL:

My Dear Catholic Academy Family,

Welcome to the 2020-2021 school year! We are highly committed to working with all of you to make our Catholic educational experience the superior choice for the Greater Waterbury area.

In this publication, you will find a number of important guidelines that are made for the overall safety, wellness, and organization of our school family. Please read it carefully, and reference it often. As we embark on a new school year, let us always remember that we are a family at CAW! Do not hesitate to reach out to me at any time.

God Bless You!

Mrs. Christa Chodkowski
Principal

Catholic Academy of Waterbury Mission Statement

Catholic Academy of Waterbury, through a collaborative STREAM program, nurtures an inclusive, diverse student body to maximize spiritual, academic, moral, and social development. We promote mutual respect, self-discipline, self-motivation, and an awareness of global citizenship in an environment in which students encounter the love and truth of Jesus Christ. (Rev. August 2020)

Purpose & Vision for Catholic School Education (2017)

The vision for Catholic schools in the Archdiocese of Hartford is to cultivate an environment of spiritual and intellectual growth by integrating the Catholic intellectual tradition and faith throughout the educational process. This is achieved by the promotion of Gospel truths, faith in action for social justice, and academic excellence, all of which provide students with a moral compass, and lead them to become critical and creative thinkers in an ever-changing diverse society. The promise we make to families is the foundation for all that occurs in the Catholic school. Our promise statements can be summarized as follows:

- *Students will encounter the living God*
- *Students will search for meaning, knowledge and truth*
- *Students will be formed in our faith*
- *Educational excellence will be encouraged*
- *Development of the whole person will be achieved*
- *Students will graduate as productive, virtuous citizens and church leaders*

Graduates of Catholic elementary and secondary schools have been given a strong foundation in the faith and are academically prepared to continue their education. We certainly can boast of our excellent scores on standardized tests or the percentage of seniors graduating and attending colleges and universities. We can delight in how students in the elementary and secondary schools communicate effectively, work both independently and collaboratively, use technology

as an integral tool for learning, make age appropriate moral choices that lead to good decisions, and become compassionate young people who want to make things happen for our world and humankind.

Catholic schools in the Archdiocese of Hartford truly offer students an education for a lifetime, producing life-long learners who go on to make important contributions to society and who help to fashion a more humane and just world.

Catholic Schools offer a future of hope. Schools focus on cultivating a culture of mercy and learning. Pope Francis called for an extraordinary jubilee, a Holy Year of Mercy. Through social media the OEEC provides schools with resources for teachers, students, and families to experience the mercy of God. In addition, we will be working with educators to address various learning styles. We will assist schools on the use of data to drive differentiated instruction, and provide professional development on the culture of learning.

Catholic schools play a vital role in the life of the Church and the Community. Our promise is to extend this legacy of academic excellence and commitment to the faith in the long-term interest of students and their families. Every effort will be made in collaboration with the local leadership teams and the Office of Pastoral Planning to ensure that Catholic schools are as fiscally strong, sustainable, affordable, accessible, and accountable as possible for students today and in the future

PARENT/GUARDIAN ROLE IN EDUCATION (1.214)

Education of each child is a partnership between parents and the school. If the administration determines that the partnership is irretrievably broken, the school reserves the right to require the withdrawal of the child. (Policy 5.504)

Parents/Guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children, and are encouraged to participate actively in the life of their parish or faith community.

Faculty and Staff of Catholic Academy of Waterbury

The Very Reverend James Sullivan	Rector, Basilica of the Immaculate Conception
Reverend William Agyemang	Administrator, Blessed Sacrament Parish
Mrs. Christa Chodkowski	Principal
Mrs. Janet Flaherty	Administrative Assistant
Mr. Joseph Tavera	Community Engagement Consultant for Technology, Advancement, and Communications
Mrs. Elizabeth Egan	Food Service Director
Mrs. Rebecca Russell	Food Service Assistant
Mrs. Deborah Pisciotti	Pre-K Teacher
Mrs. Anne Anchini	Pre-K Aide
Mrs. Patricia Guastaferrri	Pre-K Aide
Mrs. Claudia Schmidt	Kindergarten Teacher
Mrs. Deborah Mahon	Kindergarten Aide
Mrs. Melissa Stevenson	Grade 1 Teacher
Ms. Deanna DeSena	Grade 2 Teacher
Ms. Linda Clark	Grade 3 Teacher
Mr. Ralph Brancadoro	Grade 4 Teacher
Mrs. Karin Rabatin	Grade 5 Teacher, MS Science
Mr. Richard Tomaro	Grade 6 Teacher, MS Language Arts
Mrs. Amanda M'Sadoques	Grade 7-1 Teacher, MS Social Studies
Miss Sarah Brown	Grade 7-2 Teacher, MS Literature
Señora Mardelin Martinez	Grade 8-1 Teacher, MS Spanish (LEAD teacher)
Mrs. Mary Jane Brigantic	Grade 8-2 Teacher, MS Math (LEAD teacher)
Sr. Mary Kolbe Heffern, FSE	Grades PreK through 4, Art & Spanish

	Teacher
Mrs. Mary Dombrowski	Grades 5-8 Art Teacher
Mrs. Carolyn Daniels	PreK-8 Music & Physical Education Teacher
Ms. Ashley Skipp, MSW	Title 1 Social Worker
Sandra Hall, RN	City of Waterbury School Nurse
Mrs. Shannon DosSantos	City of Waterbury Special Education Teacher

Portrait of our Graduates:

Upon graduation from Catholic Academy of Waterbury, the students will:

- Develop values based on the teachings of Jesus and the doctrines of the Church.
- Demonstrate their faith by living out the Catholic Social Teachings, Corporal and Spiritual Works of Mercy, and using the Gifts of the Holy Spirit.
- Identify individual, God-given strengths and talents, and use them collaboratively to think critically, solve complex problems, and to communicate effectively in an ever-changing society.
- Embody technological fluencies for real-world independence as lifelong learners and problem solvers.
- Understand the fluid relationship of subjects across content areas, including but not limited to: Science, Technology, Religion, Engineering, Arts, and Mathematics.

Academic Information

ACADEMIC STANDARDS AND PERFORMANCE

All students must meet the academic standards and expectations of Catholic Academy of Waterbury. Students are expected to work to their full potential. Parents are expected to see that their children complete all assignments on time. Failure to complete homework assignments on time will result in consequences from the respective teacher. It is important to note that promotion to the next grade is not automatic. The Pastor, administration, and faculty, in order to determine the school's decision on these matters, evaluate a student's academic performance, attitude, and conduct.

CURRICULUM (4.101, 4.102)

Curriculum design shall be understood to include every learning experience (academic and co-curricular) sponsored by the school. The subjects included in the curriculum shall meet and /or exceed the requirements of Connecticut state law, as applicable to private schools, and Archdiocesan Policies and Procedures. Curriculum standards are formulated by the Office of Education, Evangelization, and Catechesis in consultation with a committee of educators of that subject area and approved by the Superintendent. Religion curriculum standards are formulated by the Office of Education, Evangelization, and Catechesis in consultation with a committee of educators and the Superintendent, and approved by the Archbishop.

STREAM PROGRAMMING

Catholic Academy of Waterbury is a school that *employs the STREAM (Science, Technology, Religion, Engineering, Arts, and Math) curriculum endorsed by the National Catholic Educational Association (NCEA). This approach to education is designed to enhance teaching of subject areas such as mathematics and science by incorporating technology and engineering into the traditional curriculum and creating an interdisciplinary experience for students. The STREAM Academy model stands as a pillar of progressive education in the Archdiocese of Hartford where students are invited to explore, analyze, and create while making meaningful real-world connections in the context of their faith.*

The STREAM structure explains how all the divisions of education and life work together. It is an authentically Catholic liberal arts curriculum where the subjects are coordinated to support each other under an instructional framework that highlights how science, technology, engineering, mathematics, and the broad spectrum of religion and the arts all connect in the real world. This framework reinforces the centrality of Catholic identity to every aspect of the school program.

Science and Technology are understood as the basis of what the world has to go forward with, to be analyzed and developed through Engineering and the Arts, with the knowledge that everything is based in elements of Mathematics and is encompassed in the authenticity of Religion - our Catholic faith.

“Science, engineering, and technology permeate nearly every facet of modern life, and they also hold the key to meeting many of humanity’s most pressing current and future challenges.” — National Research Council, 2012

GRADING POLICY (4.134)

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

EARLY CHILDHOOD REPORTING OF PROGRESS (GRADES PreK 3, PreK 4, and Kindergarten)

Students in these early grades are collaborating with their teachers and parents to identify and establish daily routines, early literacy skills, and mathematical thought processes. Progress reports are much different than those distributed in grades 1 through 8, as they illustrate more fundamental aspects of early learning. Their measures are established by the Office of Education, Evangelization, and Catechesis. Progress reports are given to students in PreK twice each year, and to Kindergarten each trimester. Ongoing communication between teachers and families is vital to the overall success of the early learner at Catholic Academy of Waterbury.

