

**ST. STANISLAUS SCHOOL**  
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**Revised 2021**  
Pastor – Fr. Brad Milunski, OFM Conv.  
Sr. Cecelia Haier, FSSJ – Administrator  
Mrs. Karen Shea – Administrator

Dear Parents and Students,

*“What greater work is there than training the mind and forming the habits of the young?”*

***St. John Chrysostom***

Welcome to St. Stanislaus Catholic School! In choosing St. Stanislaus School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Stanislaus School for the 2021-2022 school year. Please read this document carefully. The registration agreement that you signed states that you intend to abide by the policies of St. Stanislaus School during the 2021-2022 school year.

Last year, changes in protocol, regulations, and policy due to the pandemic, allowed us to be able to keep in-person learning in place for the entire school year. We will be keeping a number of these procedures in place for the coming year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,  
Sister Cecelia Haier, FSSJ  
Mrs. Karen Shea  
Administration

## **INTRODUCTION**

The purpose of the School Handbook is to outline the general policies and operating procedures of St. Stanislaus School. These policies are intended to enrich the environment of St. Stanislaus School by providing an atmosphere conducive to learning while ensuring the health and safety of all students.

*Canon (church) Law governs Catholic schools. Therefore Catholic schools have a much wider latitude in the development of policies and rules than do their public counterparts.*

*National Catholic Education Association*

In addition to the policies in the handbook, units and departments publish policies specific to individual grades and academic areas. Students and parents are responsible for reviewing and abiding by the policies set forth.

While it is recognized that no handbook can cover every eventuality, we have provided an overview of the policies of St. Stanislaus School. The administration is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

## **HISTORY**

For over 120 years St. Stanislaus School has been providing quality education to students in PreK through eighth grade. Founded as a parish school for the children of Polish immigrants, St. Stanislaus now welcomes students from many area communities and faiths.

Since 1907, St. Stanislaus School has been under the administration of the Conventual Franciscans of Our Lady of the Angels Province and the Franciscan Sisters of St. Joseph, of Hamburg, New York.

Over the years the school has been housed in three different school buildings. A fire in 1973 destroyed the brick school built in 1925. The present school was built on the same site and includes a preschool, a chapel, a large library/computer center, art/music room, cafeteria and gym, science lab along with an outdoor playground.

## **PHILOSOPHY**

St. Stanislaus School is an educational ministry of the Basilica of St. Stanislaus Bishop and Martyr Parish that exists to pass on the teachings of the Roman Catholic Church. The school serves students from this parish, as well as other parishes and faiths, who accept the philosophy and mission of our school.

We believe in teaching as Jesus did, through word and deed. A positive atmosphere, based on respect and caring for each member of our school family, encourages a climate of joyful service to one another and to our parish and

community. Students are assisted in growing into the fullness of all that God has designed.

Our goal is to provide our students with a firm moral and educational foundation that supports lifelong curiosity and the love of learning. Firmly rooted in the Christian faith, our students are encouraged to develop good moral consciences, which will guide them throughout their lives.

Students are challenged by a strong, basic curriculum within a safe, nurturing environment. The open classroom structure fosters a collaborative spirit, which enables the faculty to provide continuity throughout all grade levels. As a school community, we are continually exploring methods, resources, and opportunities that will enhance our educational program. We welcome others from our parish and local community to become involved in the life of our school.

### **MISSION STATEMENT**

St. Stanislaus School is a Roman Catholic, Franciscan, co-educational Pre-K through 8<sup>th</sup> grade school. Students are assisted in developing their potential spiritually, physically, and socially within a safe and diverse community. A foundation of academic excellence is created to prepare students to become contributing members of a global society.

(Approved May 2018)

### **PARENT'S ROLE IN EDUCATION**

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

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

Once you have chosen to enter into a partnership with us at St. Stanislaus School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

### **PARENTS AS PARTNERS**

As partners in the educational process at St. Stanislaus School, **parents are expected to:**

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and develops independent routines in regard to bringing papers home and returning signed papers to school etc.

- Has lunch or nutritional snack every day.
- **Has access to the Internet, Google Classroom, and uses technology appropriately for school related assignments.**

In addition parents are expected:

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school; If financial obligations are not up to date, report cards will be held.

To inform the school of any special situations regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school emails, notes, and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

**Parents who fail to support the mission, philosophy, and values of St. Stanislaus will be considered to have broken this contract which puts the child's continued enrollment in jeopardy.**

## **GENERAL INFORMATION AND POLICIES**

### **ABSENCE**

**When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Stanislaus students.

**Students should be free of fever, vomiting, and diarrhea for 24 hours before returning to school.**

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for vacations and extended weekends throughout the school year. Please schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

**Missed assignments are the student's responsibility.**

Students who are absent due to illness must check in with each of their teachers to arrange to make up homework or assessments missed. The student or parent should also check the student's Google classrooms for assignments missed or work assigned. Parents may also communicate with teachers through email or Google Classroom for additional information.

**Teachers are not required to give make-up tests or assignments for non-excused absences due to vacations. No assignments will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an excused absence are to be made with the individual teachers.

The following circumstances are the only justifiable excuses for school absence: 1) personal illness, 2) family illness, 3) death in the family.

Diocese of Springfield Attendance policy 5210.2 states *"Students absent from school for more than nine days a semester or eighteen days for the year risk promotion to the next grade level or loss of credit for course work."*

In accordance with the Chicopee Public School Department Attendance and Truancy policy: *"Students in grades K-8 who exceed sixteen (16) absences in a school year may be considered for non-promotion."*

St. Stanislaus School is required to report any student who has been absent 16 days to the Supervisor of Attendance for the city of Chicopee.

**Excessive absence (16 days) or the equivalent of 16 days, including tardies,** can be cause for a student to be retained in the current grade for another year.

**Students in Kindergarten and grade eight would not participate in graduation exercises.**

**Participation in Commencement exercises is a privilege for eighth grade students who have met the academic, attendance, and disciplinary standards of the school.**

### **ABSENCE DURING THE SCHOOL DAY**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

**ATTENDANCE**-Students are ONLY eligible for a Faithful Attendance Award if they have been absent, tardy, or dismissed early no more than one time during the school year. (maximum of one day).

### **ACCREDITATION**

St. Stanislaus School is accredited through the New England Association of Schools and Colleges.

### **ADMINISTRATION AND FACULTY**

#### ***The Pastor***

St. Stanislaus School is under the direct authority and supervision of the Pastor of St. Stanislaus Basilica. In all matters pertaining to the administration and operation of the school he makes the final decision.

#### ***The Administration***

The Administrative team, which includes the Principal and Assistant Principal, in cooperation with the Pastor and the Diocesan School Office and School Board, is responsible for the educational program of the school. The Administration fulfills a twofold role of administrative and educational leadership. The Administration is responsible for the execution of the established policies, the spiritual formation of the staff and students, and directs, supervises, assists, and encourages all those involved in the instructional program. The Assistant Principal assists the Principal in the administration of the school, and acts with full authority in the absence of the Principal.



## ***Faculty***

The Franciscan Sisters of St. Joseph and lay teachers with Massachusetts Certification staff St. Stanislaus School. We can truly and proudly say that each one of our teachers strives to live by the following quote:

*"Perfect schools are the result not so much of good methods as good teachers; teachers who are thoroughly prepared and well-rounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them, because they love Jesus Christ and His Church, of which they are the children of predilection; and who have, therefore, sincerely at their heart the true good of family and country."*

*Pope Pius XII*

## **ADMISSIONS**

### ***Nondiscriminatory Policy***

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

**As openings become available, the following priorities will be used to accept students to St. Stanislaus School:**

1. Members of St. Stanislaus Parish
2. Members of other parishes
3. Non-Catholic students

Important Admissions Disclaimer: All financial aid decisions are determined by the Governing Board of Facts, which is Diocesan sponsored, not the administration of St. Stanislaus School.

Children entering Pre-K must be three (3) years of age by September 1<sup>st</sup> and potty trained.

In accordance with Chicopee public school policy, children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>. Students will be conditionally

accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. Stanislaus School are evaluated on the basis of an informal interview, character reference, current standardized test scores, academic and disciplinary records and academic placement testing.

Students entering eighth grade will only be considered for admission on a limited case by case basis. Students who leave our school by parent choice will not be considered for re-admission except in extenuating circumstances (e.g. returning from out of state).

