



GREATER WOONSOCKET
Catholic **REGIONAL SCHOOL SYSTEM**

PARENT-STUDENT HANDBOOK

2017-2018 EDITION

STATEMENT OF NONDISCRIMINATION

The Greater Woonsocket Catholic Regional School System admits students of any race, color, national origin or ethnic background to all the rights, privileges, programs and activities generally accorded or made available to students in this system. It does not discriminate on the basis of race, color, national origin or ethnic background in administration of educational policies, financial programs and other programs administered by this system or any of its schools.

AGREEMENT

By registering in the Greater Woonsocket Catholic Regional School System, parents and students contract with this system and its schools to abide by the guidelines, rules, regulations and policies of this system and its schools.

SCHOOL POLICIES

The following policies apply to all schools, faculty, students and parents within the GWCRS System. However, each school may have additional policies, regulations, and procedures that are unique to that school and apply to all faculty, students and parents within that school. These will be provided to all faculty, students and parents in that school, in writing, at the beginning of the school year by the Principal.



**Guidelines for Admission and Continuing Enrollment
of Students in Catholic Schools
Affiliated with the Diocese of Providence**

A special effort should be made to strengthen the Catholic identity of schools, whose specific character is based on an educational vision having its origins in the person of Christ and its roots in the teachings of the Gospel. (Pope John Paul II, "The Church in America, T71")

Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church. (United States Conference of Catholic Bishops. "Renewing our Commitment to Catholic Elementary and Secondary Schools In the Third Millennium, 2005")

- The primary purpose of Catholic schools is to impart the Gospel of Christ and the teachings of the Catholic Church in the context of an "academically rigorous and doctrinally sound program of education and faith formation."
- Parents, guardians who wish to enroll their children in a Catholic school are expected to accept and support this mission, and to live in a way that is consistent with this mission, especially in matters essential to the faith and morals of the Catholic Church.
- Questions of admission or continuing enrollment of students in Catholic schools should be decided at the local level that is by the pastor of the parish and/or the principal of the school, the policies of the Diocese of Providence and the requirements of the Code of Canon Law being carefully observed.
- In disputed cases, the final decision about the admission or continuing enrollment of students in Catholic schools will be made by local administrators of the school (i.e., pastor and or principal) after the parties have attempted to resolve the dispute through a process of thoughtful dialogue. The Catholic Schools Office of the Diocese should be involved in this consultation.

**PHILOSOPHY STATEMENT
FOR THE GREATER WOONSOCKET
CATHOLIC REGIONAL SCHOOL SYSTEM**

MISSION

Education in the Greater Woonsocket Catholic Regional School System is a ministry of the Catholic Church. Our programs are designed to recognize the individual differences among children, provide a learning environment to respond to these differences, and achieve the growth and formation of students in the spiritual, intellectual, physical, social and emotional aspects of their being.

Our primary goal is to develop each student as a creative, responsible and loving member of the local, national and world community; fully prepared with the religious faith, spiritual values, knowledge and skills to enhance the growth of themselves and others toward God and a more just, peaceful world. Through our curricular and extracurricular programs, the knowledge acquired, the skills developed and the values accepted all contribute toward the students' self-esteem and their future success in academic pursuits, career goals and life commitments.

MISSION STATEMENT OF MONSIGNOR GADOURY CATHOLIC REGIONAL SCHOOL

Monsignor Gadoury, as part of the teaching ministry of the Roman Catholic Church, serves the students of Greater Woonsocket and in Northern Rhode Island by helping them learn about God and the Roman Catholic Faith; do what is right and just; respect themselves and others; meet the needs of the greater community; and be the best they can be in a safe and nurturing environment.

GOOD SHEPHERD CATHOLIC REGIONAL SCHOOL MISSION STATEMENT

At Good Shepherd Catholic School we strive to follow in Jesus' footsteps by being living examples of his love. We respond to Jesus' calling by putting our faith into action through our studies and after-school activities. With each other's support, we deepen our faith and knowledge to one day become well-rounded active members of the community.

MESSAGE, COMMUNITY, SERVICE

Consistent with the call of the American Bishops' 1972 letter "To Teach As Jesus Did", we are committed to living and spreading the message of the Gospels that salvation is found through Jesus and His call to love God and one another; that this Gospel message is best realized and nurtured through the development of an educational community that fosters sincere concern, mutual support, the challenge to excellence and a spirit of cooperation; and that this experience will spark a desire in ourselves and our students to place our gifts at the service of others.

EDUCATION IN THE FAITH

The student's education in the faith is the task of all faculty and staff members, both in the classroom and as role models in their personal and professional relationships.

Our system seeks to prepare students with the basic skills and knowledge that will serve as a foundation for their active and responsible role in society. Within this academic process we attempt to provide the moral framework that will shape their actions and roles into a Christian affirmation of human dignity and worth.

GWCRSS PHILOSOPHY OF ADMISSIONS

The GWCRS System does not use any performance or testing criteria or academic standard as a basis for admission into any of its schools, unless a student's academic or behavioral history indicates that the academic success of that student or other students already enrolled would be jeopardized or adversely affected by such admission.

The GWCRS System does give admission preference to certain students in the following order: 1) the children of GWCRS faculty and staff; 2) the siblings of students already enrolled; 3) Catholic families registered in the 14 member parishes; 4) the children of other Catholic school faculty and staff; 5) the children of alumni; and 6) other Catholic families. We do this because we believe the members of the Catholic Church and those parishes, which support this system, and those who have demonstrated loyalty and commitment to this system deserve a positive response from us.

We are constrained by size limitations to control the number of registrations in each school. Presently, the maximum number of students per classroom is as follows:

Pre-Kindergarten-3 Year Olds: 18
Pre-Kindergarten-4 Year Olds: 20
Kindergarten: 25; (26 with a waiting list)
Grades 1through 8: 30

(Diocese of Providence class size policy is 35 students per classroom in grade K-8.)

Parents would be notified if there are any changes to the above in regards to class size.

Students who cannot be accommodated for admission because of class size will be placed on a waiting list. No registration fee is required unless and until a space is found for the student.

GWCRS ADMINISTRATION

SCHOOL BOARD

Voting membership of the GWCRS School Board consists of the fourteen (14) member parishes. A member parish is defined as one which has been accepted as a Board member by the full Board, and which has contracted to accept financial responsibility for the operation of the regional schools within the system. Each member parish may have as its representatives on the Board one delegate, one alternate and the pastor. Each member parish shall have one vote on each matter brought before the Board. The GWCRS School Board also has three at-large members chosen by Membership Committee and approved by the full Board.

The purpose of the Board is to consult together on questions of fundamental educational policy so that, under the jurisdiction of the Roman Catholic Bishop of Providence and the Secretary for Education of the Diocese of Providence, a coordinated Catholic educational system can be established, maintained and promoted within the greater Woonsocket area.

The Board shall have and exercise power to enact rules and regulations necessary and proper for carrying into execution the organization of its regional schools, and shall have the power to govern, supervise and administer those schools so organized in a manner consistent with its Constitution and By-laws. The Board shall also have the authority to employ an executive officer, whose title shall be Administrator.

All members of the Board volunteer their time and effort and serve without financial remuneration.

ADMINISTRATOR

The Administrator shall be the chief administrative agent for the GWCRS School Board. The execution and supervision of all educational, administrative and executive policy, plans and recommendations of the GWCRS System shall be the responsibility of the Administrator.

ADMINISTRATIVE COUNCIL

The Administrative Council is composed of the Administrator and the Principals of the regional schools. This Council is advisory to the Administrator in matters relating to educational and executive policy, school activities, planning and curriculum development.

SCHOOL PRINCIPALS

The System's two regional schools are administered by principals who are responsible on a day-to-day basis for the educational programs, schedule, activities, faculty, staff and students in the schools as defined by GWCRS System policy and administrative directives.

ATTENDANCE POLICIES

THE DAILY SCHEDULE

The school day at Msgr. Gadoury Catholic Regional School begins at 8:30 AM and ends at 2:30 PM; Good Shepherd Catholic Regional School begins at 8:30 AM and ends at 2:40PM. Principals, teachers and staff will be in the building twenty minutes before school begins. There is a morning recess break of fifteen minutes and a lunch/recess period of thirty-five minutes for students in the elementary grades. There is a thirty minute lunch break for students at Good Shepherd Catholic Regional School. All staff and teachers will remain after school for fifteen minutes; and Principals will remain after school for thirty minutes.

Structured lunchtime is scheduled at each school. When available, students may purchase their lunch at school. A “bag” lunch may be brought to school. Good Shepherd Catholic Regional School has a snack bar, which provides hot lunch, drinks and snacks. All food and drink must be consumed within the confines of the cafeteria or lunchroom and may not be taken out of that area. Students are responsible for the proper disposal of all trash and the cleanliness of the lunch area.