PRIMARY REPORT CARD (GRADES 1, 2, 3)

Since the goal of this primary grade report is to highlight progress, the use of percentages or five-point scale letter grades (A, B, C, D, F) is inappropriate. Outcome based grades (5, 4, 3, 2, 1) reflect the philosophy of assessment and grading practices appropriate for this early developmental level. Teachers will use the measurement codes indicated on the primary grade report card for all subjects that meet more than 40 minutes per week. Subjects that meet once a week (i.e. Art, Music, Physical Education, World Language) will use Outstanding, Satisfactory, or Unsatisfactory to indicate student performance. Below the graded subject titles are sub-skills that lend to the development of the specific content area. An “*” will be placed beside any sub-skill that requires improvement to further enrich or to reach proficiency of the content area. No asterisk indicates that the student is progressing at a satisfactory rate. Social Development and Work Skills “*” in a specific skill area indicates improvement is needed. No mark/symbol indicates satisfactory performance.

INTERMEDIATE REPORT CARD (GRADES 4 & 5)

This report card is used in grades 4 and 5. The Intermediate Report Card uses a five-point-scale (A, B, C, D, F) grading system. On this level, letter grades are awarded to document student progress made toward learning objectives. All Archdiocesan elementary schools adhere to the following Archdiocesan marking code:

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

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

MIDDLE SCHOOL/JUNIOR HIGH (GRADES 6, 7, 8.)

The middle school report card utilizes a five-point scale (A, B, C, D, F) grading system. On this level, letter grades are awarded to document student progress made toward learning objectives. All Archdiocesan elementary schools adhere to the following Archdiocesan marking code:

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

Academic Progress in Religion, Mathematics, Literature, Language Arts (includes oral/written/visual communication, grammar/mechanics/usage, and directed instruction in the writing process), Science/Health, Social Studies, History, Geography (grades 7, 8 only), and World Language (grades 6-8) will receive a letter grade of A through F. Numeric percentages may be used to show specific progress on various assessments for electronic progress reports and parent portals, however, numeric percentages will not appear on report cards. Any subject that meets only once a week (i.e. Art, Music, Physical Education, World Language in grades K-5, Coding in grades 5-8) will use O, S, or U (Outstanding, Satisfactory, or Unsatisfactory) to indicate student performance.

HONOR ROLL (GRADES 5-8)

Honor roll students will be recognized at the end of each trimester after the closest weekly Wednesday Mass. Major subject areas will be factored into honor roll status. Major subjects include: Religion, Math, Reading/Literature, Language Arts, Social Studies (5th-6th), Science, History (7th-8th), Geography (7th-8th), and Spanish (grades 6-8). Any grade lower than a B- in a major academic area or lower than an S in a “special” will negate honor roll status.

Second Honors	First Honors	High Honors
Trimester Average of all Major	Trimester Average of all Major	Trimester Average of all Major

Subjects: 89 - 85 All Specials Classes: O or S	Subjects: 95 - 90 All Specials Classes: O or S	Subjects: 96 - 100 All Specials Classes: O or S
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HOMEWORK POLICY 4.105

Homework is designed to serve a positive purpose, shall be assigned on a regular basis, and is an important part of the child’s education. Time guidelines for written and study homework – (minimum guide in relation to students’ ability) are as follows:

- Grades 1, 2, 3 - 30 Minutes
- Grades 4, 5 - 60 Minutes
- Grades 6, 7, 8 - 90-120 Minutes

It is important to note that the philosophy of Catholic Academy of Waterbury places great emphasis on the importance of family time. As such, homework will certainly be lightened on weekends. It is not unusual for a student to have no homework on a weekend. Remember that as primary educators of the children, parents and guardians are privileged with these brief windows of time in which they can spend priceless moments with the youngsters in their care.

SPORTS & EXTRACURRICULAR ACTIVITIES’ IMPACT ON ACADEMICS

Students must maintain a 73 or higher in each major subject area in order to remain in good standing on the team or club in question. Teachers will report students’ grades on a bi-weekly basis to the Principal or Lead Teachers for administrative review. Athletes must also maintain a minimum of an S in all specials classes, as well as proper conduct and effort. Should a student become academically ineligible, he or she may be administratively reinstated once his/her content area grade(s) reach a minimum of 73. These determinations will be made with administrative discretion and communicated with the Athletic Director.

PROMOTION & RETENTION POLICY 5.302

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

GRADUATION REQUIREMENTS

In order to graduate from Catholic Academy of Waterbury, the student must successfully complete the eighth grade curriculum and fulfill ten hours of community service. These service hours are tracked by the 8th grade teachers in a form provided by them.

RELIGIOUS EDUCATION POLICY 4.106

The religious education in the schools of the Archdiocese must conform to the Religion Curriculum Standards provided by the Office of Education, Evangelization, and Catechesis. All Religion classes at Catholic Academy of Waterbury follow the curriculum standards as mandated by the Office of Education, Evangelization, and Catechesis. Two fundamental sacraments are prepared for and received by Catholic students in third grade: First Penance and First Holy Communion.

REPORT CARDS & PROGRESS REPORTS POLICY 4.134

Report cards are issued three times a year, at the conclusion of each trimester, according to a schedule set by the Office of

Education, Evangelization, and Catechesis, and using the forms approved by that office. All report card envelopes must be signed and returned to the school within the week following the distribution of report cards. Progress reports for grades K-8 will be issued midway through each trimester. The use of progress reports is intended to let parents and students know in a general way the student's current standing. Report card distribution dates are typically 7 to 10 days after the end of the trimester, which are noted on the yearly calendar.

PARENT / TEACHER CONFERENCES

Grades K-8 hold yearly parent conferences in the Fall and Spring. Pre K conferences are held once in the Spring. At this time, all parents have the opportunity to meet with their child's teacher. However, the need may arise where a parent requests a conference or a phone call from the teacher. The teacher should make every effort to contact the parent within 24 hours to schedule this conference. Ordinarily, conferences should be scheduled before or after school hours.

TESTING POLICY 4.135

Catholic Academy of Waterbury administers standardized testing according to the guidelines established by the Office of Education, Evangelization, and Catechesis. Students in grades 3-7 take the Iowa Tests of Basic Skills in the spring to gauge general achievement, cognition, and scholastic ability. It is important to note that these test scores, while informative, are not in any way a complete picture of a student's academic achievement or ability.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

The Fr. Michael J. Mcgivney Chapter of the National Junior Honor Society at Catholic Academy of Waterbury is a program being established this year. Its criteria, structure, and programs will be outlined in greater detail throughout the course of the school year as the Chapter plants its roots. It will be facilitated by a single faculty member, who will enlist a faculty council, and a yearly student induction ceremony will take place every Spring.

Acceptable Use of Technology (4.203)

The school's connection to the Internet/Intranet shall provide access to local, national, and international sources of information. On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Office of Education, Evangelization, and Catechesis, nor of the use of such information by students and staff.

INTERNET USAGE POLICY (4.202)

The use of technology is an important and useful tool within our curriculum. It is a resource and therefore is subject to the rules and policies as other school resources. Students are expected to respect the school's policy, the instructor's directions, as well as fellow classmates' rights. Students must be responsible for accessing only appropriate websites and applications and reporting any accidental "hits" of inappropriate sites. Each school year the students receive a responsible

use agreement that the student and parent must sign before the student is allowed to use our technology. The use of any electronic device during a test or quiz shall be considered and treated as cheating, unless it is pre-authorized by the teacher. Students may only access specific electronic devices for assignments, as well as specific applications and websites, only with the permission of the classroom teacher.

INTERNET ENGAGEMENT POLICY (5.510)

Engagement in online blogs or postings, such as, but not limited to, SnapChat®, Twitter®, Instagram®, Facebook®, YouTube®, etc., shall result in disciplinary actions, including expulsion, if the content of the student’s blogs or postings includes defamatory comments regarding the school, a person’s dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

INSTRUCTING FOR DIGITAL CITIZENSHIP

Knowing the importance of educating the children to meaningfully and appropriately utilize technology in the 21st century, all teachers will instruct for a minimum of 10 minutes on digital citizenship as part of Religion class each week. Content and support for this instruction will be gathered and shared among the faculty in age-appropriate manners.

USE OF STUDENT INFORMATION/ PICTURE POLICY

The school reserves the right to use student pictures in publications and the school’s website, Instagram, Twitter, and Facebook accounts if parents authorize such use via the Photo/Media Release form available on our website. Any parent who does not wish his/her child’s picture used must indicate as such on the form by the end of the first week of school.

Accreditation (1.213)

Catholic Academy of Waterbury is accredited by the New England Association of Schools and Colleges. Every ten years, the school undergoes a comprehensive process to ensure the quality of our programs are meeting the requirements of this nationally recognized organization.

Admissions Information (5.102, 5.103, 5.106)

Catholic Academy of Waterbury admits students of any race, ethnicity, and/or national origin. Always mindful of our mission, we proudly educate students from Pre-Kindergarten through Eighth Grade in a God-centered, academic setting. We welcome siblings of currently enrolled students, registered parishioners of Catholic parishes, as well as non-parishioners and non-Catholics. Catholic Academy of Waterbury employs a non-discrimination policy for admission of students in adherence with the Archdiocese of Hartford.

Students with special needs will be given the same consideration as all applicants, however prior to admitting a student with diagnosed special needs, a school shall make a determination as to whether or not it believes it can provide an appropriate education for that child. Each child must be considered on an individual basis (5.103).