Requirements include:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Academic Record (report card)
- \*Standardized Test Results
- \*Record of IEP
- \*Discipline Record/Character Reference

Students applying for Admission in Grades 1-8 must present a copy of the current academic record including report card and standardized test results. These will be reviewed to determine whether the program at St. Stanislaus School will meet the educational needs of the student. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

**All new students will be given a trial period of one marking term in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Stanislaus School.**

Non-Catholic students whose parents accept the philosophy of St. Stanislaus School will be accepted on a space available basis.

If a student is transferring from another Catholic school all financial debts must be paid before admission to St. Stanislaus School.

A non-refundable fee is required of each family for registration or re-registration.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT, OR BOUNCED CHECK, FOR ANY SCHOOL FEES.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 592-5135 ext 108**

### **ALCOHOL, DRUGS AND WEAPONS**

The possession of weapons, the sale or use of alcohol, drugs or any other controlled or dangerous substance on the school campus or buses is strictly forbidden. Violation of this rule will cause expulsion and will be reported to the appropriate law enforcement agencies. In accordance with MA state law, smoking on school grounds is prohibited at all times.

### **ALLERGY POLICY**

**Any allergy, health or medical concern should be reported to the school office.**

St. Stanislaus School recognizes that asthma, as other allergies are important condition affecting many school children and positively welcomes all pupils.

This school encourages children with asthma and other allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma or other allergies are provided with training from the school nurse who has had training. Training is updated once a year.

### **Asthma Medication**

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. A prescription from the student's doctor which includes the name of the drug/dose/how drug is taken.

Parent/guardian permission is needed. The physician will complete an asthma care plan as noted below to be updated yearly.

### **Record Keeping**

- **At the beginning of each school year, or when a child joins St. Stanislaus Catholic School, parents are asked to submit a child's medical record. All parents of children with asthma are given an Asthma action plan to give to their child's pediatrician to complete and return to the school. From this information the school keeps its asthma register which is available for all school staff. Action Plans are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school**

### **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **Severe Allergic Reactions**

Severe reactions include hives, swelling of face, mouth, and tongue, difficulty breathing, vomiting, and rash. Please notify the school of any and all allergies – food, medication, bee stings, bug bites, and environmental.

### **Food Allergy Policy**

St. Stanislaus School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. Major food allergies can include, but are not limited to, milk, eggs, peanuts, tree nuts, soy, wheat, fish, and shellfish. In order to minimize the incidence of life threatening allergic reactions, St. Stanislaus School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **Latex Allergy**

Latex allergy is a reaction to certain proteins found in natural rubber latex, a product made from the rubber tree. Individuals with as to latex. asthma, food allergies, cerebral palsy and spina bifida are hypersensitive to latex.

Exposure to latex products can cause hives, sneezing, asthma or anaphylactic shock. Avoidance with contact with latex is essential. Our school avoids purchasing latex products. It is very important to let us know if your child is allergic to latex or any other products. No rubber balloons.

### **Bee Stings, Bug Bites**

Parents should notify the school if the child is allergic to bee stings or bug bites. Students with hypersensitivity will have an epi-pen labeled with special instructions and an action plan from the doctor. It will be kept in the school nurses' office. If the epi-pen is used, EMS will be called immediately with the student transported to the hospital. The parent/guardian will be notified.

### **Training**

In order to minimize the incidence of life threatening allergic reactions, St. Stanislaus School will provide training and education for all St. Stanislaus School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.

### **Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid.

### **How a Child Might Describe a Reaction**

Children have unique ways of describing their experiences and perceptions, including allergic reactions. Precious time is lost when adults do not immediately recognize that a reaction occurring or don't understand what the children might be telling them.

The following text contains examples of the words a child might use to describe a reaction. In addition, know that sometimes children, especially very young ones, will put their hands in their mouths, or pull or scratch at their tongues, in response to a reaction. Also, children's voices may change (i.e., become hoarse or squeaky), and they may slur their words.

If you suspect your child is having an allergic reaction, follow your doctor's instructions.

- This food is too spicy.
- My tongue is hot (or burning).
- It feels like something's poking my tongue.
- My tongue or mouth is tingling or burning.
- My tongue (or mouth) itches.
- My tongue feels like there is hair on it.
- There's a frog in my throat.
- My tongue feels full (or heavy).
- My lips feel tight.
- It feels like a bump is on the back of my tongue (throat).

### **Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **School Field Trips**

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student. Parents of students with significant health concerns may be asked to accompany students on the field trip.

A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

### **ARRIVAL AND DISMISSAL**

Students arriving prior to the start of school will be placed in the Before School Program (see Extended Care). Students should use the parking lot entrance to the school.

At dismissal, walkers leave through the Cyman Drive exit, bus students through the Cyman Drive exit, and car pickups exit through the back entrance.

Parents are asked to follow the drop off and pick up procedure when picking up their children at dismissal. Students still remaining in school after dismissal will be placed in the After School program.

Notify the office of any daily transportation changes by phone (not email) prior to 1:30 p.m.

## **DROP OFF and PICK-UP procedures for students in grades K-8**

It is imperative that all parents follow these directives:

- Anyone who drops off or picks up students by car must use the back school parking lot.
- All vehicles must **ENTER** the back parking lot via John Paul II Way along the side of the school.
- After drop off or pick up, vehicles will **EXIT OUT** Orchard Place to Orchard St. in the morning and afternoon.
- Drop off and dismissal will be a continuous moving line of vehicles facilitated by school personnel. Parents will not leave the vehicle.
- Vehicles will pull up and children will exit the vehicle in the morning, or enter the vehicle in the afternoon.
- Teachers will assist students in and out of vehicles.
- There will be **no parking in the school parking lot** from 7:30 a.m. - 9:00 a.m. and from 2:00 p.m. – 3:00 p.m.
- Anyone wishing to enter the building or meet their child on the sidewalk **MUST** park in the Church Parking Lot and walk over.
- We ask parents to take their children and exit school property promptly.
- The area will be clearly marked with cones.
- Bus students will exit on Cyman Dr. as before.
- Students **WALKING** home will exit on Cyman Dr.
- Please no pets allowed at pick up. These procedures will be strictly enforced.

We thank you in advance for your cooperation and assistance with these procedures helping us to provide for efficient and safe drop off and pick up of all St. Stanislaus Students.



All students are supervised leaving the building. There is a crossing guard positioned at the corner of Front Street and Cyman Drive.

### **ASSEMBLIES**

Assemblies are planned as special events on the school calendar. Some typical assembly themes include cultural presentations, professional speakers, prayer services, awards presentations, and holiday celebrations. After school events include seasonal concerts and the Education Fair. Student attendance is a requirement, not an option.

### **ATHLETICS**

Students have an opportunity to participate in seasonal sports offered by the St. Stanislaus Athletic Association. Practices and games are held outside of school. Athletic Association information is available on the Athletic link of the school website.

### **AWARDS**

Students receive special recognition at the school through a variety of award programs. Recognition is given for, but not limited to, academics, attendance, athletics, and service. Students are ONLY eligible for a Faithful Attendance Award if they have been absent, tardy, or dismissed early no more than one time during the school year. (maximum of one day). Awards Day is held at the end of the school year.

### **BICYCLES AND SKATEBOARDS**

Parental permission in a dated, written note is required informing the school that their child will be riding a bicycle to and from school on certain days. Bicycles are to be properly parked and locked in the school bike racks. The school is not responsible for stolen bicycles. Students will leave in the car pick up line and must wait until all cars have left the parking lot. In accordance with Massachusetts State Law, helmets must be worn. Skateboards are not allowed.

### **BIRTHDAY OBSERVANCES**

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday. In addition, small, individually portioned and packaged (peanut free) birthday treats may be brought to school for students. No treats that are frozen or need refrigeration are allowed. Students are invited to come to the office for a birthday treat. **Invitations to private parties (birthday, graduation, etc.)**

**will not be distributed in school.** This gesture only creates hurt feelings among students. Invitations to parties should be sent to the homes of students via US Mail or electronically. Due to confidentiality addresses and phone numbers will not be given out. Students are allowed to dress out of uniform for their birthday. Students with summer birthdays will be

## **SOCIAL MEDIA**

Engagement in social media such as, but not limited to, Instagram, Snapchat, Twitter, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's posts includes defamatory comments regarding the school, the faculty, other students, or the parish.

## **BODY ART**

No tattoos (permanent or temporary) are allowed.