The GWCRS System is not responsible for students who are on school property before 8:10 AM; and after 3:00 PM at all schools. Students still on school property after these times for co-curricular activities, the Extended Day program, detention or remedial help are under the supervision of a coach, teacher or moderator. These supervisors are immediately responsible for the students in their care. The coaches, teachers and moderators end their responsibility at the termination of the meeting, session or practice.

Parents who transport their children must deliver and pick up their children in a timely manner, so that children are not tardy or left unsupervised before or after the end of the school day. Students who must wait beyond the times listed above for private transportation are responsible for themselves, to the school and to their parents. Faculty members who choose to wait with students until transportation arrives are in no way responsible for those students. Parents whose children are in the Extended Day Program may be charged an additional fee if transportation home does not arrive at the scheduled time.

REGISTRATION

Students must register each year to attend any Catholic Regional school before attendance is allowed. Registration can be made at the GWCRS Central Office, 64 Hamlet Avenue, Woonsocket, or at either of the two regional schools. Families already in the system will receive the necessary registration materials in January. Tuition and registration fees will be published when the registration period begins in January.

HOLIDAYS, VACATIONS, PROFESSIONAL DAYS AND EARLY DISMISSAL

Students are not expected to attend school on any day officially recognized by the Diocese of Providence and the GWCRS System as a holiday, school vacation day or professional day. Holidays and school vacation days are not counted as official school days. Professional days, during which faculty and staff attend to matters affecting the educational environment, are held in addition to the 180 student days.

DAILY ATTENDANCE

Students are expected to attend all structured and scheduled classes throughout the course of a school day on every scheduled school day. The GWCRS System does not tolerate unexcused absences from scheduled classes or scheduled school days.

Each teacher takes attendance at the start of each school day, and teachers report absences to the Principal's office. The Principal gives a detention for the first unexcused absence and notifies the parents. A second violation may result in a suspension of one school day. A third unexcused absence may result in a second longer suspension, the student's placement on disciplinary probation and notification of the parents. A subsequent violation may result in consideration of expulsion by the Administrative Council.

Regular attendance at school is necessary for academic success. Make-up assignments and make-up time do not adequately replace class attendance. The decision whether or not to excuse a student's absence from school belongs to the Principal. A note from home does not automatically excuse an absence.

ABSENCES

When a student is absent, a parent notifies the school by telephone within an hour of the start of school on the day of the absence. The School Secretary will contact parents who have not reported the absence of their child on that day.

Excused Absence: An excused absence from school is still a recorded absence; it simply means there is no penalty attached to it.

Acceptable reasons for an excused absence include:

- 1) A doctor's appointment;
- 2) Death or serious illness in the immediate family;
- 3) Personal illness;
- 4) Mandatory court appearance;
- 5) Other serious reasons acceptable at the discretion of the Principal.

Excessive Absence: In the interest of keeping absences to a minimum, parents will be informed of excessive excused absence from school or from a particular class period. If a student has been absent for more than ten days in a trimester or a total of twenty days in the first two trimesters, the Principal will arrange a conference with the parents and the student's teachers to discuss the actual and potential consequences of the student's absence.

Family Vacations: Absences for vacation reasons should be avoided. In cases of absolute necessity, a note must be brought to the Principal's office one week in advance of the requested absence. No class or homework will be given before the requested absence.

All class and homework missed during the absence will be given after the vacation and should be completed within two weeks of the student's return to school. Teachers are not required to remain after school to provide extra help in cases of absence due to vacation. Tests and quizzes are to be made up at the convenience of the teacher, and only after all class and homework has been completed.

CLASS/FIELD TRIPS

Class/field trips are an essential part of the academic program and a valuable educational experience for the students. Parents are encouraged to approve their child's participation in these trips, and to seek assistance from the principal if problems or questions arise. An absence from a class/field trip is considered an absence from school and will be treated in the same fashion as a regular absence.

TARDINESS

School: A student arriving after the official starting time of school is considered late and will be marked as tardy regardless of the reason, as per state law. The student must report to the Principal's office before being admitted to class. A student not following this procedure is considered absent. Frequent tardiness will result in a phone call to the parents by the Principal.

Class: A student entering class at the middle school after the bell has rung is considered late. This shall be noted on the attendance slip. In cases of repeat offenders, the teacher may refuse to accept the student into class until the student has reported to the Principal, or the teacher may issue the student a detention.

INDIVIDUAL EARLY DISMISSALS

A student who wishes to be dismissed from school early presents a note to the Principal at the beginning of the day. The note from the parents or guardian should specify the time and reason for dismissal. The Principal authorizes all such requests; if the Principal decides not to honor the request, the parent and student will be notified immediately. Before leaving the building, a student must be signed out at the Principal's office.

HEALTH AND SAFETY POLICIES

REQUIRED HEALTH FORMS

Students entering Kindergarten and the 7th grade in the GWCRS System must have a physical and dental checkup before the school year begins. Please check with your child's doctor for appropriate forms. These forms must be returned to the school by the child's first day of school. Children entering the Pre-Kindergarten and Kindergarten programs must also supply immunization records to the school at the same time.

HEALTH RECORDS

Health records are maintained in the Principal's office or nurse's station at each school. Each school also provides office space for school nurses who are staff members of the Woonsocket Education Department. The nurses conduct state-mandated health tests and maintain up-to-date records on students' health and medical conditions.

STUDENT ILLNESS

If a student is suffering a sore throat, head cold, extreme fatigue, fever or other symptoms which may signal a communicable illness, parents are asked to keep the child at home until such symptoms are relieved. We encourage parents to check out any such symptoms with your pediatrician before sending your child back to school. The school health office is NOT a treatment center for such complaints.

After recovery from a contagious disease (measles, mumps, chicken pox, etc.), students are required to have a "good health" statement from the parents and/or family physician before returning to school.

DISMISSAL FOR ILLNESS

The decision as to whether or not a student will be dismissed because of health reasons is made by the Principal in consultation with the school nurse, if the nurse is present. Students are dismissed from school by the Principal only after consultation with a parent or guardian. Transportation of the student at this time is the responsibility of the parent or guardian.

EMERGENCY MEDICAL TREATMENT

In the case of a serious accident or sudden need for professional medical attention, students will be transported by rescue unit to the nearest appropriate medical facility. Parents will be immediately informed by telephone and will be asked to come directly to the Emergency Room. Permission for treatment must be given by a parent or guardian. The student will remain at the hospital until a parent/guardian arrives. The parent/guardian makes all final decisions and arrangements.

MEDICATIONS

If it is necessary that a child take any medication during the school day, the following procedures will be followed:

- a) A student's private physician must order all medications the order must be signed and include the medication being taken, dosage, time of day the medication is to be taken and the condition being treated.
- b) The GWCRS medication permission form must be completed and signed by the parent and returned to the school nurse.
- c) The medication will be kept and properly stored by the school nurse.
- d) The child will take the proper dosage at the appropriate time under the supervision of the medication nurse, if possible. Otherwise, a parent/guardian or someone designated by them in writing (cannot designate a school employee) must come in to give the medication to the child/children.
- e) The medication must be sent to school in the original prescription bottle with the label of instructions and the child's name attached to the bottle or the original manufacturer-labeled container for non-prescription medication.
- f) A new form must be completed for any changes in medication.

This also applies for short-term medication that must to be taken in school, such as antibiotics. Medications that must be taken three (3) times daily should be taken in the morning, after school and in the evening. Students must also leave prescription inhalers in the Principal's office for use. Medication, with the exception of inhalers, can only be administered by the nurse, a doctor, or parent of the child unless the child has permission to self-administer.

SELF- ADMINISTERING MEDICATIONS

Students whose physician and parent (s) deem it necessary that a student carry and self- administer medication in school must adhere to the following procedures:

- a) The student's physician must complete the self-medication school form and send it to the school nurse.
- b) The parent must complete the self-medication permission form and return it to the school nurse.
- c) All medication must be stored in their original prescription-labeled container or the original manufacturer-labeled container for non-prescription medication.
- d) The student is prohibited from sharing, transferring, or in any way diverting his/her own medication to any other person.
- e) Parents must meet with the principal and the medication nurse, if medication nurse is available, with all the above forms completed to review the procedures.
- f) Controlled substances (i.e. Ritalin) cannot be carried or self administered by the student.

CONTROLLED SUBSTANCES

No controlled substance shall be in the possession of or administered by anyone other than a certified school nurse-teacher, other registered nurse, licensed prescriber, or parent of the child for whom the medications have been prescribed. The exception is when the child has permission and follows procedures to self-administer at an off site school activity.

DELIVERY OF MEDICATIONS

All medications must be brought to the principal's office by a parent or another adult designated by the parent.