All prospective families must complete a school application, meet with the Principal, and allow for student screening of records and academic testing, prior to a determination of acceptance. Students entering grades 1 through 8 will be strongly encouraged to experience a shadow day. Teachers will be a part of the conversation surrounding the prospective student's appropriate placement at Catholic Academy of Waterbury. All new students will be admitted to Catholic Academy of

Waterbury for a probationary period of 60 days. Initial admission carries with it no guarantee of continuing enrollment. Should a family not hear from the school after one trimester, the family should consider the student(s) fully enrolled in Catholic Academy of Waterbury. Enrollment may be terminated by the decision of the Administration for failure to cooperate with school regulations, need for services beyond those offered at Catholic Academy of Waterbury, or by the parents/guardians of the students.

ADMISSION FOR PRE-KINDERGARTEN 3-YEAR-OLD PROGRAM

- Applicant must be 3 years of age by October 31st (effective for the 2020-2021 year and forward)
- Applicant must be fully toilet-trained, including being able to handle all bathroom needs without assistance.
 - All students will be required to have a second set of clothing at school at all times.
- A student application must be completed, with all required materials as indicated on the application.
- A family interview with the Principal prior to acceptance is required.
- An Early Childhood orientation for parents will take place before the official first day of school.
- Applicants may choose from the following attendance options:

Tuesday, Wednesday, and Thursday Full Days	Monday through Friday Half Days (12:00 dismissal)
Monday through Friday Full Days	

ADMISSION FOR PRE-KINDERGARTEN 4-YEAR-OLD PROGRAM

- Applicant must be 4 years of age by October 31st (effective for the 2020-2021 year and forward)
- Applicant must be fully toilet-trained, including being able to handle all bathroom needs without assistance.
 - All students will be required to have a second set of clothing at school at all times.
- A student application must be completed, with all required materials as indicated on the application.
- A family interview with the Principal prior to acceptance is required.
- An Early Childhood orientation for parents will take place before the official first day of school.
- Applicants may choose from the following attendance options:

Tuesday, Wednesday, and Thursday Full Days	Monday through Friday Half Days (12:00 dismissal)
Monday through Friday Full Days	

ADMISSION FOR FULL DAY KINDERGARTEN PROGRAM

- A student must be 5 years of age by December 31st.
- A student application must be completed, with all required materials as indicated on the application.
- A family interview with the Principal prior to acceptance is required.
- All prospective Kindergarten students will be required to attend a Kindergarten screening prior to acceptance into our program.
- An Early Childhood orientation for parents will take place before the official first day of school.

ADMISSION FOR GRADES 1-8

- A student application must be completed, with all required materials as indicated on the application.
- A family interview with the Principal prior to acceptance is required.
- Release of records/proof of attendance from previous school is required.

- Prospective students will be subject to an academic screening prior to acceptance.
- A student shadow day is strongly encouraged, so that the prospective student gains a sense of a typical day at Catholic Academy of Waterbury.

ADMISSION POLICIES

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

CLASS SIZE POLICY (4.132)

The local school shall employ a sufficient number of qualified teachers to maintain the required teacher/student ratio. Catholic Academy’s maximum class size is as follows:

Grade Level	Maximum Class Size
Pre-Kindergarten 3	18 Students with one full-time teacher and aide
Pre-Kindergarten 4	20 Students with one full-time teacher and aide
Kindergarten	25 Students with one full-time teacher and aide
1 through 8	25 Students with one full-time teacher

Financial Obligations

TUITION (2.403)

The tuition rates will be established each academic year by the Pastor and Principal, with consultation with the School Board. Tuition Assistance is available, and amounts vary each year depending on the generosity of donors. All families who wish to be considered for tuition assistance or for scholarships must adhere to the protocols set forth by the school. Financial need cases must apply for assistance through FACTS Tuition Management. All determinations are made objectively by School Administration. It should be understood that any assistance assigned in an academic year is not guaranteed to continue past that year. All matters are determined on a year-by-year basis. Tuition assistance is not available for PreK students.

Tuition is paid through the FACTS tuition management company. Payments can be made in one, two, or eleven payments directly from the account of your choice, or via invoicing. Failure to meet financial obligations may result in termination of enrollment of the student. Families whose balance is not paid for a prior academic year will not be permitted to attend in the new academic year until the entire past balance is paid.

TUITION REFUNDS

Parents are responsible for the full month’s tuition of a child’s attendance. Refunds will only be given if the tuition has been prepaid for the year and only for those months that the student is not in attendance. Tuition assistance/scholarships

are only effective for the amount of time a student is enrolled during the school year. Should a student leave the school mid-year, the tuition assistance WILL NOT be factored into any refund that the school may owe the family. Tuition assistance is spread over the course of the 10 academic months of the year, so should a student withdraw prior to the close of the academic year, the days impacted by that withdrawal will be calculated in terms of awarded tuition assistance, and that amount will be deducted from any prepaid refund owed to the family.

FEES

- A non-refundable \$100 enrollment fee (\$175 per family) is expected in the late winter/early spring of the current school year in order to guarantee the student a seat for the following academic year. The same registration fee is expected from new families upon their notification of acceptance in order to secure the child's seat. This fee is in addition to the total tuition balance.
- For 8th grade students only, a \$200 graduation fee is required to be paid by February 1st of the student's graduation year. This fee helps to defray the costs associated with:
 - Caps, gowns, and diplomas
 - Holiday Hill trip
 - Class Night
 - 8th grade T-shirts
 - Yearbooks

FINANCIAL OFFICE RECORDS (2.111)

Catholic Academy of Waterbury shall preserve student and family financial records in a safe place for the amount of time allotted by the Archdiocese. Parents can request to view their financial records through the Main Office.

HOT LUNCH PROGRAM

Catholic Academy of Waterbury provides an optional hot lunch program for all students in grades PreK 3-8. Monthly menus will be available via our online lunch ordering program, and payment will be expected a month in advance of the lunch that is served. Should a student not have a lunch one day, he or she will be served hot lunch (just the main meal with vegetable and beverage) and the family will be billed via the online hot lunch program. School staff work diligently to ensure that healthy, balanced, enjoyable meal options are offered to students. In the event of a student's absence, credits for missed hot lunch will not be provided. In the event of a snow day, credits will be provided.

There are a la carte beverages and snacks available in the cafeteria each day. These may be ordered in advance via the online menu. Students should not bring cash payments for lunches or a la carte items, as all transactions for this program will be online to ensure the best financial practices take place. Should a student select an item that was not pre-ordered, the family will be billed via the online lunch program. Each student will be designated a pin number, which he/she will enter when going through the lunch line. Any students who breach the confidentiality of their pin numbers will be subject to the major consequence section of the school discipline policy, and potentially lose lunch privileges for a period of time.

Past due balances will result in a family not being able to order hot lunch until the balance is paid.

School Hours

School Hours

K-8 School hours are from 9:00 a.m. to 3:00 p.m., Monday through Friday. (PreK hours are from 8:45 a.m. to 2:45 p.m., Monday through Friday. Half day students dismiss at 12:00 noon. Three-day students attend on Tuesdays, Wednesdays, and Thursdays for full days.)

- The school does not assume responsibility for children arriving on school property before 8:30 a.m., unless they are registered in the Shine! Program.
- School begins promptly at 9:00, with morning prayer at 9:02.
- The school understands that bus arrival times are outside of the parents' control. Students arriving via bus after 9:00 will not be marked tardy.
- Students arriving via private transportation after 9:00 must enter via the main office and receive a tardy slip before going to class. Parents transporting their children by car are asked to be on time and to notify the office if a delay is expected.
- Dismissal is at 3:00 p.m., with half day dismissal at 1:05 p.m. (*while City of Waterbury remains in Hybrid Phase of instruction*). PreK students who are enrolled for regular half day dismissals dismiss at 12:00 p.m. during the school year.

Arrival and dismissal procedures will continuously undergo close monitoring and adjustments as needed to always ensure the optimal safety protocols are in place for our school.

ARRIVAL PROCEDURES

- All K-8 students arriving via private transportation must be dropped off (between 8:30 and 8:55) at the fence entry on Merrill Street (the one-way street that runs off of Robinwood). A staff member will be on school yard duty every morning to receive students, who will enter the school via back doors upon arrival. Parents may park as needed on the one-way street (Merrill) or in the parking lot across from Blessed Sacrament Church on Robbins Street.
- All K-8 students arriving via bus transportation will be dropped off at the front entrance on Robinwood Rd, and will walk directly to their classes.
- No private transportation students should enter via the Robinwood main entry, unless they arrive after 8:55 (if after 9:00, students will be marked tardy and need a pass from the main office.)
- PreK students must be walked directly to their building.

DISMISSAL PROCEDURES

- All K-8 students dismissing via private transportation will report to the school yard in a slightly staggered order, beginning with the youngest students first. At least 2 staff members will be on walker duty each afternoon.
- Parents/guardians should park (in the same locations as listed for arrival) and walk into the school yard for student dismissal.