## **BULLYING AND CYBER-BULLYING**

**Bullying** means the **repeated** use by one or more students of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in reasonable fear of harm to himself or herself or damage to his or her property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyber-bullying.

**Cyber-bullying** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: creation of a web page or blog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages creating any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material

**on an electronic medium that may be accessed by one or more persons, if the distribution of posting creates any of the conditions enumerated in the definition of bullying. (Mass Department of Elementary & Secondary Education)**

St. Stanislaus School attempts to provide a safe environment for all individuals. Bullying shall be prohibited: on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus, or through the use of technology or an electronic device, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of the school. Nothing contained herein shall require the school to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

A student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Any reported incidents of bullying/cyber-bullying will be promptly investigated by the administration. Report forms are available in the school office or on the school website. Disciplinary actions for acts of bullying, cyber-bullying, retaliation or false accusations shall balance the need for accountability with the need to teach appropriate behavior and will be determined by the administration. These actions may include, but are not limited to: written disciplinary slip; verbal notification of parents; conference with parents, teachers and administration; detention; in-house detention; notification of legal authorities.

### **BUS ROUTE AND OPERATING POLICIES**

Please have a plan in place for your child who may arrive home without a responsible party present.

Bus routes and stops are established by the Chicopee Public School Department and are published through the area newspapers at the beginning of the school year. Parents who wish to make requests for changes in routes or stops should contact the Director of Transportation of the Chicopee Public Schools. Students and parents are encouraged to notify the school immediately of any safety hazards that they have observed during bus operations. PLEASE NOTE: Bus students are not allowed to change buses for any reason throughout the school year. Out-of-town

students are not allowed to ride the Chicopee School buses as well as those students that live less than the designated mileage. The school will not assume making any arrangements for students wishing to change buses or ride the bus home.

**Any changes in bus stops must be done through the Chicopee Public School Transportation Department, not through the school.** Bus evacuation drills are conducted by the bus company twice a year.

**The following incidents can result in immediate loss of bus privileges:**

- **Creating an unsafe situation**
- **Causing injury to others**
- **Possession of drugs, weapons, fireworks, etc.**
- **Tampering with emergency door or any door**
- **Abusive language and behavior**
- **Arson/use of incendiary materials**
- **Fighting**
- **Throwing objects, roughhousing or excessive fooling around**
- **Using illegal substances**
- **Vandalism**
- **Disrespect to the driver or monitor**
- **Failure to follow instructions**

The Chicopee Public Schools will no longer tolerate unsafe bus behavior and has instituted a new procedure to deal with those students whose behavior places the welfare of others at risk.

No bus will transport students if unsafe conditions exist. The driver will stop the bus and call for a van to pick up any disruptive students who have refused to comply with the driver's instructions and who continue to endanger the safety of others. The van will transport these students to a holding place at Five Star Transportation 730 Fuller Road, Chicopee, MA 01013 (413-789-4789) and it will be the parent's responsibility to pick up his/her child from this location.

## **CAFETERIA**

All food must be eaten in the cafeteria. Food is never to be thrown around, carried throughout the school or taken outdoors. Students must leave the table and floor clean and place chairs under the table. The parents' cooperation at home in teaching proper table manners helps in cultivating good habits in school. Students may not bring soda to school. Glass containers are not allowed. Food should never be wasted.

An allergy-friendly table is available for students with allergy concerns.

Students are not to bring textbooks or magazines into the cafeteria during lunch or recess time.

**Administration/teachers will assign cafeteria seating in order to promote positive socialization and acceptance among the students.**

## **CALENDAR**

The current school year calendar indicating holidays, vacation weeks, and in-service days is sent to each family in August. Our school follows guidelines set forth by the Chicopee Public School System.

## **CANCELLATION/DELAY OF SCHOOL**

In the event of inclement weather, equipment failure or an emergency situation, school may be canceled or scheduled for a delayed opening, a remote learning day, or an early dismissal.

Every practical means is used to notify parents of an impending delay or cancellation, including radio, TV and a Facts Parent Alert phone message. If school is delayed or closed because of inclement weather conditions please listen to WHYN radio 560, Channel 22, 40, or 3, or reference the internet for information. Our policy regarding the closing of school is in accordance with the Chicopee Public School Department. If their Superintendent authorizes the closing of schools, St. Stanislaus School will not have busing available.

In the unusual circumstances where school must be canceled during the school day, a Facts Parent Alert phone message will be sent out and the administration and staff will be sure that all students have satisfactory transportation and supervision before releasing them from school.

In the case of a delay, the extended care before school program will also be delayed the same time period.

### **CATHOLIC FAITH FORMATION**

As a Catholic school, the formation of our students in the tenets of our Catholic faith is the very reason for our existence. Faculty, staff and parents working together are responsible for taking an active part in the faith journey of the students.

Prayer is a regular part of the school day, both in the classroom and for the entire school. In addition to all- school and unit liturgies, students participate in the Stations of the Cross, the Rosary and Advent, Lent and other prayer services during the year.

### **CELL PHONES/ELECTRONICS**

Use of cell phones and other electronic devices is not allowed in school. All cell phones and electronic devices must be in the off position upon entering the building. If a student needs a cell phone/electronic communication device after school, due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone or other electronic device in the off position to the office upon arrival. The cell phone may be picked up by the student at dismissal or when after school activities are completed. Cell phones and other electronics may not be used in the before or after school programs. At no time during the day should a cell phone be in a student's backpack, desk, or in his/her possession. **Cell phones/electronics taken away from students will be returned to the parent(s)/guardian(s).**

### **CHANGE OF ADDRESS**

It is very important, for emergency and administrative reasons, that the office maintains an up-to-date address record for every student. Parents are asked to notify the school immediately if there is a change of address and/or telephone number during the school year.

### **CHANGES IN REGULAR MEANS OF TRANSPORTATION**

In the event that a child is to return home from school by car instead of bus, or s/he is to be picked up by a friend or relative, a dated note must be submitted to the school the morning of the day on which this is to occur. Please notify the school of any change in transportation for that day by 1:30 p.m. by phone (not email).

## **CHAPEL**

Our school chapel is open throughout the school day providing an opportunity for students and classes to spend time in prayer and reflection. Students are encouraged to make use of the chapel on a daily basis.

## **CHEATING/PLAGIARISM**

Cheating/Plagiarism is a serious compromise of a student's integrity and will not be tolerated. If cheating/plagiarism is discovered, the student's work will be confiscated. Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade and detention. A failing grade will automatically be recorded for the work and a discipline slip will be issued and parents will be notified. A second offense will result in in-house suspension for one day. A pattern of cheating or plagiarism will result in a parent conference.

## **CHOIR**

Students have the opportunity to join the school choir under the direction of the music teacher. Practices are held one day a week after school. The choir performs at liturgies, prayer services, assemblies, the Christmas Concert, Catholic Schools Week events, eighth grade graduation, as well as by special invitation.

## **COMMUNICATIONS**

A memo containing items of interest to students and parents is distributed weekly electronically and included on the school website. It includes a lunch menu for the coming week and information on upcoming events. A monthly calendar of events is also posted and sent home electronically. It is important that parents read this information.

Teachers will periodically send home student papers or tests for the parent to review and sign. Please sign and return to school the next day.

Invitations to private parties (birthday, graduation, etc.) **will not** be distributed in school. This gesture only creates hurt feelings among students. Invitations to parties should be sent to the homes of students via US Mail or electronically. Due to confidentiality, addresses and phone numbers will not be given out. There are friendship lists that parents have made for each grade K-6 for those who would like to exchange addresses and phone numbers.

## **COMMUNITY OUTREACH**

Our school is involved in a number of charitable activities throughout the year: coat/clothing drives, canned goods collection, Lenten Mission Appeal, and holiday gift gathering for nursing home patients, to name a few. While participation is optional, students are encouraged to become caring members of the community.

### **CONFERENCES**

Required parent-teacher conferences are held at the end of the first quarter marking period. Parents are given specific appointments with the teachers of their children, regardless of their academic progress. Report cards are issued at this time.

Conferences, other than those set up for report cards, may be requested at any time during the school year by either parent or teacher. These will be scheduled at a time convenient for all concerned. (Teachers cannot meet with parents in the evening or during class time.)