MEDICATION ADMINISTRATION AT OFF-SITE SCHOOL SPONSORED ACTIVITIES

Students in the GWCRS shall be allowed to self-carry and self-administer a day's supply of medication, including a controlled substance, during an off-site school sponsored activity (e.g. field trip) according to the following procedures:

- a) The student's physician must complete and sign the self-medication school form and send it to the school nurse, if one is not on file.
- b) The parent must complete and sign the self-medication permission form and return it to the medication nurse, if one is not on file.
- c) Said medication shall be supplied by the parent and shall be stored and transported in a properly labeled container or the original manufacturer-labeled container for non-prescription medication.
- d) The student is prohibited from sharing, transferring, or in any way diverting his/her own medication to any other person.
- e) Students in Grade K to 3: At least 24 hours prior to the activity a parent will schedule a conference with the principal and if possible the medication nurse to review their child's circumstances.

INSURANCE

All students enrolled in the GWCRS System are covered by a school-time insurance policy. Claims for insurance must be filed with the Central Office as soon as possible after an accident. In addition to the school, parents, physician and hospital must sign the claim. It is the parents' responsibility to attend to these matters and to mail the claim to the insurance company within ninety days of the accident.

BUS TRANSPORTATION

Bus transportation is a service provided to families by the city/town in which they reside. The Greater Woonsocket Catholic Regional School System is designated by both the Diocese of Providence and the State of Rhode Island as a regional school. Students in grades K-8 residing in Woonsocket must live an eligible distance from the school to receive bus services. Students in grades K-8 residing in Woonsocket, Burrillville, Cumberland or North Smithfield are eligible for busing.

School buses are an extension of the school, so proper conduct on the bus or at bus stops is the direct concern of the GWCRS System. Misbehavior on school buses or at the bus stops is dangerous to the welfare of others and cannot be allowed. In cases where a student becomes so unruly that the safety of those on the bus and/or the road is endangered, the student will immediately be suspended or expelled from the bus by the school Principal or by the Administrator.

When traveling on school buses, students are to:

- remain in their seats
- refrain from throwing anything in or out of the bus
- refrain from pushing, striking, shoving or harassing other students
- keep arms inside the bus
- refrain from littering, vandalism and other destructive actions
- refrain from smoking, spitting, eating or drinking
- refrain from shouting or making excessive noise
- avoid distracting the bus driver with inappropriate behavior

SCHOOL CANCELLATIONS / DELAYS

When the weather causes dangerous driving conditions, the GWCRS System may delay opening or close its schools for the day. The System's general policy is that when the City of Woonsocket cancels or delays school, we will do the same for the two schools. The announcement of cancellation will be made by radio stations WPRO-AM (630), WOON-AM (1240) and WNRI-AM (1380). The announcements will also be broadcast on local television stations. Parents who feel that road conditions are too dangerous for travel to school should feel free to keep their child at home and call the school to advise us of your decision. Cancelled school days are made up at the end of the school year in accordance with state law and diocesan policy.

LUNCH/CAFETERIA

Structured lunch-time is scheduled at each school. When available, students may purchase their lunch at school, or a "bag" lunch may be brought to school. All food and drink must be consumed within the confines of the cafeteria or lunch-room and may not be taken out of that area. Students are responsible for the proper disposal of all trash and the cleanliness of the lunch area. Classroom parties are at the discretion of the principal.

FIRE DRILLS

Every student must vacate the building during a fire drill. Upon signal, teachers and students stop all activity, leave all materials in place and proceed quickly out of the building by the prescribed routes. Students are to walk quickly, without running or talking, and proceed to the designated exit and standing area outside the building. Students remain outside until the signal is given by the Principal to re-enter the building, then proceed directly back to resume former activities.

Handicapped students are escorted from the building by their teachers, using the same exit plan as other students, unless the local fire department has designated safe areas within the school.

LOCK DOWN DRILLS

In the event of an emergency each school has a unique Lock Down procedure to ensure the safety of students and staff.

WEAPONS AND VIOLENCE

Any action by any student that disrupts the peace of the school community is unacceptable. Therefore intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of e-mail, by a student to any other member of the school community or to an outsider, subject an individual to sanctions by the school including but not limited to suspension, medical/psychological evaluations, and exclusion. All threats of violence and harassment will be taken seriously. Excuses such as "I was just kidding" are not acceptable. In addition threats of violence and acts of violence will be reported to the police where appropriate.

All threats of violence and harassment will be taken seriously, however the age of the student and the type of incident must both be considered when dealing with each particular occurrence in the school.

All school staff members are under obligation to report any and all incidents of the possession or use of weapons on school grounds to the principal. All school staff members are under obligation to report any and all incidents of aggravated assault on other persons or school staff to the principal. The principal will record all such incidents in a duly identified log. Parents will be promptly notified of all instances of aggravated assault or possession of weapons. Students involved in any type of conflict with other students or staff whether verbal or physical may be required as a condition of continued enrollment to participate in a conflict resolution or counseling program in or out of school.

The GWCRS with regards to possession of a weapon will report to the local police the possession of weapons of any kind capable of effecting bodily harm. Any and all incidents of aggravated assault causing bodily injury or sexual misconduct, which in this policy means a subjects touching of private parts of another person will also be reported to the local police in a timely manner. The principal will determine whether an assault is aggravated so as to constitute police involvement. In addition to any legal action, school disciplinary policies will be enforced.

SUBSTANCE ABUSE

The GWCRS System recognizes that a student's lack of maturity or self-esteem may lead to the use and abuse of these substances. We have arranged to provide educational programs for our students regarding the dangers that these substances present. We shall actively seek to identify students in the school community, in accord with our policies on search and seizure, whose actions indicate they may be using drugs or alcohol.

Where the evidence justifies it, the student's parents will be apprised of our concern and referred to appropriate professional services. In cases where the evidence establishes substance use or abuse, we may require professional intervention and subsequent treatment as a condition for continued enrollment in the GWCRS System.

DRUGS AND ALCOHOL

The faculty and administration recognize that a student's poor judgment might lead to abuse of drugs or alcohol. We intend to educate students regarding the dangers that these substances present.

Possession, use, sale or supply of alcohol or other illicit drugs, or intoxicating substances, or counterfeit drugs or drug paraphernalia on school property, and/or while attending school functions is prohibited.

A. To be under the influence of alcohol or other illicit drugs or intoxicating substances, or in the possession of drug paraphernalia:

First Incident

- a) The student is brought to the Principal for examination and evaluation. The principal may conduct an investigation.
- b) If it appears the student is "under the influence" or "in possession" of drug paraphernalia, the parent or guardian is called to pick up the student. The principal will make note of the incident.
- c) The student may be suspended for a period not to exceed five days.
- d) The case may be referred to a non-profit counseling/treatment agency for the arrangement of appropriate treatment or other services. The parent or guardian will be responsible for all the arrangements with this agency, financial and otherwise.
- e) The case may be referred to the Administrative Council for consideration of further action, including expulsion.

Subsequent Incidents

The same procedures are followed as for the first incident except:

- a) The student is suspended for a period of time not to exceed ten days.
- b) Both student and parent or guardian must meet with the Principal and accept referral to a non-profit treatment agency for further counseling, treatment or other service.

- c) The case maybe referred to Administrative Council for considerations of further action, including expulsion.

B. ILLICIT DRUGS:

Students found to be in possession of or use of illicit drugs during school hours or school functions will immediately be remanded to the local police. The police will take control of the case and be responsible for contacting parents. Where appropriate, police will pursue criminal actions against said person. In addition to any legal action, school disciplinary policies will be enforced.

C. TO BE IN POSSESSION OF OR TO SELL OR SUPPLY ALCOHOL OR OTHER DRUGS OR INTOXICATING SUBSTANCES.

Any incident:

- a) The student is brought to the Principal
- b) The police are notified.
- c) If the student is found to be “selling or supplying” the student is suspended and the case is referred to the Administrative Council for considerations of further action, including expulsion
- d) Parent or guardian is notified promptly.
- e) The case may be referred to a non-profit counseling/treatment agency for the arrangement of appropriate treatment or other services. The parent or guardian will be responsible for all the arrangements with this agency, financial and otherwise.

Any combination of drug related offences in one school year would be considered a subsequent incident of the more serious violation.

D. TOBACCO:

- a) The use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, snuff or smokeless tobacco anywhere on school property, at any time of the day or night by all people who utilize school property is prohibited. This policy also prohibits tobacco use at all school events regardless of location.
- b) Having in one’s possession a lighted cigarette, cigar, pipe or other substance or item containing tobacco is also prohibited.
- c) State law prohibits tobacco product use in all outside areas within twenty-five (25) feet of any school building.

The principal will discipline students violating this policy with detention and/or suspension and shall provide written notification to the student’s parent(s), guardian(s).

AIDS

A policy has been established in the Catholic Diocese of Providence stipulating the process for deciding about the attendance of a student with Acquired Immune Deficiency Syndrome (AIDS) or the continued employment of a teacher with AIDS in a Catholic school in the diocese. The policy outlines a procedure in which confidentiality is maintained and decisions are made on a case by case basis. This policy is similar to that used in Rhode Island public schools and in many Catholic schools throughout the nation. Inquiries may be directed to school Principals or the Administrator.