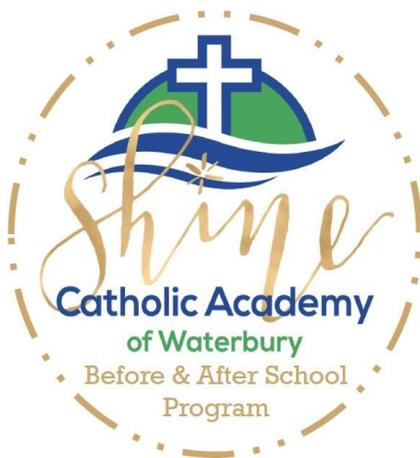
- Parents and guardians should not be alarmed if asked for a photo ID in order for the school to release the child safely. We are committed to enforcing the most optimal safety protocols in the best interest of our children, and we appreciate your cooperation.
- All K-8 students dismissing via bus will be called over the intercom and dismissed via the Robinwood Road main entrance. At least two staff members will be on bus duty every afternoon.
- All Shine! After School Program students will be called over the intercom to assemble in the gymnasium. These students' dismissal will be from the double green doors outside the gym on Robinwood Road. The doorbell should be used to inform staff to come to the door. Once again, please do not be alarmed if you are asked for photo ID prior to the child being released.
- All PreK students will be dismissed from their building at 2:45 p.m. This is earlier than the rest of the school in order to lessen the volume of traffic at dismissal time. Please park and walk directly to the building to pick up your child, and be prepared to share your photo ID.

SCHOOL OFFICE HOURS

The school office hours are from Monday through Friday from 8:30 AM to 4:00 PM. During the summer months (beginning the first Monday of no classes and concluding on August 15th), school office hours will be reduced to no fewer than 20 hours each week. The specific hours will be published each year on the school website and social media platforms, as well as noted on school entry doors.

SCHOOL CALENDAR

The school calendar is published yearly on our school website. Catholic Academy of Waterbury cooperates with the City of Waterbury in planning vacations and early dismissal days. The school calendar is submitted to the Office of Education, Evangelization, and Catechesis for approval, prior to being published to the school community.



Shine! Program

We offer a structured and nurturing environment where your child/children will grow and learn, even before and after regular school hours. This is called the Shine! Program. Our program is available on a consistent basis or simply as a drop-in option. The Shine! Before School Program runs every school day from 6:45 a.m. to 8:30 a.m. in the gym. The children will be dismissed at 8:30 a.m. to the school yard. The Shine! Before School Program will open on a 2-hour delay if the City of Waterbury calls a delay for weather. The children will have time to read books, play games, or do school work during this time. The Shine! After School Program runs daily from dismissal until 5:30 p.m. in the lower level of the school and on the playground. The program is available when school is dismissed at 12:30 p.m., but it

is not available on days when school is canceled or dismissed early due to weather conditions. Please provide a snack and drink for your child each day he/she attends the Shine! Program.

SHINE! PROGRAM POLICIES AND PROCEDURES

- Shine! Before School Pricing
 - Daily fee of \$8 per child
- Shine! After School Pricing

- Daily fee of \$12 per child; on half days the cost is \$15 per child.
- The first child pays full price, and all additional children in the immediate family are 50% off of the full rate.
- Drop-Off Procedure
 - The parent/guardian must walk the child into the gym in the morning and physically sign the child in for the day.
- Pick-Up Procedure
 - To ensure your child/children's safety, he/she may not leave the Shine! program unaccompanied.
 - We require that a parent or previously authorized adult ring the doorbell at the double green doors outside the gymnasium on Robinwood Road. The parent or authorized adult must sign each child out of the attendance binder before leaving.
- Late Pick-Up
 - The Shine! After-School Program ends promptly at 5:30 p.m. Anyone who is picked up past 5:30 p.m. will be charged a fee that increases as time elapses. If late pick-up occurs continuously, the family will no longer be able to use the program.
- Billing Procedures
 - Invoices will be sent out weekly after the services have been rendered.
 - The amount to be paid is stated in the first sentence of the invoice and under the balance section of the table.
 - Any questions regarding your invoice should be directed to Ken at finance@catholicacademywaterbury.org.
- Payment Policy
 - Payments must be made on Monday each week to the Main Office or via your child's folder (Attn: Finance Office) in a sealed, labeled envelope.
 - Shine! staff members will only be permitted to accept any payments if they are in a sealed, marked envelope with the child's name, grade, and SHINE payment labeled.
 - Any family that fails to make a payment will be sent a reminder email and will not be allowed to use the Shine! Before and After School Program until their balance is paid in full.

Attendance (5.200)

ABSENCES (5.2011)

In the case of absence, parents are requested to call the school's Main Office by 9:30 a.m. on the day the student is absent. If a child is absent due to illness, school work will be sent home only at the parent's request. Please call the office to make these provisions. Students are responsible for all school work missed during their absence. All missed work must be completed within the same number of days they are absent (i.e. - if a student is absent 3 days, he/she will have 3 days to complete the missed school work). Any student who is not in school for four consecutive hours of a school day will be marked absent. Students who are out sick are not permitted to participate in extracurricular activities that day. **Students arriving after 11:00 a.m. will be marked absent. If a child is leaving early on Monday-Friday, he/she must be in school until 1:00 p.m. in order to have the day counted.**

VACATIONS

If a family does decide to take additional days of vacation outside of the school's scheduled calendar, the faculty and administration will not be held responsible for class work, homework, and tests missed by the student. Teachers are not

obligated to provide tutorial help for time missed or work the student will miss while away, and teachers are not obligated to provide school work in advance of a family's vacation. Upon return, the teacher will provide the student with all missed work. All work and tests must be made up within one week after the child returns to school. Please make every effort to schedule family vacations during school vacations.

EARLY DISMISSAL DAYS (weather-related or any emergency)

When Catholic Academy of Waterbury has a "half day," that means that children are dismissed at 12:30 p.m. (**WHILE CITY OF WATERBURY IS IN HYBRID OPENING, OUR HALF DAYS ARE AT 1:05**)

In cases of inclement weather or other emergencies which warrant an early dismissal, a notification will come home via our automated email/text systems. This message will provide specific information on the time and manner of dismissal. The local news stations and websites will also be broadcasting dismissals. Children who normally go home by car will go home by car. Students who go home by bus will go home by bus. Parents must have someone home to meet the children when they get off the bus. The Shine! After School Program is not open during weather-related early dismissals.

LATE OPENINGS

In the event that school has a delayed opening, parents will be notified via our automated text/email messaging, and local news stations will also broadcast this information. Our Shine! Before School Program will open at 8:45 a.m. on these days. Students arriving prior to 10:30 a.m. on a delayed opening day must go to the Shine! Before School Program, and parents are responsible for payment on these days. Students may not wait in the school office.

EARLY ARRIVAL

Teachers are not on duty until 8:30 a.m. Therefore, students may not arrive before this time. Students arriving before this time must enroll in our Shine! Before School Program, which opens at 6:45 a.m. on regular days, and 8:45 a.m. on delayed opening days.

TARDY

Students arriving after 8:50 a.m. are considered tardy and are required to go to the Main Office to obtain a tardy slip before going to class. Tardy days will be recorded on the student's report card. Students who are tardy on a bus will not be considered tardy.

RETURNING TO SCHOOL AFTER DISMISSAL

Students or parents may not return to the school/classroom after dismissal without permission from the Principal or classroom teacher. Retrieval of forgotten items (books, homework material, or personal property) may prevent students from developing responsible study skills and work habits. Students also may not leave the Shine! After School Program to enter classrooms to retrieve materials.

EARLY REQUESTED DISMISSAL

If a student is to leave school before the day is over, a written note stating the time for dismissal should be signed by the parent and brought to the Main Office. At the time of dismissal, the parent must enter the Main Office and sign the student out of the building. A student who is not in school for four hours will be marked absent.

CHANGES TO REGULAR DISMISSAL DIRECTIVE

Communication regarding a change to a student's dismissal directive must come from the responsible adult through the main office and/or classroom teacher. Students' cell phones are not appropriate channels of communication for the school day and should therefore not be used.

Health and Allergies (5.609)

HEALTH

Catholic Academy of Waterbury is equipped with a full-time nurse from the City of Waterbury. If it is necessary for children to take medicine while in school, such medicine must be accompanied by an order from the doctor stating the type of medicine administered, the dose, and the reason for which it has been prescribed. Medications must be in their original containers and must be brought to school by a responsible adult - *this is a Connecticut State Law*. No student can self-administer or have in his/her possession any medication (prescription or over the counter). Cough drops are not permitted for students in school at all. Students who experience vomiting, diarrhea, or a fever may not return to school until they have not demonstrated these symptoms for 24 hours or the school receives a physician's note indicating the child may return to school.

INJURIES

Any time a child receives an abrasion, bruise, or bump during school or extracurricular hours, the responsible adult (nurse, coach, teacher) will call to notify the parent.

PHYSICALS/IMMUNIZATIONS (5.601)

All students must be in compliance with up-to-date physicals and immunizations required by state law. Students participating in school sports programs are required to have a yearly physical on file at the school.

All students must have required immunizations prior to being allowed to attend school unless exempted by law. Exceptions are rare. They may be possible only if the child presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contra-indicated because of the physical condition of such child. Another exception could be considered if a statement from the parents/guardians of such child that such immunization would be contrary to the religious beliefs of such child. It should be noted that such an exception is not required and that the Catholic Church teaching is fully in accord with the use of vaccinations, and it is difficult to justify a religious exemption in a Catholic school.