### **CRISIS PLAN**

St. Stanislaus School has implemented a “crisis plan” in case of an emergency situation. (Shelter in place/lockdown/evacuation/reunification) All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of three secure designated locations:

1. Basilica of St. Stanislaus
2. Dupont Middle School
3. First American Insurance Co. (if needed)

### **CURRICULUM**

The Diocesan curriculum guidelines, consistent with the State of Massachusetts Frameworks, are followed for the teaching of all subject areas.

In order to allow teachers to meet students’ individual needs, students in grades K - 8 are placed into instructional groupings for Language Arts and Math. Students in grades 5-8 are ability grouped in all major content areas.

St. Stanislaus School offers students opportunities for growth in the following major subjects:

#### ***Religion***



All students are required to participate in Religion classes. Knowledge of the Catholic faith is fundamental for sacramental preparation and for participation in the life of the Church.

### ***Computer Technology***

All students in our school attend weekly computer class in the library/media center or in their classroom. The goal of the computer program is to allow students to broaden their awareness of computer technology and its potential as a learning resource. All computers in the library and classrooms have wireless Internet capability/access. The computer program includes Word Processing, Data Base, Spread Sheets, Web Design, and Internet Integration with Curricular Subjects. iPads and Chromebooks are available to students in grades K-8 for classroom use. All students will be required to sign and follow an acceptable use policy in regard to the use of all technology.

Students in grades 6-8 should have a gmail address that is monitored by the parents for use in school projects. St. Stanislaus School is only responsible for school work assigned.

### ***Fine Arts***

The fine arts program provides opportunities for students to develop their talents and abilities in music and visual arts.

### ***Handwriting***

Students in Grades 4 through 8 are expected to submit all handwritten work in cursive using the Zaner-Bloser handwriting method.

### ***Language Arts***

Reading, English/Grammar, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

### ***Library Skills***

Students also participate in weekly library class. In addition to learning library and research skills, each student may borrow a book for a period of up to one week. If the book is not returned on time, the student may not check out another book on library day. There is no fine for overdue books. A fee will be assessed for lost or damaged books.

### ***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I

All students in grade 8 are taught a full year of Algebra I

### ***Physical Education***

Physical education classes are provided once each week for all students. Physical fitness programs appropriate for each grade.

### ***Science***

General Sciences, Earth Science, Life Science, Physical Science and Laboratory Experiences are components of the Science curriculum.

### ***Social Studies***

History, Physical and Cultural Geography, Economics, American Government, and Current Events are components of the Social Studies curriculum.

### ***Spanish***

All students in grades 4-6 attend class twice each week, grades 7-8 attend class three times a week. Spanish language, every day vocabulary, and basic grammatical structures are introduced and reinforced. Cultural topics of the Hispanic world are emphasized.

### ***Non-Bullying/Personal Safety Programs***

St. Stanislaus School believes every student has the right to attend school in a safe and secure environment. Bullying is a prohibited behavior that is so harmful to another that the following school-wide non-bullying and violence prevention programs have been instituted: *Steps to Respect* and *Second Step*.

Diocesan Recommended personal safety program *Child Lures, Seeds, "Call to Protect,"* are taught in preschool through eighth grade.

### **DISCIPLINE CODE**

In accordance with the stated philosophy of the school, which emphasizes respect and care of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and

policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

### **DISCIPLINARY REFERRALS**

Disciplinary referrals will be issued to students for violations against the discipline code and rules including, but not limited to, the following:

- Defiance, dishonesty, inappropriate language, inflammatory or racial remarks, or any misbehavior that, in the opinion of the Administration, is detrimental to the reputation of the school will be liable for disciplinary action.
- Threats of violence (verbal or written) towards an individual or the school
- Bullying Behavior – see Bullying/Cyber-bullying p. 14
- Sexual Harassment
- Weapons of any nature being brought to school.
- Cheating/Plagiarism
- Disrespect toward teachers, staff, students or property. Disruptive behavior, continual talking, getting out of seat or throwing things.
- Possession or use of unauthorized articles.
- Any infractions against classroom rules or handbook regulations.

The Discipline Policy affects all students in all classes, including specials, as well as at lunch, on field trips, on the bus, and at all school functions. All disciplinary referrals must be signed by a parent/guardian and returned to the teacher or school office. If a student's actions make suspension or expulsion a consideration, the school will act in accordance with the **Diocesan Handbook of School Policies, and parents will be contacted.**

### **DETENTION POLICY**

**Detention will be scheduled as needed.**

Detention is held for one hour after school. Written notification is sent home for parental signature. Twenty-four (24) hours notice is given to parents so that transportation can be arranged. If a student fails to serve two or more scheduled

detentions an in-house detention may be imposed. **Detention takes precedence over appointments, lessons, tutoring, ballgames, extra-curricular activities etc.**

An in-house detention may be imposed for a serious infraction of rules or policy. This means complete separation from the classroom and/or school community for the duration of one or more days depending on the severity of the infractions. The administration will determine this. The student is held responsible for assignments (classroom and homework) when serving in-house detention. **Students will receive no credit for tests or quizzes missed due to removal from the classroom for in house detention.**

### **LOSS OF PRIVILEGES**

**Repeated failure to do homework or repeated or serious behavioral issues can result in a loss of privileges such as field trip, picnic, or other school activities.**

For 8<sup>th</sup> grader, repeated issues may result in non-participation in the awards assembly and/or graduation ceremonies.

#### ***Off-campus behavior***

The administration of St. Stanislaus School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

### **DRESS CODE/UNIFORM**

The parents have approved a standard of student dress that promotes self-respect, dignity, distinction, cleanliness and good health. If for some valid reason a student is unable to adhere to the dress code, a dated note from parents is required. Failure to follow proper dress code will result in a uniform slip, which must be signed by a parent. Please note – Athletic Association apparel is not an authorized part of the school uniform and may not be worn as part of, or in place of, the required school uniform.

All information concerning the purchase of uniforms will be given to parents before the start of each school year. Our uniform suppliers are:

Blake's School Uniform Co.

Donnelly's School Apparel

1205 Parker St.  
Springfield, MA 01129  
(413) 782-4123

333 Niantic Ave.  
Providence, RI 02907  
(401) 942-5202 or 800-498-0045  
Online Ordering at [www.DonnellysClothing.com](http://www.DonnellysClothing.com)

**Please note - During the winter and in cooler weather, students should have a regulation school sweatshirt or sweater to wear over their uniforms. Coats and non-regulation sweaters and sweatshirts are not allowed.**

**Any student with official medical documentation, who needs to wear sneakers for medical reasons, is required to wear black, grey, or white sneakers as their school footwear.**

### ***Girls –Primary –Intermediate***

White tailored blouse with short or long sleeves (top button must always be buttoned) **No knit or polo shirts** and knee length wine/grey plaid jumper. The uniform wine cardigan sweater or school sweatshirt may be worn with the uniform. **Optional-** Grey uniform slacks may be worn from November 1 to March 31. Students must wear a belt with uniform slacks.

Wine or white knee socks, ankle socks, or tights must be worn – no patterns, please. **(1/4 length sport socks are not permitted (the ankle must be covered) – and wearing them will result in an out of uniform slip)**. In the interest of safety, comfortable, flat, full-backed dark colored dress shoes are to be worn. Heels may not be worn. Sneakers are worn only on gym days. Sandals, clogs, heelines, jogging shoes and boots are not to be worn in school. Please, no glitter shoes!

Makeup, tattoos, excessive or inappropriate jewelry, nail polish, fake nails, or French manicures are not permitted. Only small stud earrings may be worn. Hoop or dangling earrings are not permitted. Only two bracelets, two ear piercings are permitted. Students wearing inappropriate jewelry will be asked to remove it.

### ***Girls –Junior High***

All girls are attired in a white oxford blouse with short or long sleeves. **No knit or polo shirts** (The top button on the blouse must always be buttoned.) The knee length, wine/grey plaid uniform skirt and the wine colored vest must be worn together. The school sweatshirt may be worn with the uniform. **Optional-** Grey uniform slacks may be worn. Students must wear a belt with uniform slacks.

Wine, grey, or white knee socks, ankle socks, or tights must be worn – no patterns.

**(1/4 length sport socks are not permitted (the ankle must be covered)– and wearing them will result in an out of uniform slip.)**

In the interest of safety, comfortable flat, full-backed dark colored dress shoes are to be worn. Heels may be no higher than 2 inches. Clogs, sandals, sneakers, heelies, jogging shoes and boots (winter or fashion) are not to be worn in school.