PROGRAM OF STUDIES

Elementary school students receive instruction in Religion, Language Arts (Reading, Spelling and Writing), Math, Social Studies, Science, Physical Education, Art and Music (Good Shepherd students, grades 3-8, also have Spanish instruction once/twice a week). Middle school students enroll in five courses, including Religion, and also participate in Physical Education, and Art classes at least once a week.

All teachers follow the written curriculum of the GWCRS System for each academic subject on the appropriate grade level.

	Msgr. Gadoury		Good Shepherd	
	GRADES		GRADES	
	K to 2		3 to 5	6 to 8
Art	X		X	X
Computer instruction				
Foreign Language			X	X
Language Arts	X		X	X
Mathematics	X		X	X
Music	X		X	
Physical Education	X		X	X
Religion	X		X	X
Science	X		X	X
Social Studies	X		X	X

RELIGIOUS STUDIES

As a Catholic school system, the GWCRS System has a proud tradition of developing programs of Catholic religious study. We believe that the development of religious values is a serious and important element in the education of our students. Therefore, every student receives instruction in religion according to the diocesan curriculum, and must successfully complete that program each year.

Students in grades K-8 also must attend Mass once a month and on holy days of obligation with their class. Parents are invited to attend these Masses but are asked not to sit with the students unless requested by the Principal. Information on Mass times is available from school Principals.

COURSE OF STUDY

The GWCRS policy is that a student remains in the class and/or course of study that the student has been assigned, or enrolled in, throughout the school year. Only in extraordinary cases and only with the consent of the teachers involved and the Principal can a student change a class or course of study. Requests for such change must be submitted in writing by the parent to the principal.

ASSIGNMENTS

While homework expectations may change as a student progresses through the grades, a homework effort of about 20-30 minutes per day in grades K-2, and 20 minutes per course per day in grades 3-8 is considered the norm. If a student is **regularly** exceeding this time on homework, **please contact the student's teacher with your concern**. Some of this work may be written, but much of a student's efforts will involve reading, studying and preparing for long-term assignments. Students in grades 2-8 must purchase Agendas at the school store at a nominal cost to keep track of assignments and help organize their time; parents are urged to check their child's agenda on a regular basis and to help their children structure homework time.

LIBRARY

Each school has a library, staffed by a part-time library aide. The libraries are opened to classes when the library aides are on duty. This time is scheduled for library resources, study time and/or quiet reading. Students are allowed to sign books out of the library for a limited period. A late fee of 5 cents per day is charged for overdue books. Parents will be billed for the cost of any book, magazine or other material not returned by the end of the school year.

CLASS/FIELD TRIPS

On a field, class or other school-sponsored trip or activity, or traveling on a school bus or in a vehicle contracted by the GWCRS System or any of its schools, a student is technically "in school" and subject to the full force of school regulations.

Class and field trips of any type or duration must be approved by the Principal. The organizer of the trip must complete the proper application form for submittal to the Principal. Students who do not receive written permission from their parents, or who have been prohibited by the Principal may not participate in these trips.

An absence from a class or field trip is considered an absence from school and will be treated in the same fashion (also see page 8, Class/Field Trips).

EXTRA CURRICULAR ACTIVITIES

Students participate in various extra-curricular activities. Please refer to the Student Participation Eligibility Policy and Participation Requirements on pages 36-37.

Parents are required to pick up their child at the end of the activity promptly.

SPECIAL NEEDS STUDENTS

Teachers are encouraged to work with students who have special needs that are within our expertise to handle, in order to assure that every student is provided the greatest possible opportunity to achieve the learning goals as stated in our curriculum. When a child's special needs are beyond the scope of our teachers' expertise, we may refer the child to services within our schools (e.g., remedial reading, tutoring) or outside the school, but during the school day (e.g., speech therapy).

Parents are also encouraged to cooperate with our faculty by accepting outside professional help for the student when necessary, and by encouraging the student to work to his/her fullest potential. However, at no time is any teacher to give, nor any parent request, treatment for any student that is not consistent, in our judgment, with the special needs of that student.

EXTENDED DAY PROGRAM

The Greater Woonsocket Catholic Regional School System recognizes the need of many working parents to provide affordable, responsible supervision for their children during the period between the end of the school day and the end of the parents' work day.

The Greater Woonsocket Catholic Regional School System Extended Day Program operates at Monsignor Gadoury Catholic Regional School on school days from 2:30 p.m. – 5:00 p.m.

The Program is open to children registered at Monsignor Gadoury Catholic Regional School in the Pre-K Program through grade 2 and to students registered at Good Shepherd Catholic Regional School in grades 3 through 6. Students enrolled in the Extended Day Program from Good Shepherd are transported to Monsignor Gadoury at an additional cost.

At least two adults are on site to supervise the children during indoor and outdoor activities which include games, videos and reading. As an essential part of the format, time and space for the children to do homework is provided. A light snack is provided.

ADOPT-A-SCHOOL PROGRAM

The Adopt-a-School Program comprises partnerships between individual schools and local area businesses. Benefits of the relationship to the school include opportunities for information gathering and community service. Benefits of the relationship to the business partner include public relations and business development.

Navigant Credit Union, Park Avenue, Woonsocket, "adopted" Monsignor Gadoury Primary School in 1989, and has been active in providing services and donating materials and equipment to the students and faculty at Monsignor Gadoury.

We acknowledge and gratefully thank our Adopt-a School partner.

GRADING AND PROMOTION

REPORT CARDS

The GWCRSS report cards and progress reports are issued during each trimester of the school year.

ACADEMIC INTEGRITY

Academic integrity is fundamental in any school. The GWCRS System expects that all students will display honesty in every part of their academic lives. Plagiarism, or claiming ownership of work done by someone else — including the work of another student, or attempting in any way to undermine the concepts of academic integrity and trust, are all forms of cheating. A student who willingly cooperates or assists others in an act of cheating will be considered equally responsible. Any incident in violation of this concept will be immediately resolved by the teacher.

Students found to have copied homework or allowed their homework to be copied shall have the copies removed and given to the content teacher for a decision on academic and disciplinary penalties.

A student found cheating on a quiz, test or major paper or project will be penalized.

The content teacher should:

- a) Speak to the student
- b) Decide on the academic and disciplinary penalties
- c) Discuss the incident and penalties with the Principal
- d) Contact the student's parents

Repeat offenses will result in further disciplinary action by the Principal according to the schedule set out under "Disciplinary Policies".

TRIMESTER GRADES

Trimester grades are based on objective data compiled by the teacher from homework, class work, class participation, quiz and test scores, and other academic assignments. Grades will not be affected either positively or negatively by disciplinary reward or penalty, except when academic work such as assignments or tests have not been completed due to a student's "cutting" class or the work completed can be shown to have been the work of cheating. (See ACADEMIC INTEGRITY)

Categories and percentages for grading at the Primary and Intermediate/Middle School levels:

Primary Level (Kindergarten –Grade 3)

Class work, Homework, Projects	50%
Tests, Quizzes, Assessments	50%

Intermediate/Middle School Level: - (Grades 4-8)

Class work	35%
Homework	25%
Tests and Quizzes	40%

GRADE CHANGES

Students wishing to request a change of grade on tests, quizzes, assignments or projects must do so with their teacher within a day of receiving the grade. Students wishing to request a change of a trimester grade must meet with the teacher who gave the grade within three days after receiving the report card. Teachers are under no obligation to change any grade, regardless of a student's or parent's request.

ACADEMIC PROBATION

In grades 4-8, any student who receives two failing grades on their progress report and/or report card for the trimester is placed on Academic Probation and must attend an after-school session, under the direction of the Principal, for at least two days a week for a minimum of four weeks and a maximum of eight weeks at the discretion of the teacher whose course was failed.

Any student on academic probation is NOT eligible to participate in any of the school's athletic, extracurricular, or social events until the principal has determined that grades have improved. Cases involving certified learning disabilities will be treated individually as exceptions to the above policy.

PROMOTION

Grades 1 through 8

Students who receive a failing grade in any two regular subjects or students who are consistently 6 months behind in reading level will have their case reviewed by the teacher and Principal before a final decision is made on promotion. Parent discretion is not a factor in deciding promotion. The successful completion of an alternate learning program such as tutoring or summer school may be required as a condition of promotion.

Graduation

Eighth grade students, on the recommendation of the principal, will be invited to participate in the eighth grade ceremony. Students will earn this invitation by completing the required credits, and by consistently demonstrating their Christian values, respect for others, worthwhile work habits and a spirit of cooperation.

Eighth graders who have a failing average below 70 for the year in one or more subjects will not receive a diploma and will not participate in the graduation ceremony.