FOOD ALLERGY POLICY

Catholic Academy of Waterbury recognizes that food allergies are an important condition affecting many school children and staff, and welcomes all pupils with food allergies. *CAW is a peanut and tree nut sensitive school; a table in the cafeteria is designated as "nut-free"*. In order to minimize the incidence of life threatening allergic reactions, CAW maintains a school-wide procedure for addressing allergic reaction and an action plan for any student(s) whose parent/guardian and physician have informed the school in writing that the student (s) has a potentially life threatening allergy. The school nurse is responsible for notifying classroom teachers about the nature of the allergies faced by the student(s) prior to the student's first day of school. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder. A parent or guardian of the student with food allergies is responsible for providing food for his/her own child if necessary. In the

event of a suspected allergic reaction (where there is no known allergic history), the school nurse and the emergency medical services will be called immediately. If the school nurse is not in the school, the school will call emergency medical services.

Bullying and Cyberbullying

BULLYING POLICY (5.504)

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

SCOPE OF BULLYING POLICY

This bullying policy is to be applied to Kindergarten through Grade Eight at Catholic Academy of Waterbury. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the disciplinary section of this policy. This policy will not apply to the Pre-Kindergarten programs. It is recognized that these children are very young and are learning social skills. The child's teacher will handle unkind acts that occur at the Pre-School level. The teacher will work with the student, family, and school Administration (as needed) to address these situations.

CYBERBULLYING POLICY (5.513)

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

DEFINITION OF BULLYING (5.510)

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus, of which acts are repeated against the same student over time. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation. In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

LOCATION

Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity (which includes transportation services). Conduct that occurs off campus, e.g. harassment over the Internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and negative impact on a student's academic

performance or safety in school.

REPEATED INCIDENCE OF BULLYING

Bullying in violation of school policy must be “repeated against the same student over time.” An isolated incident, however egregious, is not “bullying” under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute “bullying” under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school’s discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

CULTURE OF INCLUSION

Catholic Academy of Waterbury is committed to embracing the God-given uniqueness of every individual who works, learns, or encounters our school. Several efforts to celebrate these differences, in keeping with the teachings of the Catholic Church, include Buddy Classes and an Inclusion Committee, celebrating the diversity of our school family via multiple events and awareness initiatives. As such, harassment, nagging, bullying, or detraction of another’s character for the sake of being different is strictly prohibited at Catholic Academy of Waterbury. There is a zero tolerance policy for racial, religious, or other targeted prejudicial comments or actions. Such actions result in severe disciplinary actions by the school’s Administration, and they may include in-school suspension, out-of-school suspension, and expulsion.

Cell Phones (5.509)

Should students bring cell phones to school for any reason, their cell phones must be kept in the off position in a locked box with the homeroom teacher. The school assumes no responsibility for loss or damage of students’ personal belongings. Consequences for cell phone exposure or use on school property, without authorization from the teacher or school Administration, will result in a detention. Similarly, if a student is on a field trip, and he or she chooses to bring his or her cell phone or other device, the school shall remain free of any responsibility for the device. When participating in an off-site school-related activity, the phone should be kept in the vibrate position in the backpack unless otherwise authorized by the supervising teacher.

Cheating (5.509)

Cheating is contradictory to the teachings of the importance of Truth in the Catholic faith. Therefore, any instances of students cheating on academic work shall result in moderate to major disciplinary action as appropriate to the child’s age, as well as a conference between the student and school Administration. Parents of the students will be notified, and further action may need to be taken, depending on the circumstances surrounding the incident.

Child Abuse Laws (5.605)

CHILD ABUSE AND NEGLECT

The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel must abide by state law and Archdiocesan policy in regard to this subject. All school personnel and especially the school

Administration shall keep informed of their legal obligations under the law. Whenever there is a concern over legal requirements and obligations, the Office of Education, Evangelization, and Catechesis must be contacted. Whenever a report is made by a mandated reporter to the appropriate civil authorities, such mandated reporter shall also inform the school's Administration, who shall report said instance to the OEEC, and shall ensure that a report, as required by statute, is made to the legitimate civil authorities as per the administrative procedures to this policy. In an instance of sexual misconduct by a school employee, the more restrictive norms of the Archdiocesan policy on this subject shall also be in effect.

As of 2019, all newly hired school personnel must submit to a Department of Children and Families background check in addition to the Archdiocesan required fingerprinting/background check and Virtus training. The results of said background checks are reviewed by the Archdiocesan Office of Safe Environment, and school Administration is informed and directed as to what action must be taken should a background check result in unfavorable findings.

Conduct (5.501)

PROHIBITED ITEMS

Slime, wrist-watches that double as cell phones or messaging devices, drugs and drug paraphernalia (including but not limited to cigarettes, lighters, matches, vaping paraphernalia), weapons, and fidget spinners are considered prohibited items for students to have in their possession at Catholic Academy of Waterbury during the academic day as well as at extra-curricular activities. Additionally, shoes or sneakers with light-up features and roller bottoms are also prohibited. Any item that resembles or may act as a weapon is strictly prohibited. Other examples of prohibited items are toy guns and handcuffs.

REVERENCE

Students of all faiths are welcome at Catholic Academy of Waterbury. Regardless of belief, all students and families are expected to afford the reverence and respect that is due to our Lord, His Blessed Mother, and the saints whom we honor as a Catholic school. Any act of irreverence or desecration of religious items or environments will be grounds for disciplinary action as determined by school Administration.

ADULT GOSSIP

Negativity and gossip about the school are damaging to our faith, our children, and our school. Should any school staff or enrolled families be found perpetuating such destructive commentary, they will be addressed by the Principal and/or Pastor. This includes social media postings.

DRUGS AND ALCOHOL (5.502, 5.503)

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. Students who violate this policy shall be subject to disciplinary action, including expulsion. Some examples of said items include: drugs and drug paraphernalia, alcohol, cigarettes, lighters, matches, and vaping paraphernalia.

DETENTIONS

Students who receive a detention must serve it on the date scheduled by the teacher/school Administration, without exceptions. During the detention period, the student will first complete a behavior reflection diagram to fully understand the impact of his/her actions on oneself and others. Upon completion of said diagram, the student will be required to

complete academic work from his/her teacher, with a priority placed on making up missing school work. Detention will be scheduled by the school as such:

- **Before School Detention:** Beginning at 8:00 a.m., a student may serve his/her detention on the date determined by CAW staff. This will be moderated either by Shine! Before School staff or Administration.

SUSPENSION (5.207)

A student may be suspended for behavior that is harmful to the safety of the students or in grave contradiction to school policy. Suspensions take two forms: in-school and out-of-school, and the nature of the suspension will be an Administrative decision. A parental meeting may also be requested. A student must report to school Administration upon returning from an out-of-school suspension. A second suspension in the same academic year will necessitate a conference with the school Administration, teacher(s), and parents to determine further needs of the child, and if the student should return to Catholic Academy of Waterbury. In the event of an out-of-school suspension, parents will make arrangements to pick up all schoolwork for their child. Any student who is suspended shall be required to complete any class work, including tests. Students must prepare to take any and all tests on the day they return to class, including tests scheduled for the day.

EXPULSIONS (5.208)

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

DISCIPLINE (5.210)

The Principal is the final recourse in all disciplinary situations and may adjust any discipline rule for just cause at her discretion. Students should understand their first obligation in a Catholic school is to respect the dignity of all members of the school community. The student is a Catholic Academy of Waterbury student at all times, and may be disciplined by school officials if he/she engages in conduct that is detrimental to the reputation of the school. Student disciplinary matters will be logged in the school’s student database: Educonnect. Catholic Academy of Waterbury values the upholding of high moral and behavioral standards. As such, all teachers and school Administration are permitted to enforce consequences when students make poor choices in an effort to teach them to make better choices in the future. In the event that the adult observing the misbehavior is not a teacher or administrator, he/she will consult with the child’s homeroom teacher and/or school Administration for a determination on appropriate disciplinary measures. The following levels of student behavior infractions provide a sense as to the nature, severity, and consequences of misbehaviors, but should be understood as being within the rights of school Administration to discern on a case-by-case basis:

Discipline Type	Example of Offenses in this Type <i>(This does not exhaust ALL possibilities, and the severity of</i>	Consequences
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	<i>the act may result in a lesser or greater level of disciplinary action as determined by school Administration)</i>	
Minor Incident	<ul style="list-style-type: none"> ● Forgotten homework or classroom materials ● Talking out of turn ● Running in hallway or classroom ● Uniform infraction ● Chewing gum 	Verbal or Written Warning/Reminder , logged by supervising adult in Educonnect and sent via email to parent/guardian.
Moderate Incident	<ul style="list-style-type: none"> ● Irreverence in church ● Pushing or shoving/horseplay ● Bus infractions (getting out of seat, shouting, using foul language) ● Cell phone out and/or on without explicit school adult permission ● Overly aggressive at recess ● Accumulation of 3 minor incidents (per trimester) - grades 5-8 ● Accumulation of 5 minor incidents (per trimester) - grades K-4 	Detention , (one of two types as determined by parent/guardian) logged by supervising adult in Educonnect and sent via email to parent/guardian.
Major Incident	<ul style="list-style-type: none"> ● Intentional physical harm of another person - <i>depending on age of student and degree of severity, this could result in a lesser or greater consequence.</i> ● Possession of prohibited items (referenced in handbook) ● Prejudicial comments (racial, sexual, etc) - <i>depending on age of student, this could result in a lesser or greater consequence.</i> ● Defacing school property ● Administratively defined incidence of bullying ● Accumulation of 3 moderate incidents (per trimester) 	In-School-Suspension Or Out-of-School-Suspension , (determined by school Administration) logged by school Administration in Educonnect and sent via email to parent/guardian. Often, a parent conference will also be requested.
Ultimate Incident	<ul style="list-style-type: none"> ● Severe intentional physical harm of another person ● Accumulation of 3 major incidents (per school year) 	Expulsion , (determined carefully by school Administration in conjunction with the OEEC) logged by school Administration in Educonnect and in a formal letter to parent/guardian. This will always warrant a formal parent conference.