Makeup, tattoos, excessive or inappropriate jewelry, nail polish, fake nails, or French manicures are not permitted. Only small stud earrings may be worn. Hoop or dangling earrings are not permitted. Only two bracelets, two ear piercings are permitted. Students wearing inappropriate jewelry will be asked to remove it.

### ***Boys - Primary***

Boys are attired in a wine colored polo shirt with long or short sleeves. (Long sleeves are not to be rolled up and the top button on the shirt must always be buttoned.)

Grey uniform slacks are required (**purchased from the uniform company**). Solid color socks (black, grey, or white only – no patterns) are to be worn under the slack/pants **(1/4 length sport socks are not permitted (the ankle must be covered) - and wearing them will result in an out of uniform slip)**. Sneakers (worn only on gym days), sneaker shoes, indoor cleats, heelies, jogging shoes and boots, Uggs boots or shoes are not to be worn in school. Grey, black or white socks must be worn. Wine uniform cardigan sweater may be worn with the uniform. The school sweatshirt may be worn in place of a sweater. Students must wear a belt with uniform slacks.

Earrings, tattoos and excessive or inappropriate jewelry are not permitted.

### ***Boys –Intermediate - Junior High***

Boys are attired in a white oxford shirt with short or long sleeves (long sleeves are not to be rolled up and the top button must always be buttoned). Intermediate boys must wear the plaid school tie. Junior High boys must wear the solid wine school tie.

Grey uniform slacks are required (**purchased from the uniform company**). Students must wear a belt with uniform slacks. Solid color socks are to be worn

under the slacks/pants. Solid color grey, black or white socks must be worn (no patterns). **(1/4 length sport socks are not permitted – and wearing them will result in an out of uniform slip.)** Sneakers (worn only on gym days), sneaker shoes, indoor cleats, heeels, jogging shoes and boots are not to be worn in school. A wine uniform cardigan sweater may be worn with the uniform. The school sweatshirt may be worn in place of a sweater.

Earrings, tattoos, and excessive jewelry are not permitted. Only two bracelets or wrists bands permitted.

### **GYM OUTFIT – required for all students**

The specific gym outfit to be purchased by all students (K-8) is as follows: School gym shirt with logo (ordered through the uniform company) **and** maroon or grey sweatpants or warm-ups (ordered from the uniform company). **All students in K-8 must have maroon or grey school uniform sweatpants or warm-ups with logo.**

Sneakers must have laces that are tied or have velcro. To ensure the safety of our students - **No platform or other fashion sneakers may be worn.** PRIMARY AND INTERMEDIATE STUDENTS ARE PERMITTED TO WEAR THEIR SNEAKERS ON GYM DAY ONLY.

The school wine sweatshirt may be worn with solid grey sweatpants in place of the gym shirt and shorts. Girls with long hair should tie it back.

**On gym day only**, primary students (Grades K-3) wear the regulation school gym shirt and solid grey or maroon sweatpants or wind pants to school. Girls may wear the gym shirt with maroon or grey shorts under their jumpers. Shorts **may not** be worn unless under sweatpants or a jumper.

**\*\*Please note - Athletic Association apparel may not be worn with or in place of the school gym uniform. It is not part of the authorized school uniform.**

Students in grades 6, 7 and 8 need to bring deodorant. No hair care products or aerosol deodorants are allowed.

All students are to take gym classes unless excused by a note from their physician. Students who come unprepared for gym class will not be allowed to participate and will receive a lower grade.

## **DRESS-DOWN DAYS**

Throughout the year students earn dress-down days. Students may wear: casual slacks, jeans, sweatpants, sweat and T-shirts (shirts with inappropriate, unacceptable or offensive sayings are not allowed), sport shirts, jerseys with sleeves and sneakers. **Socks must always be worn.**

Students may not wear: tank tops, sleeveless tops, bike pants, short skirts, shirts with inappropriate sayings or pictures, sandals, clogs, boots, makeup, fingernail polish or excessive jewelry.

Shorts and capris are **not** permitted unless the Administration has given special permission. When shorts are permitted they should be bermuda or walking shorts no more than 4 inches above the knee. No low rise jeans or tops that show midriff skin are permitted. Students who are inappropriately dressed will have to call home/parents and have their uniforms brought to school.

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

## **CULTURAL FAIR**

Each year our students participate in the school Cultural Fair. This activity is one of the highlights of our academic year. Parents are encouraged to support this activity and to encourage their children in the selected projects. Families are asked to attend this special event.

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

- Parents' names, address, home and work phone numbers.
- Email address to communicate with a parent.
- Emergency phone number of a friend or relative.
- Physician's name, phone number and medical alert information.



- Completed Facts Parent Alert Emergency notification form.
- Changes in the above information should be reported to the office promptly.

### **EXTENDED CARE PROGRAM**

Before and after school care is provided to our students on a daily basis. Provisions are also made to provide half-day care on teacher in-service days. There is an hourly fee for this service and parents are asked to **pay daily or weekly**. Families with balances of over \$100 will not be able to use the program until the balance is paid. Students are given snacks, play games and receive assistance with homework. Any outstanding financial responsibility to the extended care program will result in withholding of the report card.

St. Stanislaus School is an authorized agent for United Farm Workers. Eligible families can request reimbursement funds for Extended Care.

### **FAMILY SERVICE COMMITMENT**

Each family participates in Family Service. It is through this “total school effort” that we help to bridge the gap between student tuition and actual student cost. In addition, Family Service provides an opportunity for families to support various activities and events throughout the school year. Families have the option of serving the required 10 hours or contributing \$25.00 per hour in lieu of service. Field trip chaperoning does not qualify for family service commitment hours.

### **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by classroom teachers during the school year. Students will be expected to pay for entrance fees and provide their own lunch. At this time, HASA provides the cost for transportation. Parents are encouraged to volunteer to chaperone trips. Chaperones are chosen by lottery. Parents of students with significant health concerns may be asked to accompany their child. Reasonable care will be taken by the supervisory personnel to see to the safety of the students. The school is not liable for injuries.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals therefore; **student participation is a requirement, not an option. There will be graded follow-up assignments and activities to support curricular goals.**
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.

3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official authorization form**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Medical information must be included on the form. Authorization forms are due in the office at least forty-eight hours before the field trip.
9. A **fax** does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip authorization form.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who want to chaperone any student activity must have completed a CORI, Code of Conduct, and Virtus on-line training. (Information available in the school office)
15. Field trip chaperoning does not qualify for family service commitment hours due to the fact that field trip chaperones are limited by the destination.
16. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip. Parents **are not allowed to post photos on any social media sights.**

### **FIGHTING/THREATS OF VIOLENCE**

Fighting is strictly forbidden in the school or on campus. Breaking this rule will result in an immediate and automatic in-house detention.

Threats of violence written, verbal, or online against individuals or the school will not be tolerated. Breaking this rule will result in immediate disciplinary action and notification of a parent.

### **FINANCIAL AID**

In an effort to increase the availability of financial assistance for our families, there are two possibilities to explore. ALL AID IS BASED ON NEED.

- Diocesan Financial Aid through Facts on-line application
- St. Stanislaus School Direct Aid also through Facts on-line application

**All families requesting aid must fill out an application with FACTS** at their website ([www.online.factsmgt.com](http://www.online.factsmgt.com)) **There is a fee of \$35 payable to FACTS to file an application.** This single application covers consideration in all categories of aid.

Note: Financial aid is NOT AVAILABLE for PreK students.

### **FOOD SERVICES**

The purpose of the School Lunch Program is to provide a well-balanced nutritional lunch. The hot lunch program begins operation the first day of school and continues throughout the school year. Lunch and breakfast provided for all students! St. Stanislaus School is pleased to announce its participation in the Community Eligibility Provision (CEP) application through the National School Lunch Program (NSLP) for the 2021-2022 school year. The CEP program ensures that all students under the age of 18 will receive nutritious school breakfast and lunch daily at no cost to parents.

### **GAMBLING**

Playing cards, flipping or matching coins, rolling dice, pools or any other form of gambling is not permitted.

### **GRADUATION**

Kindergarten graduation takes place at the beginning of June. The date for the eighth grade graduation follows the guidelines set by the Diocesan School Office.

Eighth grade students failing one major subject will be issued a certificate of attendance at graduation and will receive their diploma upon documentation of the successful completion of an acceptable summer school program. Students failing any major subject will not be considered graduates of St. Stanislaus School.