DISCIPLINARY POLICIES

DISCIPLINARY NORMS

Norms of conduct in the GWCRS System are based on two premises: first, that every student is entitled to certain rights (e.g., personal safety, the protection of his/her personal property, the physical integrity of the facilities, an atmosphere conducive to personal and educational growth and development); and, second, that every student has the duty to preserve those rights for others. Since no list of norms can cover every situation, we presume that common sense, basic rules of decency and the virtue of Charity are the guides by which every GWCRS student will measure his/her actions.

BASIC DISCIPLINARY ACTIONS

Disciplinary problems such as cheating, fighting, disrespect and tardiness are to be resolved by the teacher and student concerned. In cases where the teacher is unable to resolve the problem with the student alone, the teacher shall send for the Principal and explain the situation. The Principal shall then deal directly with the student. The Principal and teacher shall discuss the resolution by the end of the school day and decide whether communication with the parents is appropriate. Parents will be contacted automatically if subsequent problems occur.

Repeated incidents of such disciplinary problems shall, with the agreement of the teacher and principal, result in the implementation of a schedule of disciplinary actions that may include detention, suspensions of varying lengths, disciplinary probation and expulsion. If this schedule is implemented, parents will be notified and given a written copy of the schedule.

Social Media – any misuse of communication technology and social media on and off school property is unacceptable and will be cause of a disciplinary consequence by the school including but not limited to suspension, or expulsion. In serious cases, the school principal will notify both the Diocese of Providence and the local police department. Please note – excuses such as ‘I was just kidding’ are not acceptable.

Any email, text message, etc. that includes inappropriate or sexual content by a student either in or out of school will be cause for an immediate suspension and will have the case reviewed by the principal and GWCRS administrator. Further disciplinary action could include, but is not limited to a disciplinary probation and or expulsion.

Please note:

1. Any action by any student that disrupts the peace of the school community is unacceptable.
2. There can be no complete list of specific offenses that cover all norms of behavior, thus the school principal will presume that common sense, basic rules of decency, modesty, and the virtue of Charity are the guides by which every GWCRS student will measure his/her actions.
3. Each individual incident will be investigated and judged on its own merits.

The final decision on discipline is made by the principal.

BULLYING

Bullying is an offense against human dignity and Christian charity. It takes on many forms including physical, verbal, written, psychological, social and electronic. Bullying in any form is prohibited. Any substantial threat by a student to inflict harm to self or others must be taken seriously and addressed immediately.

1. Whoever observes or becomes aware of a substantial threat or act of bullying must report it immediately to the principal.

2. Failure to report bullying may result in disciplinary action. Intentionally false reports of bullying may result in disciplinary action.
3. Staff must take reasonable measures to prevent bullying and will report bullying to the principal.
4. The parent/guardian of the student who has made the threat or bullied another student should be promptly notified.
5. The principal will decide if police support or notification is needed and will notify the police when necessary.
6. Incidents of threats and bullying may warrant an investigation by the Office of Education and Compliance.
7. The student who threatened or bullied another student may be kept in the principal's office under supervision until the police, if called, and the parents arrive.
8. Any parent/guardian of a student who has been threatened or bullied should be notified.
9. The principal and/or adult witness may talk with the students involved separately and ask them to write out the circumstances of the incident.
10. The student who is found to have threatened or bullied another may be disciplined in a manner such as: loss of the opportunity to participate in extracurricular activities; school social activities; graduation exercises; school bus transportation; expulsion; suspension; additional homework; community service; admonishments; warnings; and counseling. Other consequences may be warranted to safeguard the welfare of the student who threatened or bullied and other members of the school community.
11. If readmitted to school, the principal should place the student on a behavior plan. The plan should be reviewed every three weeks until the recommendations of the mental health professionals and/or the consequences of actions from the school have been met.

NOTE: If an adult threatens the safety of the principal or any other member of the school staff, the principal or threatened member of the school staff may take legal action by calling the police or seeking a restraining order, and the parents may be required to withdraw their child from the school.

CLASS OR FIELD TRIPS

On a field, class or other school-sponsored trip or activity, or traveling on a school bus or in a vehicle contracted by the GWCRS System or any of its schools, a student is "in school" and subject to the full force of school regulations.

OFF-CAMPUS ACTIVITY

There are occasions when a student's actions outside the school environment have a direct and immediate impact on the general safety and welfare of students and staff. Any conduct, even that which occurs outside the responsibility of the GWCRS System, that threatens the general welfare and safety of the students, faculty or staff may subject the student to the disciplinary codes established above.

SEARCH AND SEIZURE

GWCRS System policy prohibits bringing weapons, tobacco products, alcohol, or any illicit mind-altering substance on school property. When the Principal becomes aware of such possession, or possession of stolen property, the Principal shall be permitted to search a student's person or possessions under the conditions defined below.

Personal searches of students may be made by the Principal only with probable cause (information received from a reliable source); or with the expressed consent of the Administrator based on reasonable suspicion (as defined by U.S. courts); or when there is reasonable suspicion of a danger of bodily harm from contraband (drugs, alcohol, weapons, etc.) believed to be on the person of the student(s) in question. Personal searches shall be made in the presence of at least one other faculty/staff member; shall never

include the removal of any article of clothing except shoes; and, shall never include the touching of any body part as outlined by the diocesan policy on sexual abuse.

Contraband seized as a result of a search shall be immediately taken by the Principal for disposal or safekeeping. If appropriate, the student's parents will be notified immediately, local police may be called, and the student will face disciplinary action as defined in other parts of this handbook.

DETENTION

The Principal may detain a student after school up to one (1) hour for violations of school policy; or for not changing behavior in accord with normal school policy, general common courtesy or requirements of the Parent-Student Handbook. Detentions shall be scheduled for a subsequent school day so that students and parents can arrange for alternate transportation.

Any content teacher may keep a student after school up to one (1) hour for violation of in-class policies such as cheating, disrespect, tardiness or disruption under the same conditions as above.

If a student fails to attend a scheduled detention, the teacher or Principal will immediately contact the parents and an additional detention period may be added. Repeated failure to attend a detention period will automatically result in a suspension of one school day.

The accumulation of four hours of disciplinary detention during a trimester will result in a one day suspension.

SUSPENSION

Suspension is employed by the GWCRS System for serious or repeated violations of school policy for which detention is an inappropriate or failed solution. The use of obscene language or physical abuse towards a faculty or staff member, vandalism or theft of school or another's personal property, one-sided assaultive behavior, or blatant disregard of a faculty or staff member's direction are grounds for immediate suspension of at least one school day. The Principal will have the sole responsibility for imposing suspension. Parents will be contacted to remove the student from school immediately. **All academic work missed by the suspended student must be made up within the manner and time period specified by the student's teacher(s).**

Parents and students are directly liable for damage to or theft of school property committed by the student.

Principals may elect to have the student serve suspension "in-house". In such cases, the student is isolated completely from other students, is assigned work from content teachers, attends a designated lunch away from other students and is under the direct supervision of the Principal.

Whether the suspension is "out-of-school" or "in-house", the parents and the student are required to meet with the Principal and whatever other faculty or staff were victims of the student's inappropriate behavior before the student is readmitted. A report of this meeting is placed in the student's file. A written apology from the student to whoever was hurt by the student's actions and arrangements for restitution for damaged property are required before the student returns to school.

DISCIPLINARY PROBATION

A student who repeatedly violates school policy by cheating, fighting, disrespect or tardiness; or who frequently receives detention; or who is suspended more than once during the school year is liable to be placed on Disciplinary Probation by order of the Principal.

Under disciplinary probation a student is NOT eligible to participate in any athletic, extracurricular or social events. Such activities include all athletic events and school-sponsored clubs and teams; Student Council; all social events sponsored by the school, PTO or Development Office. Disciplinary probation lasts eight weeks from the day it is imposed, coming up for review with the principal, teacher, student and parent. Then it may be extended or ended by Principal or teacher consultation with the Administrator.

A student who is on Disciplinary Probation more than once during a school year will face review by the Administrative Council to determine whether continued enrollment will be allowed.

EXPULSION

Expulsion is used by the GWCRS System as a last resort in cases where the student has been repeatedly suspended; the student has been placed on disciplinary or academic probation more than once in a school year; it has been determined that the student is an immediate threat to his/her own well-being or that of others in the school; or, the student's parents fail to co-operate with school officials in their efforts to change the student's behavior.

Expulsion of a student is at the sole discretion of the Administrator after consultation with the Administrative Council. Parents will be advised before such action is taken.

PARENT INFORMATION AND POLICIES

COMMUNICATIONS

Parents who wish to communicate their concerns about their child's academic performance or classroom behavior shall call the classroom teacher before or after the school day to discuss the problem or to set an appointment with the teacher if time does not allow for a conversation of appropriate length (teachers are not permitted to make or accept phone calls or hold parent meetings during class time). Only if a parent is dissatisfied with a teacher's response to their concern is communication with the Principal justified. If the parent is not content with the Principal's response, the parent may then ask the Administrator for a conference to include the Principal and teacher.