TEXTBOOKS AND SCHOOL PROPERTY

All non-consumable textbooks must be covered with a book sock or other type of temporary cover to preserve their condition. Fees for lost/damaged school textbooks or property will be assessed and assigned to the family in the event that a student misplaces or abuses textbooks or school property. Students whose individual academic plans necessitate a duplicate set of books may incur an additional fee if the school does not have extra books on hand.

STUDENT BIRTHDAYS AND CELEBRATIONS

Catholic Academy of Waterbury is a peanut and tree nut-sensitive school. Please make every effort not to send any food containing peanut/tree nut ingredients. If celebrating at school, the parent must provide something for every child in the class. If invitations need to be distributed at school, every child must receive one. Otherwise, invitations are not permitted to be distributed at school, and teachers will not be responsible for sending addresses, invites, or e-vites to classes.

MIDDLE SCHOOL DANCES

Students must use appropriate behavior, reflective of school day expectations at dances. Please use modesty when choosing your child's attire for one of these events. As always, the school assumes no responsibility for lost or stolen personal items at dances.

OFF-CAMPUS CONDUCT (5.501)

Students may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school or members within it.

BUS CONDUCT

Catholic Academy of Waterbury students in PreK are not permitted to use City of Waterbury school buses. In the interest of safety, all students and parents should understand the necessity for strict compliance with the following bus rules:

- Students are to remain out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion, aisles should be kept clear at all times, and no items should be thrown in or out of the bus.
- No eating or drinking permitted on the bus.
- Students may not change their assigned buses without a note from the parent to school teachers and Administration.
- The first time a student violates the bus policy, he/she may be given detention.
- The second time a student violates the bus policy, he/she may be taken off the bus for a week. Parents will have to provide their own transportation to and from school for the week.
- The third time a student violates the bus policy, he/she may totally lose bus privileges and be subject to further disciplinary action determined by school Administration.

Communication (1.201)

Keeping an open line of communication among all constituents of Catholic Academy of Waterbury is vital to the healthy operations of the school.

WEEKLY SCHOOL NEWSLETTER - Knightly News: Family Edition

On a particular day of each week, a brief newsletter will be disseminated among the school community via email blast. This newsletter will include notices, forms, and news.

EDUCONNECT EMAIL BLAST/SCHOOL MESSENGER TEXT/LOCAL NEWS STATIONS

The school utilizes a mass text/email system of communication. Text messages from the school will mainly be utilized

for emergencies and inclement weather-related delays and closures. It is also important to tune into local news stations for weather-related closures and delays. Mass email messages from the school will be sent out regularly.

School Safety

The safety of all students, staff, and visitors is of utmost importance to us at Catholic Academy of Waterbury. Therefore, it is most prudent to be prepared in the event of any accidents or emergencies that might occur during the school day and/or on school property.

CRISIS PLAN (5.611, 5.618)

A comprehensive Crisis Plan is on file and well-learned by all staff and students of Catholic Academy of Waterbury. Regular drills are conducted, and the plan is reviewed and revised at least once yearly. It has been devised with the counsel and input of local police and fire authorities and a school-based Security Committee.

FIRE AND EMERGENCY DRILLS (5.613,5.617)

Each classroom will review and practice all fire and emergency drills. The first few days of school will be partly used to acquaint the classes with emergency procedures. Fire and emergency drills will be practiced school-wide at least once every month.

SCHOOL VISITORS

Catholic Academy of Waterbury embraces the roles of families and friends in the lives of our students. In the interest of school safety, visits from family members to classrooms must be pre-approved and scheduled with the classroom teacher/and or school Administration.

School visitors will be required to sign in at the main office, provide his/her photo ID for copying by the Administrative Assistant, and to wear a visitor's pass while on school grounds.

Students are instructed ***not to open the door*** for any visitors, even if said visitors are his/her family members. Entry into the school will always be moderated by adult personnel and subject to the verification of one's identity via photo ID. Students will only be released to adults who are pre-authorized to pick up students via their Student Safety Information Sheets, which must be kept current via the main office.

Extracurricular Activities (4.125, 4.126)

Extracurricular activities at Catholic Academy of Waterbury are an important part of educating the whole child. The goals of extracurricular activities are:

- Character Development
- Sportsmanship
- Responsibility

Our program affords our students excellent opportunities for development of individual and team skills. Extracurricular activities include, but are not limited to: sports, Children's Choir, instrumental music, and more. *Students who participate in extracurricular activities must meet the behavioral and academic standards the school sets for membership on sports teams or leagues.* The following academic standards have been devised:



- Students must maintain a 73 or higher in each major subject area in order to remain in good standing on the team or club in question. Teachers will report students' grades on a bi-weekly basis to the Principal or Lead Teachers for administrative review.
- Athletes/club members must also maintain a minimum of an S in all specials classes, as well as proper conduct and effort.
- Should a student become academically ineligible, he or she may be administratively reinstated once his/her content area grade(s) reach a minimum of 73. These determinations will be made with administrative discretion and communicated with the Athletic Director.

In addition to the academic standards, students must adhere to the following behavioral standards:

- Permission slips must be signed by parent(s) before the start of any sports season.
- Students must be in school on the day of a practice or game.
- Uniforms of athletes must be properly maintained. Clean uniforms must be returned to the Coach at the end of the playing season. Parents will be billed for lost/damaged uniforms.
- Students must understand fully that they represent Catholic Academy of Waterbury, and behavior that is not acceptable – disrespect, damage to property, failure to obey directions of responsible adults – may result in dismissal from the team, activity, or school.
- It therefore goes without saying that the same above-board behavior is expected of the adults who attend these functions as well.

CORONAVIRUS IMPACTS

Participation in sports and other extra-curricular activities at the school may pose unique risks related to the particular activity in the era of the COVID-19 pandemic. The novel coronavirus known as COVID-19 has been declared as a worldwide pandemic and is believed to be contagious and spread by person-to-person contact. Federal, state, and local agencies recommend social distancing and other measures to prevent the spread of COVID-19. For the safety of all people involved, participants in the sports and other extra-curricular activities will be required to adhere to all safety protocols and are subject to immediate removal from their sport or activity if they do not comply.

As with regular school attendance, all participants in sports and other extra-curricular activities will be expected to screen their health status prior to attending any activity and remain home if any of the symptoms of COVID-19 exist. These include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. A fever (over 100.4 degrees) must have abated for at least 72 hours without the use of fever-reducing medication prior to returning to the activity. Parents whose children participate in sports or other extra-curricular activities acknowledge and accept any and all risks in connection with their child's participation and further acknowledge that scope and nature of participation in sports and/or other extra-curricular activities may be curtailed or eliminated depending upon guidance from the relevant authorities or other factors.

Field Trips (4.125)

All field trips will have an educational purpose and that will be specifically stated in the parents' notification. The mode of transportation must be stated as well as the number of adult chaperones needed. Children can never be transported by Catholic Academy of Waterbury staff. Parent/guardian transportation or chartered bus services must be used at all times. All students must have a permission slip signed by their parents/guardians in order to be transported and participate in

field trips. *It should be noted that siblings of students whose classes are attending a field trip are not permitted to attend, unless said siblings are of the grade level that is partaking in the field trip.* This allows for students to experience the privilege of specific field trips at their respective grade levels.

School Properties (2.511)

A change in the use of school land and buildings shall require the approval of the Provost and the written authorization of the Archbishop.

SCHOOL LIBRARY (4.116)

Each classroom has its own selection of fiction and non-fiction books for use by the students. Classroom libraries currently take the place of a formal school library, and teachers regularly stock their classrooms with updated titles, particularly with the generosity of donors.

LOCKERS, DESKS, AND BACKPACKS (5.502)

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

The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

LOST AND FOUND

Any items found in the school building or on school grounds should be given to the school Administrative Assistant to be placed in the Lost and Found basket. Items placed will remain there for 30 days only, and will then be added to the school's Uniform Swap supply or donated to charity.

Parent Organizations

HOME AND SCHOOL ASSOCIATION (1.210)

Catholic Academy of Waterbury Home & School Association is founded with *bylaws drawn up according to the policies and procedures of the Archdiocese and approved by the Administration.* HSA is the bridge between our children and their lives at school. Our goal is to add to the CAW experience by fundraising and creating additional in-school programs and extracurricular events that both enrich your child's day at school and build upon the community bonds between your family, the families of other students, the teachers, and staff. Committee members, upcoming fundraisers, and events can be found on our school website and in weekly newsletters.