**Excessive absence (16) days or the equivalent of 16 days including tardies or dismissals**, can be cause for a student to be retained in the current grade for another year. **Students in Kindergarten and grade eight would not participate in graduation exercises.**

#### **GRADUATION ATTIRE** (eighth grade only)

Diocesan guidelines recommend that simple modest attire be worn for graduation. Graduates will be wearing academic gowns so there is no need for girls to wear elaborate dresses. It is suggested that girls wear their Hope Day dresses. **Gowns should not be worn. Strapless or spaghetti strap attire is not allowed.**

Stockings are required.

Boys are to wear dress pants with a shirt and tie. Socks are required.

#### **GYM OUTFIT** see Dress Code/Uniform p.25

#### **Gum**

Students should not chew gum in school at any time. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

#### **HAIR**

Hairstyles are to be modest. Hair styles and/or accessories should not be distracting. Hair is to be no longer than collar length for boys. Hairstyles should not impair vision or be distracting to the individual or others. **Hair stenciling, fad hairdos, coloring, bleaching or streaking hair is not allowed.** Decorative items attached or woven into hair are not allowed. Any infraction will result in suspension until the hairstyle is corrected.

**Students are not allowed to wear hats in school.**

#### **HARASSMENT**

Harassment of any type involving students, parents, or family members is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, in-house detention, and/or expulsion. Engagement in social media such as, but not limited to, Instagram,

Twitter, Snapchat, FaceBook, etc may result in disciplinary actions if the content of the student's posts includes defamatory comments or pictures regarding the school, the faculty, other students or the parish. Photos or video of students, teachers, and/ or school events posted to You Tube® or other internet sites, will result in disciplinary action if the content is posted without the explicit permission of the administration and parents.

Parents involved in harassment or unacceptable postings on social media will risk their child/ren's enrollment at St. Stanislaus School.

### **HEALTH SERVICES/MEDICATIONS**

*Comprehensive physical examinations are required for children entering school, for children transferring into school without adequate medical transcripts, for children between the ages of 14 and 16 requesting work permits and where applicable, for children involved with a sports program. Subsequent evaluation is required for children entering grades four, seven and ten.*

*Massachusetts General Laws*

*Chapter 71, Section 57*

*The local school committee or Board of Health is required to provide the services to carry out physical exams on children who do not have access to a primary care provider.*

*Massachusetts General Law*

*Chapter 71, Section 53 and 57*

*No child shall be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health. A child shall be admitted to school upon certification by a physician that in his/her opinion the physical condition of the child is such that his/her health would be endangered by such vaccination or by any of such immunizations. Such certifications shall be submitted at the beginning of each school year to the physician in charge of the school health program.*

*General Laws of Massachusetts*

*Chapter 76, Section 15*

The City of Chicopee Health Department provides health services. Students are given dental, optical, speech, hearing and physical examinations at grade levels specified by the state. Parents have the option of having the physical examination done by their own physician.

The school nurse's office is located off the main office of the school. The nurse is responsible for the maintenance of health records, routine health checks, contacting parents concerning health problems and care of minor injuries. The Chicopee Department of Public Health is available to answer questions if necessary.

### ***Medications***

Medicine is treatment, and as such, is not part of the school health services. In most cases, pupils who are on prolonged medication can have the dosage adjusted so the time for taking their prescription will come while they are out of school. Students are never to have medication in their possession during school.

St. Stanislaus School follows the Chicopee Public School's policy regarding medication. The policies have been put in place to ensure the health and safety of children needing medicines during the school day.

If a child is to receive any medication during the school day the following procedure must be followed:

1. Signed consent by the parent or guardian to give the medicine. A parent consent form is available in the school office.
2. Signed medication order. The written medication order form is available in the school office. It should be taken to your child's licensed prescriber (your child's physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Medication should be delivered to school by a parent or parent designee (an adult), in the original pharmacy labeled bottle accompanied by completed parental permission forms and the licensed prescriber's order, and given to school personnel.

The school nurse will be responsible for determining whether the medication to be dispensed falls within the parameters of this policy. Administration of medication shall be carried out by a registered nurse or designated team member.

Narcotics will not be kept in school. Any student requiring narcotics should remain at home.

Please contact the school nurse regarding questions related to medications. When your child needs medicine to be given during the school day, please act quickly to follow these policies so that we may begin to give the medicine as soon as possible.

In the event that a child needs to use cough drops, a dated, written note signed by the parent should be given to the teacher.

## **HOMEWORK**

Homework is important because it is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place to work and by seeing that assignments are completed as directed.

At the beginning of each school year, students receive information regarding the homework policies for individual grades and classes. A general policy is as follows:

### ***Primary***

Students in grades K-3 may receive homework to provide practice and reinforcement of skills taught in class. All homework assignments are age and grade level appropriate.

### ***Intermediate***

Students are expected to complete homework assignments on the designated day. Missing, late or incomplete assignments will warrant a homework slip or notification of the parent. Slips must be signed by a parent and returned the following day along with the completed homework. Failure to submit assignments on time will result in a drop in letter grade for each day they are late.

Student work or individual tests and quizzes are sent home periodically to be reviewed and signed by a parent.

### ***Junior High***

Students are expected to complete homework assignments on the designated day. Missing, late, or incomplete assignments will warrant a homework slip. These slips must be signed by a parent and returned the following day along with the completed homework. Late assignments will also drop a letter grade for each day they are late. Any assignment more than a week late will not be accepted. Time will be allowed to make up assignments due to excused absence. Students who come to class without the appropriate materials will be given an unprepared slip.

Individual tests and quizzes are sent home periodically to be reviewed and signed by a parent.

### **HOPE DAY ATTIRE** (eighth grade only)

Girls: A simple, modest dress or skirt with a blouse or sweater. Dress/skirt length should be no shorter than knee length. No strapless or spaghetti strap attire allowed. Stockings are required.

Boys: Dress pants with a shirt and tie. No sneakers. Socks are required.

### **ILLNESS OR INJURY**

In case of illness or serious injury parents will be contacted. The student will be cared for temporarily by the school nurse or a member of the staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at Baystate Medical Center.

### **IMMUNIZATIONS AND VACCINATIONS**

State law requires that every child who is admitted to school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, and polio. Also required are a rubella/rubeola vaccination and a tuberculin skin test. A student entering kindergarten is required to have a lead test. A student entering seventh grade must have a second MMR.

### **INTERNET – ACCEPTABLE USE POLICY**

The Internet service is for educational purposes solely. This will include classroom activities and quality learning. The guidelines apply to all technology (computers, iPads etc.) The following items are not permitted:



- Using the Internet for commercial purposes or political campaigning
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing or insulting others
- Damaging computers – including hardware or software
- Violating copyright laws and plagiarizing
- Attempting to make contact with anyone else on the Internet unless directed by the teacher.

Failure to follow the directions of the instructor within the confines of the assignment or abide by the rules set forth will result in suspension of Internet privileges.

Engagement in social media such as, but not limited to, Instagram, Twitter, Snapchat, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

**Any student found in violation of Federal Internet laws, such as impersonation, will receive immediate in-house suspension and be subject to legal prosecution.**

### **LEAVING CAMPUS**

Students are not allowed to leave the school campus during school hours without the knowledge and consent of their teacher and the administration. Permission to leave the school campus will only be granted upon written request from the student's parent.

### **LOITERING**

In the interest of safety, parents and students should leave the school grounds promptly after classes or activities are dismissed.

## **LOST AND FOUND**

All found articles are taken to the school office. Students may claim lost articles after proper identification. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

## **NATIONAL JUNIOR HONOR SOCIETY**

Membership into the National Junior Honor Society is based upon proven outstanding qualities of scholarship, service, leadership, character and citizenship. Membership is both an honor and an obligation. It is not an election and it is not based solely on an achieved specific level of academic performance. The other components are equally included in the selection process. All applications are subject to approval by the Faculty Council. Eligibility is open to all students in seventh and eighth grade.

## **NON-CATHOLIC STUDENTS**

All children, regardless of their faith, are welcome as members of the St. Stanislaus School Family. Non-Catholic students, however, are required to take Religion classes. They are also expected to attend Liturgies and other para-liturgical prayer services.

Any Non-Catholic student who freely requests to become a Catholic (with parental consent) will begin preparation for Initiation into the Church. This normally takes two years to complete.

Non-Catholic students may not participate in the Sacraments of Reconciliation and Eucharist but are welcomed to receive a blessing at communion.