Parents who wish to express concern with a teacher's performance should speak first with the teacher, and then address their concern to the Principal. Again, if the parent is not satisfied with the Principal's response, the parent may contact the Administrator. Parents concerned about the performance of a Principal should speak with the Principal first before contacting the Administrator. Contacting the Administrator should always be the last resort.

Parents who would like to meet with the Administrator, Principal or teacher are asked to arrange an appointment for a mutually convenient time.

Parents are strongly encouraged to work with the classroom teacher and show support and respect at all times in working together to help resolve issues that arise concerning their child.

Please refer to our website (www.gwcrs.org) for information, news and upcoming events.

NON-CUSTODIAL PARENTS

Divorced parents will be granted all rights and privileges accorded all other parents, unless the Principal receives an official copy of a restraining order or court order granting to one or the other parent. In such cases, school officials shall not allow a non-custodial parent to take charge or possession of a student while that student is under the responsibility of the school, unless the custody order provides otherwise. School officials will follow whatever stipulations and directives are contained in any restraint or custody order until such order expires.

The GWCRS System abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the schools of this system will provide a non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

GUARDIANS

Non-parental guardians shall be responsible to provide the Principal of the school with an official copy of guardianship. School officials shall not provide access to a student or a student's records or other student-related information to any person who is not a parent of the student, unless such documentation has been provided. Unofficial custody or temporary living arrangements, even with the parent's consent or request, do not constitute guardianship.

PARENTS' NIGHT

Parents shall be invited to attend an Orientation, at which time they may speak with the teachers and Principal regarding the school and its operation, tour the school and receive information about the educational program.

THE CATHOLIC REGIONAL P.T.O & PARENT VOLUNTEERS

Parents are encouraged to actively participate in the Catholic Regional Parent-Teacher Organization (PTO). This organization helps our school system by building a spirit of community and common purpose through the sponsorship of many events and activities for all the members of the GWCRS System. Each school also has a P.T.O. chapter which focuses on addressing the specific needs of that school, especially its students, parents and faculty. These chapters will meet regularly throughout the school year to discuss issues and topics of common interest, to host speakers with expertise in these areas, and to plan activities congruent with the school's mission.

Also, each school welcomes parent volunteers in a wide range of academic and supervisory activities. Parents interested in participating in this way should contact the school Principal for further information. However, it should be noted that parent volunteers usually are not assigned to activities within the same classroom as their child.

Any parent/guardian who wishes to participate as a parent volunteer in any capacity in the school must first have a BCI (background check) through the Diocese of Providence and go through the Safe Environment Training. At this time there is no cost for this to be completed. Forms are available from the school principal or secretary.

All volunteers must complete the required Diocesan Safe Environment Program and a BCI Disclaimer form prior to volunteering.

FUND-RAISING

Officially, the GWCRS System runs several fund-raisers during the school year, including a magazine drive and a walk-a-thon. These events are conducted to help control tuition costs, which is most important for our low-income families and parishes. We need and expect parents and students to

participate in our fund-raising efforts (as buyers, if not sellers) and believe it is their responsibility, as part of our Christian community, to those others who cannot afford to pay higher tuition.

The schools may also organize fund-raisers with the approval of the Administrator to support their programs or needs, with all funds raised deposited in the school's restricted funds.

All fundraising is the responsibility of the system and school. Parents are welcome to suggest fundraising ideas, but once suggested, the principal and/or their designee will be in charge of the fundraising initiative. All printed materials must have prior approval by the system Administrator. If a fundraiser is approved by the GWCRSS School Board, all fundraising monies need to go through the school for auditing purposes.

TUITION PAYMENTS

Tuition (minus scholarships and other financial assistance) is payable by each family directly to Automatic Payment Service, Inc., through one of two choices: electronic transfer, in ten, eleven or twelve monthly payments; or a single, full payment made directly to the GWCRS System by August 1.

Tuition for the Pre-Kindergarten program is pre-paid on a monthly basis directly to the GWCRS System. The payment is due by the first of each month. (August through May)

Please see pages 32-33 for the GWCRS Tuition Policy

Refunds: Registration fees and tuition payments are non-refundable.

NEW FAMILY REFERRALS:

At the January, 2015 GWCRS School Board Meeting, the Board voted to approve a \$100.00 referral incentive for any family that refers a new family to the GWCRS. The referral amount will be deducted from the referring family's tuition account in September of the new school year.

RECORDS

All student records are kept in the Principal's office. These records shall hold only objective and factual data regarding a student's academic performance; standardized testing information; psychological, behavioral and educational profiles; Principal and teacher reports; and any other appropriate background information.

Only parents and the student's teacher(s) have the right to review these records in the presence, or with the permission, of the Principal. Parents may request, in writing, the purging of documents they consider to be based in whole or part on subjective judgment.

Parents who wish to transfer these records to another school or institution as part of a student's transfer must put their request in writing to the school Principal. The decision to forward these records will be made by the Principal and the Administrator based on verification of the student's transfer application and the parents' written permission to do so. Records will be forwarded to the student's new school by mail only.

SECURITY

To help us provide a safe and secure environment for our students and faculty, any person visiting any GWCRS school must make the Principal aware of their presence before entering any part of the school building or grounds. **No person shall have access to classrooms or any part of the school building or grounds without the permission and escort of the Principal.**

PARENT AND STUDENT VISITORS

The GWCRS System and its schools welcome student visitors at appropriate times. Students planning on bringing visitors must get approval from the Principal at least one day in advance. Students are to introduce their guests at the Principal's office and to their teachers. When they arrive, student visitors must have written permission from their parents. Guests must plan to attend classes with their hosts. No visitors are allowed during in-school activity days such as the Walk-A-Thon, or during a day on which the host student has a scheduled test. Student visitors are expected to dress appropriately and adhere to the rules of the school and the GWCRS System.

Parent visits are welcomed, but should be arranged ahead of time if possible. Parents are asked to check in at the Principal's office upon arrival, and are not allowed to visit any classroom without the escort of the Principal.

VALUABLES AND NON-SCHOOL RELATED ITEMS

Parents are asked to use discretion in allowing students to attend school carrying cash, electronic devices or other personal valuable items on their person, or keeping such items in their crates or desks. Neither the school nor the GWCRS System will accept responsibility for any such items lost, stolen or destroyed while the student is on school grounds.

Non-school related items that are out in the open during class or being played with during school time may be confiscated by the teacher or Principal and returned at their discretion.

STUDENT PICTURES

All students have their pictures taken by a professional photographer once during the school year, usually in the fall. Parents may purchase copies of these photographs according to information provided by the photographer.

TELEPHONES/ELECTRONIC COMMUNICATION DEVICES

Telephones are generally not available for use by students. Exceptions are made under appropriate circumstances and under supervision. Long distance phone calls may not be made by students at any time. The use of electronic communication devices for any reason is not acceptable and is forbidden before school, during school and after school. The electronic communication devices must be turned off before entering the building and kept in purses or book bags, **NOT WORN**.

Misuse of phones, etc. will result in disciplinary action and parents will be notified. The privilege of bringing an electronic communication device to school may be revoked for misuse.

Misuse of cell phones: First offense is a warning (note: if a student is using the phone at the time it is confiscated, a one hour detention will be imposed. Second and repeated offenses will result in after school detention.

DRESS CODE/UNIFORM POLICY

The GWCRS System believes that students and parents assume the prime responsibility for adhering to the uniform policy. We establish rules for school dress to help make the school environment as conducive as possible to Christian education and values. Christian modesty, safety, self-respect, and consideration for others are the premises on which we base these guidelines.

The GWCRSS is dedicated to Catholic education in our communities. As part of our ongoing effort to foster a community spirit the school uniform demonstrates we are all equal in God's eyes, unifies our children, and removes any status brought about by the latest clothing fashion. We ask that the students, with the help of their parents, wear the complete uniform every day and show the unity and school pride the uniform conveys to the community.

The school uniform for **ALL** students (grades K-8) attending the Greater Woonsocket Catholic Regional School System schools will consist of the following:

Girls:

- The official school plaid jumper or skirt (knee length) – jumpers are suggested for primary grade girls. *Girls in grades 6, 7 and 8 have the option of an official navy blue skirt which must be purchased from Donnelly's.*
- Shirts: plain, solid color long or short-sleeved white blouse, turtleneck, or 2 or 3 button pullover with collar (optional – polo shirts may be ordered through Donnelly's with the school name embroidered). Only solid white tee shirts or camisoles are allowed under appropriate uniform shirts.
- Only solid white, black or navy blue socks or tights are acceptable and must be worn (but not a combination of any of these three.) Socks must cover the ankles.
- Plain/solid color navy blue button down or pullover sweater or the official navy blue school sweatshirt may be worn. At. Msgr. Gadoury children may also wear the gray sweatshirt with the school name.
- Appropriate dress shoes such as navy blue or black or saddle shoes, or plain solid color white, navy blue or black low top sneakers, soles and laces. Laces must be tied.