School Board (1.209)

Catholic Academy of Waterbury's School Board is a *committee-driven school board established according to the guidelines issued by the Office of Education, Evangelization, and Catechesis.* The School Board is consultative on school programs and projects, and its ex-officio members are the Principal and Pastor.

Religion & Spirituality

PRAYER (4.109)

Our school day shall begin and end with school wide prayer, and meal times will also begin with prayer. Traditional prayers of the Church are taught and informal individual prayer is encouraged. Monthly Rosary takes place in addition to timely liturgical events and weekly Wednesday Masses.

MASS AND SACRAMENTS (4.112)

Attendance at Mass by the entire student body will take place every Wednesday morning as well as on Holy Days. Catholic students are encouraged to practice their faith and particularly to receive the Sacrament of Penance/Reconciliation and Holy Eucharist in such a manner that they shall come to realize that spiritual growth is a matter of cooperation with divine grace.

EDUCATION IN HUMAN SEXUALITY (4.115)

Catholic Academy of Waterbury implements the Child Lures Program in Family Life Education adopted by the Office of Education, Evangelization, and Catechesis. Education in human sexuality shall conform to the teachings and spirit of the Catholic Church. Parents or guardians will be made aware of the curriculum content and be appropriately involved at all levels. Parents' or guardians' decisions regarding the developmental readiness of their children for any aspect of this program will be respected.

Uniforms and Dress Code (5.508)

All uniforms must be purchased from Rosenblatt's Uniform Company of Naugatuck, aside from socks, tights, belts, and shoes.

SUMMER UNIFORM

Students are permitted to wear summer uniforms from the first day of school to Columbus Day, and from after April Vacation to the close of the school year. Changes to such times may only be made by the Principal.

WINTER UNIFORM

Students must wear the winter uniform from the day after Columbus Day through the April Vacation. Changes to such times may only be made by the Principal.

See a detailed outline for both boys and girls by grade level on the next several pages.



Girls' Uniforms

GRADES	 <p>SUMMER (Returning from April Vacation through Columbus Day)</p>	 <p>WINTER (Returning from Columbus Day through April Vacation)</p>
PreK 3 and PreK 4 ALL YEAR	2020-2021: *Mandatory* - School Gym Uniforms	2020-2021: *Optional* - School Gym Uniforms 2020-2021: *Mandatory* - School Gym Uniforms
Kindergarten through Grade 8 GYM DAYS	<ol style="list-style-type: none"> 1. CAW grey T-shirt 2. CAW Sweatshirt or Hoodie (if needed; no others will be permitted in school or on non-gym days) 3. CAW Navy Sweatpants 4. CAW Shorts (optional; if worn, may not be tight or rolled up). During winter, shorts may be worn under sweatpants. Sweatpants may be removed only during gym class if this option is used. 5. Plain white, navy, black, or grey socks 6. Any sneakers (except light-up or roller bottoms) 	

<p>Kindergarten through Grade 4 REGULAR DAYS (Non-Gym)</p>	<p>Bottoms Options:</p> <ul style="list-style-type: none"> ● CAW plaid uniform jumper (knee-length) ● Navy uniform walking shorts (knee-length) ● Navy uniform skirt or skort (knee-length) <p>Tops Options:</p> <ul style="list-style-type: none"> ● White peter pan blouse (with jumper only) ● White or grey long or short-sleeved CAW polo shirt (with all bottoms except jumper); (tucked in at all times) ● White or grey long or short sleeved banded CAW polo shirt (with all bottoms except jumper); (<i>new option becoming available Fall 2019</i>) <p>Socks Options:</p> <ul style="list-style-type: none"> ● White, black, navy, grey ankle or knee socks <p>Shoes Options: Solid navy, black, grey, or brown:</p> <ul style="list-style-type: none"> ● Sperry's or other closed boat shoes ● Van's ● Merrells ● Tie oxford school shoes ● Tie tan buck school shoes ● Tie saddle shoes ● Mary Janes <p>Shoes that are prohibited include, but are not limited to:</p> <ul style="list-style-type: none"> ● Boots (unless during winter and changed into regular school shoes at school) ● Open toed or open back shoes ● Sandals ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs 	<p>Bottoms Options:</p> <ul style="list-style-type: none"> ● CAW plaid uniform jumper (knee-length) ● Navy uniform slacks ● Navy skort or skirt (knee length) <p>Tops Options:</p> <ul style="list-style-type: none"> ● White peter pan blouse (must be tucked in at all times if worn with slacks) ● White or grey long or short-sleeved CAW polo shirt (with all bottoms except jumper); (tucked in at all times) ● White or grey long or short sleeved banded CAW polo shirt (with all bottoms except jumper); (<i>new option becoming available Fall 2019</i>) <p>Sweater Options (must be worn at all times unless wearing jumper):</p> <ul style="list-style-type: none"> ● CAW grey cardigan ● CAW grey sweater vest ● CAW grey pullover sweater (special order through Rosenblatt's) ● CAW fleece vest ● CAW fleece zip-up <p>Socks Options:</p> <ul style="list-style-type: none"> ● White, black, navy, grey ankle or knee socks ● Black, navy, grey solid leggings or tights under skirt, skort, or jumper <p>Shoes Options: Solid navy, black, grey, or brown:</p> <ul style="list-style-type: none"> ● Sperry's or other closed boat shoes ● Van's ● Merrells ● Tie oxford school shoes ● Tie tan buck school shoes ● Tie saddle shoes ● Mary Janes <p>Shoes that are prohibited include,</p>
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		<p>but are not limited to:</p> <ul style="list-style-type: none"> ● Boots (unless during winter and changed into regular school shoes at school) ● Open toed or open back shoes ● Sandals ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs <p>Outerwear Options (but any jackets or hoodies may be worn as outerwear and not in the classroom):</p> <ul style="list-style-type: none"> ● CAW fleece vest (MAY BE WORN IN PLACE OF GREY SWEATER VEST) ● CAW fleece zip-up (MAY BE WORN IN PLACE OF GREY SWEATER/CARDIGAN) ● CAW hoodies (MAY BE WORN INDOORS FOR GYM ONLY)
<p>Grades 5 through 8 REGULAR DAYS (Non-Gym)</p>	<p>Bottoms Options:</p> <ul style="list-style-type: none"> ● Navy uniform walking shorts (knee-length) ● Navy uniform skirt or skort (knee-length) <p>Tops Options:</p> <ul style="list-style-type: none"> ● White or grey long or short-sleeved CAW polo shirt (with all bottoms except jumper); (tucked in at all times) ● White or grey long or short sleeved banded CAW polo shirt (with all bottoms except jumper); (<i>new option becoming available Fall 2019</i>) <p>Socks Options:</p> <ul style="list-style-type: none"> ● White, black, navy, grey ankle or knee socks <p>Shoes Options: Solid navy, black, grey, or brown:</p> <ul style="list-style-type: none"> ● Sperry's or other closed boat shoes ● Van's ● Merrells ● Tie oxford school shoes 	<p>Bottoms Options:</p> <ul style="list-style-type: none"> ● Navy uniform skirt or skort (knee-length) ● Navy uniform slacks ● Navy skort or skirt (knee length) <p>Tops Options:</p> <ul style="list-style-type: none"> ● White oxford shirt (tucked in at all times) <p>Sweaters Options (must be worn at all times):</p> <ul style="list-style-type: none"> ● CAW grey cardigan ● CAW grey sweater vest ● CAW fleece vest ● CAW fleece zip-up <p>Socks Options:</p> <ul style="list-style-type: none"> ● White, black, navy, grey ankle or knee socks ● Black, navy, grey solid