## **ORGANIZATIONS**

### **HASA (Home and School Association)**

The Home and School Association is committed by its mission to:

- Provide extracurricular social, educational, and recreational activities for the enrichment of the students.
- Strengthen the bond between parents, school, and church.
- Share a vision of hope and love for each other.

HASA has an executive committee.

### **ST. STANISLAUS SCHOOL BOARD**

The School Board “has as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional, and social development

of the students. The Board, operating under the guidance of the School Board of the Diocese of Springfield, and in conformity with the policies of the Diocesan School Office, concerns itself with policy matters pertaining to the general excellence of Catholic education at St. Stanislaus School.”

### **PORNOGRAPHY**

Any student found possessing or distributing indecent, pornographic, lewd or suggestive materials or literature is subject to in-house detention.

### **PRE-SCHOOL**

In carrying on our mission of providing quality Catholic education within a nurturing environment, St. Stanislaus School offers preschool programs for three and four year olds. Our goal is to provide our preschoolers with positive opportunities for growth.

### **PROGRESS REPORTS/WARNING NOTICES**

Progress reports are issued mid-way through each marking period. The purpose of the report is to make both parents and students aware of a student’s progress and, if need be, alert them that a student may not be working up to his/her potential. Progress reports may be given in each of the subject areas and specials and may be issued at any point during the marking term.

Warning notices are issued to alert both students and parents that a student is not working up to his/her potential and unless a serious effort is made, a failing grade is possible. Warning notices are given in content subject areas as well as in specials.

### **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. Students in grades 1-7 who fail one or two major subjects are required to successfully make up the course work in summer school. A St. Stanislaus student is required to repeat the grade if he/she has failed three or more subjects. Students in sixth, seventh or eighth grade who fail two or more subjects will not be promoted and cannot repeat the grade at St. Stanislaus School.

Eighth grade students failing one major subject will be issued a certificate of attendance at graduation and will receive their diploma upon documentation of the successful completion of a summer school program at another institution. Summer school is not available at St. Stanislaus School for eighth graders. Students failing

a major subject will not be considered graduates of St. Stanislaus School and will **not be able** to participate in graduation exercises.

**Excessive absence (16) days or the equivalent of 16 days including tardies**, can be cause for a student to be retained in the current grade for another year.

### **PUBLICATIONS**

All school publications must follow these guidelines:

- Anything published must not be libelous or an attack on any person, group, or institution.
- A responsible publication is an accurate account, not slanderous or offensive.
- All publications should be in good taste and demonstrate Christian values.

### **RECESS POLICY**

Primary students have a morning snack time each day. During this time, the primary students are allowed to have a healthy snack brought from home. Please, no glass containers or candy.

All students must remain on the schoolyard during outside recess. Parents are asked to dress their children appropriately. Only students with medical excuses or teacher/administration request will be allowed to remain in the building during scheduled outside recess.

### **REPORT CARDS/PROGRESS REPORTS**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every ten (10) weeks. The first report card is given during a mandatory parent teacher conference.

**Progress Reports** will be given mid-way between each ten-week grading period. Parents should contact the teachers if there are any questions regarding the grades. At the end of the second, third, and fourth quarters, report cards are sent home with the students. Parents are asked to sign and return the report card slip as promptly as possible. Report cards will not be released until financial obligations have been fulfilled.

### **RIGHTS OF SEPARATED OR DIVORCED PARENTS REGARDING ACCESS TO THEIR CHILD IN SCHOOL**

In the case of a pending or actual divorce or separation, the following policy and procedures will apply:

A natural parent who is separated or divorced from the parent with custody of their child will have the same rights as custodial parents in the following areas:

- a. access to their child's records
- b. conferences with the teacher to discuss their child's educational progress

**unless rights have been limited by court actions.**

Custodial parents who request limitation of the above rights must provide the school with a copy of the relevant court document.

Non-custodial parents **do not have the right to:**

- a. meet privately with their child in school
- b. take the child away from school

The only exception to the above will be in the case of specific instructions in writing from the custodial parent or a relevant court document.

Prior to the awarding of legal custody by the courts, schools will assume that both parents retain equal rights in all of the above areas, unless a legal temporary restraining order is presented to the school.

## **SACRAMENTS**

Students in Grade 2 celebrate **First Reconciliation** (Confession) and make their **First Communion**.

In order for a child to receive these sacraments, he/she must be baptized and be ready emotionally and spiritually. If the teachers (in consultation with the Administration and Pastor) deem that a child is not ready, the child will receive another year of preparation before receiving the sacraments.

In addition to academic preparation for the sacraments, it is expected that parents will reinforce at home what is taught in school. It is the responsibility of the parents to set a good example by taking the initiative regarding family prayer time, Sunday worship, and Confession. Parents are required to participate in two

**Parents' Enrichment Sessions** for each of the above sacraments.

If a student transfers into our school, s/he must have attended another Catholic school or participated in a Religious Education Program for at least a year before receiving the sacraments. If this is not so, the reception of the sacraments will be delayed for one year so that the student can be properly prepared.

### **SAFETY PROCEDURES**

The school has a safety plan in effect and is prepared in case of an emergency situation. Immediate lockdown or evacuation of the building and notification of authorities are the standard procedure depending on the situation.

Parents – please have a safety plan in place if your child rides a bus or is a walker. If child arrives home without a responsible party present what should they do?

In keeping with the policies of the Chicopee Fire Department, fire officials will conduct several fire drills in the fall and spring of the school year. Additional fire drills and safety lockdown drills will be conducted at appropriate intervals throughout the school year by the administration. All students must leave the building quickly and quietly through the designated exits. Students should walk, not run.

Lock down, shelter in place, and re-unification drills are also held. Teachers and students are trained in the latest protocols by the Massachusetts State Police in cooperation with the Chicopee Police.

### **SCHOOL OFFICE HOURS**

- Monday – Friday: 8:00 a.m. to 3:00 p.m.  
Closed on Holidays
- School Vacations: Monday – Thursday: 8:00 a.m. to 12:00 noon
- Phone number: (413) 592-5135
- Fax number: (413) 598-0187
- Email – ststanis @ saintstansschool.org
- Website – [www.saintstansschool.org](http://www.saintstansschool.org)

### **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of

repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **SCHOOL SAFETY**

St. Stanislaus School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in social media such as, but not limited to, Instagram, Twitter, Snapchat, Facebook®, etc. may result in disciplinary actions if the content of the student's posts includes defamatory comments regarding the school, the faculty, other students or the parish.

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

### **SCHOOL SUPPLIES**

School supplies are required for all grade levels. Some items must be purchased in the school bookstore since they are specific for those grade levels. Each year, during the summer, an updated school supply list will be posted on the school website. Students in grades K-3 are given the *"supplies to be purchased at school"* (from the supply list) on the first day of classes, so payment for these supplies should be submitted in a timely manner. Additional or replacement supplies can be purchased from the bookstore. Please be sure students have sufficient quantity of the various supplies needed throughout the school year.

### **SCHOOLYARD SUPERVISION**

School staff will supervise the schoolyard during recess. At least two adults are on the playground during regularly scheduled breaks. The playground is not supervised after school hours.

### **SEARCH AND SEIZURE**

The administration reserves the right to search anything that is brought on school property. This includes, but is not limited to, students' desks, backpacks, cell phones, electronic devices, cameras, flash drives, storage areas, or clothing when reasonable concern exists that there may be items which could potentially threaten the safety or well-being of other students or which are deemed inappropriate and against school policy. Any such items will be confiscated.

### **SEXTING**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face in-house detention and/or expulsion.

### **SEXUAL HARASSMENT POLICY**

In keeping with Diocesan policy and goals, it is the policy of St. Stanislaus School to promote and maintain an educational environment and a working environment free from all forms of sexual harassment. Sexual harassment will not be tolerated. Any individual who engages in this harassment will be in violation of this policy.

Complaints of harassment will be investigated promptly and in a confidential manner. Anyone who violates this policy will be subject to disciplinary action up to and including expulsion from school. Incidents of sexual harassment must be reported to the administration.

### **SMOKING**

Being a smoke free facility according to diocesan regulation and state law, smoking is strictly forbidden in, on, or around school property. Students as well as adults are not permitted to use tobacco of any kind in the immediate school area.

### **SPECIAL SERVICES**

The principal makes Educational Evaluation referrals when deemed necessary. A parent also has the right to request an Educational Evaluation.