Boys:

- Navy blue dress, chino style or corduroy slacks
- Plain, solid color white dress shirt or 2 or 3 button pullover with collar or turtleneck (long or short sleeves). (optional – polo shirts may be ordered through Donnelly's with the school name embroidered). *Boys in grades 6, 7 and 8 have the option of a light blue dress shirt or polo shirt that must be purchased from Donnelly's.* Only white tee shirts are allowed under approved uniform shirts.
- Only solid white, black or navy blue socks may be worn; socks must cover the ankles.
- Plain/solid color navy blue button down or pullover sweater or the official navy blue school sweatshirt may be worn. At. Msgr. Gadoury children may also wear the gray sweatshirt with the school name.
- Shoes or plain, solid color clean white, navy blue or black sneakers, soles and shoelaces. Laces must be tied.
- Navy blue neckties are optional.
- Belts are strongly suggested.
- Boys' hair must be collar length or shorter and be neatly groomed.

All Students: Snow boots are not to be worn all day
Jackets and coats are NOT to be worn during class
Shirts must be tucked in
Hats are not to be worn inside the school building

Seasonal Wear may be worn.

From the start of the school year until November 1st and from April 1st through the end of the school year:
Navy blue knee length dress shorts may be worn.

From the beginning or November through the end of March:

Girls have the option of wearing navy blue corduroy or dress slacks instead of a jumper or skirt. *Pants for girls in grades 6, 7 and 8 must be purchased through Donnelly's.*

Scout uniforms are allowed on days when scout meetings immediately follow the end of the day or in observance of Scout Week.

Gym Uniforms are to be worn on gym days. The gym uniform can be worn in whatever combination is appropriate to the weather or as requested by the physical education teacher or principal.

The gym uniform consists of: Gray monogrammed short or long sleeved tee shirt or navy blue sweatshirt, navy blue monogrammed shorts or sweatpants, white athletic socks and sneakers in accordance with previously stated sneaker policy. Gym Uniform shirts, sweatshirts, shorts and sweatpants must be purchased through Donnelly's or the GWCRS PTO Used Uniform Sale.

Field Trips or Designated Days: The principal will set a dress code that is appropriate to the occasion.

Emergencies: In circumstances when the full uniform cannot be worn, the student must bring in a note from the parent explaining the situation.

Infractions: A student in violation of this uniform policy will be given a warning for the first infraction which will be noted in the principal's office. Parents will receive a written notification of uniform policy violations. The principal may administer disciplinary consequences for uniform policy violations on first or subsequent violations.

Fads: We do not allow fads of any kind such as but not limited to: comic book heroes, rock groups, logo or licensed brand name advertising in clothing, shoes or hair.

Not allowed are: Cargo pants, oversized pants, oversized sweaters or oversized sweatshirts
High top sneakers, sneakers with lights or designs, character sneakers, sneakers with musical features, sandals, clogs or cros
Earrings on boys
Hair extensions, do-rags and bandanas
Unnatural hair color on boys or girls
Tattoos or body piercing (exception, girls may have pierced ears)

The final judgment of the appropriateness of a student's dress and attire belongs to the principal alone.

The plaid skirt, jumper, gym uniforms, pants for girls in grades 6, 7 and 8 as well as the navy blue skirt for girls in grades 6, 7 and 8 and the light blue shirts for boys in grades 6,7 and 8 must be purchased through:
Donnelly's School Apparel
50 Sharpe Drive
Cranston, RI 02920
1-800-498-0045

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

TUITION ASSISTANCE

In order to be considered for financial aid, scholarships and parish subsidies (depending on the individual parish), a FACTS application must be completed.

PARISH TUITION ASSISTANCE PROGRAM

The Diocese of Providence mandates that each Catholic parish in the diocese set aside 7% of its gross annual income for tuition assistance to families with students in Catholic schools.

Parents are encouraged to meet with their pastor for tuition assistance if they are: officially registered members of a parish; are actively involved in parish activities; contribute regularly to the financial stability of the parish; and can demonstrate financial need,

Each of our member parishes offer their parishioner families tuition assistance based on their own formula and criteria, which may include the number of children enrolled, family income and parish involvement.

DIOCESE OF PROVIDENCE TUITION ASSISTANCE

The Diocese of Providence also operates a tuition assistance program for low-income families. Grants to approximately 37 qualifying families in the GWCRS System for the 2016-2017 academic year totaled approximately \$35,350. Families who receive assistance from parish assistance programs are also eligible for this fund. In order to be considered for Diocesan aid, F.A.C.T.S. Grant Aid and Assessment applications must be completed. Application information is provided with registration materials each year.

GWCRS HARDSHIP TUITION ASSISTANCE FUND

The GWCRS maintains a Supplemental Tuition Assistance Fund which provides emergency tuition assistance for currently enrolled students in the event a sudden financial hardship occurs. The application for Hardship Tuition Assistance may be found on page 31 of this handbook. Please contact the GWCRS Regional Office with any questions.

NEW FAMILY REFERRALS:

At the January, 2015 GWCRS School Board Meeting, the Board voted to approve a \$100.00 referral incentive for any family that refers a new family to the GWCRS. The referral amount will be deducted from the referring family's tuition account in September of the new school year.

CONDITIONS FOR CONTINUED ENROLLMENT

Each year the faculty evaluates all students. The Administrator reserves the right to ask any student to withdraw if he/she does not appear to be profiting from attendance at any one of the GWCRS schools.

Parents must understand that their failure to meet obligations as outlined in this handbook can result in their son/daughter being required to withdraw at any point in the school year.

THIS SYSTEM RESERVES THE RIGHT TO CHANGE POLICIES AND PROCEDURES AS OUTLINED IN THIS HANDBOOK. PARENTS WILL BE NOTIFIED OF ANY CHANGES IN WRITING.

AHERA – ASBESTOS MANAGEMENT

IN ACCORDANCE WITH THE GREATER WOONSOCKET CATHOLIC REGIONAL SCHOOL SYSTEM'S INDIVIDUAL SCHOOLS AHERA MANAGEMENT PLAN, THIS NOTIFICATION IS PROVIDED TO INFORM ALL BUILDING OCCUPANTS OF THE EXISTENCE AND AVAILABILITY OF OUR ASBESTOS MANAGEMENT PLANS FOR EACH SCHOOL. THE PLAN FOR EACH SCHOOL IS AVAILABLE UPON REQUEST FOR INSPECTION BY INTERESTED PARTIES AT THE SCHOOL ADMINISTRATION OFFICE. ASBESTOS RELATED ACTIVITIES SCHEDULED FOR THE PRESENT NOTIFICATION PERIOD INCLUDE A SIX MONTH SURVEILLANCE CHECK, A THREE YEAR RE-INSPECTION AND TRAINING OF THE ASBESTOS PROGRAM MANAGER. FOR FURTHER INFORMATION PLEASE CHECK WITH EACH INDIVIDUAL SCHOOL.

GREATER WOONSOCKET CATHOLIC
REGIONAL SCHOOLS

HARDSHIP TUITION ASSISTANCE APPLICATION:

Name: _____

Student Name: _____

Relation to Student: _____

Address: _____

School: _____

Phone Number: Day: _____ Evening: _____

e-mail address: _____

Employment status: _____

Amount you think you can afford. _____

Please briefly explain your special circumstance:

Please also include one of the following:

1. Dr.'s note
2. Unemployment note
3. Some document from a third party.
4. You may be required to submit a "FACTS" form before consideration.

Mail to:
Administrator, GWCRSS
64 Hamlet Avenue
Woonsocket, RI 02895

GREATER WOONSOCKET CATHOLIC REGIONAL SCHOOL SYSTEM

Statement of Tuition Policy & Contract

(revised effective 2017-2018 school year)

A. TUITION PAYMENTS AND OPTIONS

- Tuition must be paid in full by August 1st, or monthly, according to your agreement with Automatic Payment Services (APS). **If payment is not received by August 1st, child could be placed on a waiting list depending on class size.**
- **Tuition payments must be made by Electronic Funds Transfer (EFT), an automatic withdrawal from statement savings or checking account on the 5th or 20th of each month through our billing company, APS.**

B. LATE / MISSED PAYMENTS

- **The school charges a \$25 late fee for any payment not received by APS according to your payment schedule. APS will impose its own fee for returned payments.**
- It is the responsibility of each family to keep the Administrator informed of the need to make a change in a tuition payment plan. In addition, school families who are in arrears will be notified their child/children will not be allowed to attend school according to the “Non Admission” policy stated below. If an emergency has occurred, suitable arrangements are to be made with the Administrator within 10 business days.