	<ul style="list-style-type: none"> ● Tie tan buck school shoes ● Tie saddle shoes ● Mary Janes ● Flats <p>Shoes that are prohibited include, but are not limited to:</p> <ul style="list-style-type: none"> ● Boots (unless during winter and changed into regular school shoes at school) ● Open toed or open back shoes ● Sandals ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs 	<p>leggings or tights under skirt, skort, or jumper</p> <p>Shoes Options: Solid navy, black, grey, or brown:</p> <ul style="list-style-type: none"> ● Sperry’s or other closed boat shoes ● Van’s ● Merrells ● Tie oxford school shoes ● Tie tan buck school shoes ● Tie saddle shoes ● Mary Janes ● Flats <p>Shoes that are prohibited include, but are not limited to:</p> <ul style="list-style-type: none"> ● Boots (unless during winter and changed into regular school shoes at school) ● Open toed or open back shoes ● Sandals ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs <p>Outerwear Options (but any jackets or hoodies may be worn as outerwear and not in the classroom):</p> <ul style="list-style-type: none"> ● CAW fleece vest (MAY BE WORN IN PLACE OF GREY SWEATER VEST) ● CAW fleece zip-up (MAY BE WORN IN PLACE OF GREY SWEATER/CARDIGAN) ● CAW hoodies (MAY BE WORN INDOORS FOR GYM ONLY)
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Boys' Uniforms		
GRADES	 SUMMER (Returning from April Vacation through Columbus Day)	 WINTER (Returning from Columbus Day through April Vacation)
PreK 3 and PreK 4 ALL YEAR	2020-2021: *Optional* - School Gym Uniforms 2020-2021: *Mandatory* - School Gym Uniforms	2020-2021: *Optional* - School Gym Uniforms 2020-2021: *Mandatory* - School Gym Uniforms
Kindergarten through Grade 8 GYM DAYS	<ol style="list-style-type: none"> 1. CAW grey T-shirt 2. CAW Sweatshirt or Hoodie (if needed; no others will be permitted in school or on non-gym days) 3. CAW Navy Sweatpants 4. CAW Shorts (optional; if worn, may not be tight or rolled up). CAW Shorts (optional; if worn, may not be tight or rolled up). During winter, shorts may be worn under sweatpants. Sweatpants may be removed only during gym class if this option is used. 5. Plain white, navy, black, or grey socks 6. Any sneakers (except light-up or roller bottoms) 	
Kindergarten through Grade 3 REGULAR DAYS (Non-Gym)	Bottoms Options: <ul style="list-style-type: none"> • Navy uniform shorts • Navy uniform slacks Tops Options: <ul style="list-style-type: none"> • White or grey long or short-sleeved CAW polo shirt; (tucked in at all times) • White or grey long or short sleeved banded CAW polo shirt; (<i>new option becoming available Fall 2019</i>) Socks Options: <ul style="list-style-type: none"> • White, black, navy, grey ankle or knee socks Shoes Options: Solid navy, black, grey, or brown: <ul style="list-style-type: none"> • Sperry's or other closed boat shoes • Van's • Merrells • Tie oxford school shoes • Tie tan buck school shoes Shoes that are prohibited include, but are not limited to: <ul style="list-style-type: none"> • Boots (unless during winter and changed into regular school shoes at school) • Open toed or open back shoes • Sandals 	Bottoms Options: <ul style="list-style-type: none"> • Navy uniform slacks Tops Options: <ul style="list-style-type: none"> • White or grey long or short-sleeved CAW polo shirt; (tucked in at all times) • White or grey long or short sleeved banded CAW polo shirt; (<i>new option becoming available Fall 2019</i>) Sweaters Options (not required to be worn by K to 4 boys): <ul style="list-style-type: none"> • CAW grey cardigan • CAW grey sweater vest • CAW fleece vest • CAW fleece zip-up Socks Options: <ul style="list-style-type: none"> • White, black, navy, grey ankle or knee socks Shoes Options: Solid navy, black, grey, or brown: <ul style="list-style-type: none"> • Sperry's or other closed boat shoes • Van's

	<ul style="list-style-type: none"> ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs <p>Belt Options:</p> <ul style="list-style-type: none"> ● Brown, black, or navy to be worn at all times 	<ul style="list-style-type: none"> ● Merrells ● Tie oxford school shoes ● Tie tan buck school shoes <p>Shoes that are prohibited include, but are not limited to:</p> <ul style="list-style-type: none"> ● Boots (unless during winter and changed into regular school shoes at school) ● Open toed or open back shoes ● Sandals ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs <p>Belt Options:</p> <ul style="list-style-type: none"> ● Brown, black, or navy to be worn at all times <p>Outerwear Options (but any jackets or hoodies may be worn as outerwear and not in the classroom):</p> <ul style="list-style-type: none"> ● CAW fleece vest (MAY BE WORN IN PLACE OF GREY SWEATER VEST) ● CAW fleece zip-up (MAY BE WORN IN PLACE OF GREY SWEATER/CARDIGAN) ● CAW hoodies (MAY BE WORN INDOORS FOR GYM ONLY)
<p>Grades 4 through 8 REGULAR DAYS (Non-Gym)</p>	<p>Bottoms Options:</p> <ul style="list-style-type: none"> ● Navy uniform walking shorts ● Navy uniform slacks <p>Tops Options:</p> <ul style="list-style-type: none"> ● White or grey long or short-sleeved CAW polo shirt; (tucked in at all times) ● White or grey long or short sleeved banded CAW polo shirt; (<i>new option becoming available Fall 2019</i>) <p>Socks Options:</p> <ul style="list-style-type: none"> ● White, black, navy, grey ankle or knee socks <p>Shoes Options: Solid navy, black, grey, or brown:</p> <ul style="list-style-type: none"> ● Sperry's or other closed boat shoes ● Van's 	<p>Bottoms Options:</p> <ul style="list-style-type: none"> ● Navy uniform slacks <p>Tops Options:</p> <ul style="list-style-type: none"> ● White oxford shirt (tucked in at all times) ● Blue oxford shirt (tucked in at all times) <p>Tie:</p> <ul style="list-style-type: none"> ● Rosenblatt's CAW striped tie <p>Sweaters Options (must be worn at all times with the oxford):</p> <ul style="list-style-type: none"> ● CAW grey cardigan ● CAW grey sweater vest ● CAW fleece vest ● CAW fleece zip-up

	<ul style="list-style-type: none"> ● Merrells ● Tie oxford school shoes ● Tie tan buck school shoes <p>Shoes that are prohibited include, but are not limited to:</p> <ul style="list-style-type: none"> ● Boots (unless during winter and changed into regular school shoes at school) ● Open toed or open back shoes ● Sandals ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs <p>Belt Options:</p> <ul style="list-style-type: none"> ● Brown, black, or navy to be worn at all times 	<p>Socks Options:</p> <ul style="list-style-type: none"> ● White, black, navy, grey ankle or knee socks <p>Shoes Options: Solid navy, black, grey, or brown:</p> <ul style="list-style-type: none"> ● Sperry’s or other closed boat shoes ● Van’s ● Merrells ● Tie oxford school shoes ● Tie tan buck school shoes <p>Shoes that are prohibited include, but are not limited to:</p> <ul style="list-style-type: none"> ● Boots (unless during winter and changed into regular school shoes at school) ● Open toed or open back shoes ● Sandals ● Light-up sneakers ● Roller bottom sneakers ● Hiking shoes ● Slippers ● Uggs <p>Belt Options:</p> <ul style="list-style-type: none"> ● Brown, black, or navy to be worn at all times <p>Outerwear Options (but any jackets or hoodies may be worn as outerwear and not in the classroom):</p> <ul style="list-style-type: none"> ● CAW fleece vest (MAY BE WORN IN PLACE OF GREY SWEATER VEST; tie and oxford must be visible, so zipper must be down about 6 inches from top (4 through 8)) ● CAW fleece zip-up (MAY BE WORN IN PLACE OF GREY SWEATER/CARDIGAN; tie and oxford must be visible, so zipper must be down about 6 inches from top (4 through 8)) ● CAW hoodies (MAY BE WORN INDOORS FOR GYM ONLY)
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All students' hair must be neat with bangs above the eyebrows. Facial hair is not permitted. Extreme haircuts/hairstyles or hair coloring are not permitted, and that includes mohawk and shaved design haircuts. Makeup is not permitted. Only clear nail polish may be worn; no artificial nails or french manicures are permitted. Excessive jewelry is not permitted. Only one earring per ear is permitted with studs or small hoops for girls, and boys may not have pierced ears. Tattoos are prohibited.

CASUAL DAYS

On class or school wide casual days, all CAW students and staff are expected to dress modestly and appropriately for a Catholic school environment. As an example, students may wear:

- Jeans (not ripped or cut up), sweatpants, leggings with longer tops, or shorts (no shorter than three inches above the knee)
- Sneakers, Boots, or Closed back sandals
- Skirts/dresses (no shorter than three inches above the knee)
- Nail polish is permitted for girls on casual days
- For safety, the same rule applies for girls' earrings as does on regular days

Students may not wear the following:

- Flip flop sandals
- Open back shoes
- Spaghetti Strap Tank tops or shirts showing the midriff
- Clothing with inappropriate writing or designs
- Sneakers that convert to roller skates or light up
- Shorts that are shorter than 3 inches above the knee
- Leggings without a top that covers at least over the hips
- Pajamas (unless it is a Pajama Day)

Visitors and Volunteers

VISITORS (5.618)

All parents and visitors must enter through the Main Office to sign the visitor's booklet and receive a visitor's pass. This procedure is for your child's protection.

VOLUNTEERS (3.212)

Every volunteer serving in a position where he/she may have regular contact with students must undergo a background check and complete the VIRTUS Training Program. VIRTUS training must be completed before any volunteering is permitted.

Right to Amend

Catholic Academy of Waterbury reserves the right to amend this Handbook. Notice of amendments will be sent to parents/guardians via email communications through our Educonnect email system.



Catholic Academy of Waterbury

Parent/Student Signature Page 2020-2021

When enrolling your child in Catholic Academy of Waterbury, you are agreeing to abide by and be governed by the school Handbook *Catholic Academy of Waterbury Family Values for Parents and Students* and agree to follow the school policies and procedures as stated. PLEASE SIGN THIS FORM ONLY ONCE YOU HAVE READ AND REVIEWED THE HANDBOOK, WHICH IS AVAILABLE VIA THE SCHOOL WEBSITE.

PARENTS/GUARDIANS AND STUDENT MUST BOTH SIGN BELOW.

One signature page PER STUDENT must be returned to the Main Office within the first week of school.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Name _____

Student Signature _____ Date _____

Student Grade _____