The Federal Government's Title 1 remedial reading and math programs are also available. St. Stanislaus School teachers have scheduled days and times (office



hours) to provide extra help, review, or individual assistance to students when needed.

### **SPIRITUAL LIFE**

All students in grades K through eight have the opportunity to attend Mass regularly. The entire student body attends Mass once a month and on Holy Days. At other times, the students attend Mass as a unit, i.e., Primary, Intermediate and Junior High. The students plan these Liturgies with their teachers and are also given the opportunity to participate as readers, servers, gift-bearers and choir members. The presence of the students and faculty at Mass is an integral part of the spiritual life of the school. It should be stated, however, that school Masses do not fulfill one's Sunday obligation. Students may participate in monthly Eucharistic Adoration in the Basilica.

Students are given the opportunity to celebrate the Sacrament of Reconciliation (Confession) four times during the school year. Eighth grade students attend a retreat in the spring prior to their graduation.

Opportunities for prayer are provided for the faculty and staff as they gather in the chapel during Advent, Lent and at other times during the school year.

### **STEALING**

Any student who participates in the theft of money, goods, clothing etc., or is found to be in possession of such, is subject to disciplinary action and will be held responsible for restitution.

### **STUDENT COUNCIL**

The Student Council is made up of representatives from 4<sup>th</sup> – 8<sup>th</sup> grades. Officers are elected from the eighth grade class. Elections for officers and representatives are held in the fall. The Council initiates and plans activities for the entire student body.

### **STUDY SKILLS**

A parent can help his/her child be aware of skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencils, pens, paper, homework and other necessary materials.
- Be an active participant in class. Listen well and take part in class discussions.

- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible.

### **SUBSTITUTE/PART-TIME TEACHERS**

Substitute and part-time teachers act with full authority in the classroom. Students are expected to be courteous and respectful. Any misconduct in the classroom will be acted on immediately.

### **SUSPENSION**

Suspensions from school are given by the Administration for the most serious infractions of school rules and policy. Suspensions are given only as a last resort. It signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the classroom environment. The Administration determines whether this will be in-house or outside of school.

### **Students will receive no credit for tests or quizzes missed due to removal from the classroom.**

Parents are required to meet with the Administration before reinstatement can take place. Reinstatement will not be granted until the Administration and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

### **TARDINESS**

Children are expected to be in their classrooms by the designated starting time ready to begin school. This is an important part of the day when directions are given and a tone is set for the day. Parents have a responsibility to see that their child is in school on time.

Any child entering after the designated school starting time must report to the office for a pass to enter class.

**Excessive absence (16) days or the equivalent of 16 days including tardies, can be cause for a student to be retained in the current grade for another year.**

**Students in Kindergarten and grade eight would not participate in graduation exercises.**

**Participation in Commencement exercises is a privilege for eighth grade students who have met the academic, attendance, and disciplinary standards of the school.**

### **TELEPHONE**

The office telephone is a business phone and is to be used by students only in an emergency. Forgotten homework, gym clothes, lunches, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home.

### **TESTS**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

Middle School students (Grades 5 – 8) may be given a **maximum of three quizzes or tests per day.**

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### **TEXTBOOKS**

Textbooks and workbooks are furnished for all students. If a book is lost, misused, or damaged beyond reasonable wear, the student will be held financially responsible. Students are responsible for keeping textbooks covered at all times.

### **TRAFFIC REGULATIONS**

#### **Arrival and Dismissal procedures for students in grades K-8**

**Note\* - Preschool parents are required to come into the building to sign in/out their children**

#### **• Parent Drop off or Pickup :**

Parents/Guardian should leave children at the back door and say your goodbyes in the morning. Children when inside should immediately go to their classrooms. ARRIVAL - We are asking that NO PARENTS ENTER the lobby in the morning. DISMISSAL – NO PARENTS IN LOBBY. Parents waiting



for children to dismiss should be outside the school building waiting for the teacher to lead students outside.

- **Cars** – Parents should **NOT BE PARKED** in the **SCHOOL LOT** to drop off or pick up students. This is causing a safety concern with children walking and running between vehicles in the car line. Parents should park in the church lot and walk to the back of the school to get your child or stay in the car pick up line and wait for the Children to be boarded by teachers. **PARENTS STAY IN VEHICLE** when dropping off or picking up children. Teachers and staff will board or assist students from cars and secure/release them from car seats as needed.

- **Bus students and Walkers**

Students who take the bus or are walkers are escorted by teachers out the Cyman Dr. door. Walkers are brought to the corner of Front Street and Cyman Drive where a crossing guard is stationed. Bus students are brought to their assigned bus.

***When dropping off or picking up students, if you need to enter the building for any reason, please park in the Church parking lot.***

### **Additional Safety Information**

In keeping with our Safety Plan, Fire Drills, Enhanced Lock down and Shelter-in-place protocols are explained to the students and practiced during the school year. If you have any questions about the protocols, please call the administration.

### **TRANSFER OF STUDENTS**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **TUITION AND FEE POLICY**

Information regarding tuition is explained at the time of registration. Annual re-registration packets are sent home in the spring. A family re-registration fee is assessed. It is agreed and understood that as St. Stanislaus School has an obligation and commitment to provide its students with the best possible education, it is the obligation and commitment of all parents to make a sincere effort to be prompt and faithful in payment of their full tuition bill.

Military families are eligible for a 10% tuition discount.

All tuition is paid through Facts Management. Parents need to register with Facts and set up an account. A charge of \$25.00 will be required for any check returned by the bank for insufficient funds. If the entire tuition bill is paid before school begins, there will be a 2% reduction in tuition.

**No student may start school unless all monies (tuition and fees) owed for the previous year have been paid as well as the July and August payments of the current year.**

No transcripts, report cards or diplomas will be released until all financial obligations to St. Stanislaus School have been fulfilled.

The cost of educating a child at St. Stanislaus School is not completely covered by tuition. The deficit is made up through parish subsidy and fundraising activities. It is vital that every family be involved and support these programs to the best of their ability. Various fundraising efforts are held throughout the year although the candy sale is the only one that families are required to participate in.

### **UNAUTHORIZED ARTICLES**

Items such as, but not limited to, questionable books, pictures, knives, guns, matches, cigarettes, alcohol, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods, or other mp3 players, cameras, video and/or audio recorders and all other electronic devices, or anything that will detract from a learning situation, are not allowed at school at any time. Key chains and toys cannot be attached to student backpacks. Teachers reserve the right to confiscate such items, which will be turned in to the Administration.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in school. **The first violation will result in confiscation of the device to be returned to the student's parent/guardian. The second violation will result in items taken away from students to be returned to the parent(s) or guardian(s) on the last day of the school year.**

**Cell Phones, cameras, video recorders, mp3 players, iPods, and other electronic devices are not allowed on field trips unless otherwise directed by the teacher and or administration**

Photos or video of students, teachers, and/ or school events posted to blogs, YouTube® or other Internet sites, will result in disciplinary action if the content is posted without the explicit permission of the administration and parents.

### **VALUABLES**

The school administrators and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other valuable possessions to school, these items should be registered and left at the main office.

### **VANDALISM**

Our school and school equipment are private property. Willfully damaging or destroying this property is cause for immediate in-house detention and possible further action. The school requires that the damages be paid for before a student is allowed to return to class. If a student accidentally causes damage, s/he should report it to his/her teacher immediately so that the damage is not viewed as vandalism.

### **VISITORS**

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

Parents who volunteer in any capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

**No one is allowed anywhere in the building without authorization and a visitor's badge from the main office. Any visitor without a badge will be asked to go to the office.**

### **VOLUNTEERS**

St. Stanislaus School considers its volunteers a very special resource. Parents, grandparents and friends are encouraged to help in classrooms, cafeteria and library. Please call the office if you have time, skills or special talents you can donate to make our school a better place for students to learn and grow. **All**

**individuals who volunteer in the school must complete the Volunteer Code of Conduct and will be asked to complete the Diocesan mandated background check and Virtus training.**

All volunteers are expected to act and dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to assist at lunch, to assist with class activities, or chaperone any event.**

### **WALKERS**

**Please have a plan in place if your child arrives home without a responsible party present.**

### **WITHDRAWAL POLICY**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

### **\*\*RIGHT TO AMEND**

St. Stanislaus School reserves the right to amend this Handbook. Notice of amendments will be sent to parents electronically via the weekly memo or through email communication.