C. NON-ADMISSION OF STUDENTS DUE TO DELINQUENT TUITION

We strongly encourage families who are having financial problems to contact the Administrator to work out a suitable payment plan. We share the mutual goal of keeping your child in school.

School families who fail to pay tuition according to the agreement, and ***who have demonstrated an unwillingness to meet with the Administrator to make suitable alternative arrangements***, will be informed that their child/children will not be allowed to attend school.

When a parent/guardian fails to meet an agreed date for payment:

- If payment is not received within 25 days of the original due date, the GWCRS office will send a letter requesting payment within one week
- If payment is not received within one week, the GWCRS Office will send a notice requesting payment within 14 days, or the child will not be admitted into class.
- At 45 days after the original due date ***children of families who have demonstrated an unwillingness to meet with the Administrator to make suitable alternative arrangements***, will not be admitted to class.

- Registration for the next academic year will not be accepted for any student(s) whose tuition account is 45 days in arrears.
- All tuition must be paid in full by June 1st. Any payments made after June 1st must be by cash, bank check or money order.

D. PARISH TUITION AID

- If a family receives subsidy from their parish and the parish either withdraws the subsidy or for some other reason is unable to complete their financial obligation to the System, the family agrees to assume the responsibility to complete their financial obligation to the Region. Arrangements should be made with the family for re-payment on an individual basis.

E. DELINQUENT TUITION FROM PREVIOUS YEAR

- All previously unpaid tuition must be paid by June 1st in order to reserve a student's placement for the upcoming academic year. No student will be placed on a class list for the upcoming school year whose tuition account is not up to date. (If an outgoing student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full).

TUITION REFUNDS

- Students who withdraw or are dismissed will not have tuition refunded.

Tuition Policy Statement

Please sign and return with application and all other necessary paperwork

I hereby agree to the Greater Woonsocket Catholic Regional School System tuition policies as stated above.

Signature of Parent/Guardian

Date

Student(s) Name(s) _____

CATHOLIC MUTUAL GROUP - FIELD TRIP

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

Date of birth: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

I, _____ (Parent/Guardian's name) grant permission for my child, _____ (Child's name) to participate in this school event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of school employees and/or volunteers from the Greater Woonsocket Catholic Regional School System.

A brief description of the activity follows:

Type of event: _____

Date of event: _____

Destination of event: _____

Individual in charge: _____

Estimated time of departure and return: _____

Mode of transportation to and from event: _____

Cost: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant"). I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the **Greater Woonsocket Catholic Regional School System** its officers, directors, employees and agents, and the Diocese of Providence, its employees and agents, chaperons, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish/school, its officers, directors and agents, and the Diocese of Providence, its employees and agents and chaperons, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/school or the Diocese of Providence.

Signature: _____ Date: _____

COMPLETED FORM AND PAYMENT, IF APPLICABLE, DUE BY: _____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health and I assume all responsibility for the health of my child. **Please sign below.**

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship: _____

Phone: _____

Family doctor: _____ Phone: _____

Family Health Plan Carrier: _____

Policy #: _____

Signature: _____

Specific Medical Information: The school will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.):

You should be aware of these special medical conditions of my child:



GREATER WOONSOCKET
Catholic **REGIONAL SCHOOL SYSTEM**

STUDENT PARTICIPATION ELIGIBILITY POLICY

MISSION STATEMENTS

Diocese of Providence

Inspired by the mission of Jesus and enlightened by the Holy Spirit, the Catholic schools of the Diocese of Providence, are centers of education where students witness, share and grow in the Catholic faith community. Within the framework of Catholic Christian values, our schools strive to provide academic excellence, to nurture spiritual, physical and emotional growth and to assist students to become lifelong promoters of the Gospel message.

Greater Woonsocket Catholic Regional School System

Education in the Greater Woonsocket Catholic Regional School System is a ministry of the Catholic Church. Our programs are designed to recognize the individual differences among children, provide a learning environment to respond to these differences, and achieve the growth and formation of students in the spiritual, intellectual, physical, social and emotional aspects of their being.

Our primary goal is to develop each student as a creative, responsible and loving member of the local, national and world community; fully prepared with the religious faith, spiritual values, knowledge and skills to enhance the growth of themselves and others toward God and a more just, peaceful world. Through our curricular and extracurricular programs, the knowledge acquired, the skills developed and the values accepted all contribute toward the students' self-esteem and their future success in academic pursuits, career goals and life commitments.

GOAL

The goal of extra-curricular activities, including athletics, is to enhance the overall school program.

ELIGIBILITY & PARTICIPATION REQUIREMENTS

In order to participate in any extra-curricular or athletic activity, the student must:

- Maintain his/her best academic standards and put forth good effort in all classes.
- Participate in group prayer before the start of game or activity.
- Meet all eligibility requirements from the school he/she attends and, if applicable, the Catholic Athletic League.
- Maintain a high standard of sportsmanship, citizenship, and respect at all times.
- Accept the responsibility and privilege of representing your school community.
- Cooperate with peers, teachers, coaches, and adults in charge.
- Treat others the way you would like to be treated.
- Maintain a positive attitude.
- Refrain from negative, derogatory, or hurtful remarks to your peers, opponents, coaching staff, and referees.
- Attend all team meetings and practices.
- Adhere to school behavioral expectations according to school handbook.

A student who violates any participation requirement may be subject to disciplinary action which may include a warning, suspension, or removal from the activity. The school principal is the final recourse in all disciplinary infractions.

Student Participant Pledge

As a student participant, I am a role model. I understand the spirit of fair play and participation for enjoyment. I will not engage in any form of disrespectful behavior, including inappropriate language and unnecessary physical contact. I will show respect for all participants, coaches, referees, teachers, and group leaders. I understand the behavior and academic expectations of my school, and hereby accept the responsibility and privilege of representing this school and community as a student participant.

Student Signature _____ Date _____

Parent/Guardian Pledge

As a parent/guardian, I acknowledge that I am a role model. I will remember that extra-curricular activities are an extension of the classroom, offering learning experiences for all students. I will show respect for all participants, coaches, referees, teachers, group leaders, and spectators. I will participate by supporting, encouraging and uplifting all participants and groups. I understand the behavior and academic expectations of my child's school, and hereby accept the responsibility to be a good role model and I will encourage my child to do the same.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Code of Conduct for Student Athletes and Extracurricular Activities

In an effort to foster good sportsmanship and to prevent the need to enforce discipline, Good Shepherd School recommends the following guidelines as best practice for the use of social media by Good Shepherd School students. For the purpose of these guidelines, social media means any form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content, including, by way of illustration and not limited to social networking sites such as Twitter, Facebook, Instagram, SnapChat, and Tumblr. Any student who participates in the inappropriate use of social media or any inappropriate actions, inside or outside of school, which results in the intimidation, harassment, or threat of violence of any kind or form, to any other student, member of the school community or outsider, will be subjected to disciplinary action relating to their extracurricular activity. In particular, any Good Shepherd student that participates in athletics and other extracurricular activities and has received disciplinary consequences (ie: detention and/or suspension) as a result of their actions will also be suspended from one or more practices, games and/or other events and activities.

Good Shepherd School respects the right of its students to use social media. However, it is important for Good Shepherd School students to understand the need to exercise care in setting appropriate boundaries between their personal and public online behavior and to understand that what may seem private in the digital world can often become public, even without consent or knowledge. Good Shepherd School students who use social media must remember that any information posted reflects on the entire Good Shepherd School community and, as such is subject to the same behavioral standards set forth in the GWCRS Parent/Student Handbook, as well as, the rules and policies established by the Catholic Athletic League.

Good Shepherd students participating in athletics and other extra-curricular activities should be aware that their inappropriate actions have consequences. While Good Shepherd School does not monitor student social media accounts, it has the right to act on information provided by third parties (ex. Students, parents, and community members).

Student Signature

Parent Signature

Student Name (Please Print)

Date

Parent/Guardian: *Please read, sign and return to your child's school by September 15, 2017*

**ACKNOWLEDGEMENT OF RECEIPT
OF THE
GREATER WOONSOCKET
CATHOLIC REGIONAL SCHOOL SYSTEM'S
PARENT-STUDENT HANDBOOK
2017-2018**

I, _____, the parent/guardian of _____, acknowledge that I have received the 2017-2018 edition of the GWCRS System's **PARENT-STUDENT HANDBOOK**. I understand that these policies and practices are binding upon all faculty, students and parents who are employed by or registered with the GWCRS System for the 2017-2018 school year.

Parent/Guardian Signature

Date

Students in Grades 6-8, please read and sign below.

I understand that these policies and practices are binding upon all students who are registered with GWCRS System for the 2017-2018 school year. I agree to follow all policies and practices contained in the GWCRS Parent/Student Manual.

Student Signature

Date

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