

# General John J. Stefanik School



## Parent Handbook 2017 – 2018

*"Stefanik Stars Reach Great Heights"*



## **OUR VISION STATEMENT**

Our vision statement for the General John J. Stefanik School is to create lifelong learners in an instructional environment which stresses meaningful learning. We want to vest our students in their education by teaching the “why” and not only the “what” of their learning experience. As we make education important for students, we will strive to continue to be a safe, welcoming environment for students, staff, parents and community.

## **OUR MISSION STATEMENT**

Our children are the heart of Stefanik School. We will provide a positive and safe learning environment that will celebrate the uniqueness and cultural diversity of our students. We will develop a positive team spirit between children, faculty, parents and the global community to assure success and achievement for all.

## **OUR BELIEFS**

1. Each individual is special.
2. Our school provides a pleasant learning environment that encourages risk taking and trying new ideas.
3. In addition to the common core curriculum, we address the individual needs of our students.
4. Through diversity we learn to value individual differences.
5. We see ourselves as an important part of the community.

## **SCHOOL HOURS**

<b>Office Hours</b>	<b>7:30 am – 3:30 pm</b>
<b>Grades K-5</b>	<b>8:30 am – 2:38 pm</b>

## **MORNING ARRIVAL and DISMISSAL PROCEDURE**

- ★ The first bell rings at 8:30 a.m. All students will enter their assigned door at that time. Students should be in their classrooms by 8:45a.m., when the second bell rings.
- ★ *All students should report to their assigned door upon arrival. Students should not arrive at school before 8:20 a.m. Personnel will not be responsible for students arriving before 8:20.*
- ★ ALL students will be participating in a Breakfast in the Classroom Program. This allows all students to be offered breakfast in their classrooms after the 8:30 a.m. bell. Therefore, the cafeteria will not be open in the a.m.
- ★ *Children should line up at their assigned doors upon arrival on school grounds.*
- ★ At the 8:30 bell, each grade level will enter the school. Student entrance doors are open from 8:30 to 8:45. After 8:45 students must use the front door and will be marked as tardy.

Kindergarten----- Door K ----- (Entrance near kindergarten)

Grades 1 & 4-----Door B -----(parking lot side of building)

Grades 2 & 3----- Door L ----- (Meetinghouse Road side)

Grade 5----- Door M ----- (Meetinghouse Road side)

## **GENERAL DISMISSAL**

Students are dismissed at 2:38 p.m. through the same doors they enter:

Kindergarten	Door K	
Grades 1 and 4	Door B	(parking lot side of the building)
Grades 2 and 3	Door L	(Meetinghouse Road side of building)
Grade 5	Door M	(Meetinghouse Road side of building)

## **STUDENT DISMISSAL PRECAUTIONS**

Each school is responsible for the safety of their students during the school day. No child shall leave school grounds at any time other than general dismissal. Children will only be released to those names listed in the student's biographical information unless prior written permission is furnished by the student's legal guardian.

Parents are responsible for advising the school of any restraining orders or court papers which affect parental rights with regards to dismissals.

When students are dismissed early, they must stay in class until they are called to the office to meet and be signed out by a parent or guardian. These precautions are taken for the student's protection and the school's liability.

## **PARKING**

Parents are asked to park their cars in the side parking lot. ***Do not pick up your child at the main door.*** The front driveway is blocked with cones from 8:00 to 9:00 a.m. and from 2:15 to 3:00 p.m. **Please do not move the cones.**

School buses pick up students in the back of the building.

Cones are placed on the driveway near the kindergarten to prevent drivers from parking in the "No Parking" areas. The parking lot can be very crowded. We have done our best to direct traffic in a pattern and have marked the no parking areas. We appreciate your help in this matter. Please be sure to stop if the school buses have their lights on and watch for students crossing and walking to cars. The safety of our children must come first.

## **TRANSPORTATION/BUSES**

Riding the bus is a privilege, not a right. Appropriate behavior on the bus is **MANDATORY** for students to continue to ride. Any child that does not follow bus rules will be removed from the bus and lose bus transportation. Please refer to the Students' Rights and Responsibilities for the bus policy. For these reasons and safety, please review and remind your child of the rules on the bus; to include respectful treatment of the driver and fellow riders. Bus tapes are reviewed randomly by administration as well to monitor behavior. Please also note, only students who are approved due to distance will be allowed to ride the bus. Because of liability, other students cannot be allowed to ride a bus for any reason.

## **VISITING STEFANIK SCHOOL**

Parents are always welcome at our school. Entry to school after 8:45 in the morning is only through the front door. The door has an electric lock. You must push the button and wait for the office to respond. The lock is to prevent unlawful entry into the building. Once you are in the building, you must report to the office. *Please do not go directly to any classroom.* Anyone visiting the building will be given a visitor's badge. If you do not have a badge, you will be stopped by school personnel and redirected to the office.

## **HOME SCHOOL COMMUNICATION**

At General John J. Stefanik School we strive to maintain a strong home school connection. If you have any questions, please do not hesitate to contact your child's teacher, Vice Principal, or guidance counselor via phone or email.

## **ADDRESS AND/OR PHONE NUMBER CHANGES**

It is the responsibility of every parent or guardian to be sure that the school has an updated home address and telephone number on file in the office. It is also imperative that we have the phone number of someone other than the parent or guardian that we can contact in case of emergency. This requirement is necessary to assure the health and safety of your child. *Please notify the school immediately if there is a change of address or telephone number.*

## **SCHOOL NEWSLETTER AND WEBSITE**

A monthly newsletter is sent home at the beginning of each month. Be on lookout for it on bright colored paper, it contains important information from the Principal, upcoming school events, lunch menus, and much more. If your child does not bring one home, ask him or her about it. The newsletter is also posted to our website as is other school happenings. Our website is as follows: [www.chicopeeps.org/Stefanik/](http://www.chicopeeps.org/Stefanik/)

## **STAFF INFORMATION**

<b>Name</b>	<b>Role</b>	<b>Email</b>
Mrs. Theriault	Principal	atheriault@chicopeeps.org
Mr. Murdock	Vice Principal	cmurdock@cpsge.org
Mrs. Tenczar	Guidance Counselor	atenczar@cpsge.org
Mr. Murdock	Team Chair	jmoratto@cpsge.org
Mrs. Sniegowski	Secretary	psniegowski@cpsge.org
Mrs. Schnauber	Office Assistant	kschnauber@cpsge.org

## **REPORT CARDS**

Report cards are issued three times a year (December, March, June) for kindergarten through grade 5. **Mandatory** parent-teacher conferences occur to receive the 1<sup>st</sup> report card. These conferences can be set up at Open House, September 28th and are held the week of December 4<sup>th</sup>. Report cards are not sent home unless a conference is held. We would be happy to provide you with a copy if you would like one.

## **PARENT-TEACHER CONFERENCES**

A conference can be arranged with your child's teacher at any time convenient for both parent and teacher. Parents/guardians and teachers working together can form a good team to provide students with the best education possible. Please contact your child's teacher if you would like to schedule a conference.

## **SCHOOL LUNCH AND BREAKFAST**

We at Stefanik School are excited to qualify for free breakfast and lunch under the USDA Community Eligibility Program. This program allows us to pledge to continue to provide high quality nutritious food to all Chicopee Public School Students. Students will be given their free breakfast in the classroom before school officially begins.

### **LUNCH/RECESS SCHEDULE**

Lunch/Recess periods are 30 minutes long.

First Lunch	Grades K and 5	11:30 – 12:00
Second Lunch	Grades 2 and 3	12:00 – 12:30
Third Lunch	Grades 1 and 4	12:30 – 1:00

## **FOOD POLICY AND ALLERGIES**

Because of health risks and liabilities associated with life-threatening food allergies, the Chicopee Public Schools have adopted several policies pertaining to these matters.

- **Students cannot share food brought from outside the building.** We cannot be assured how this food was prepared or cross-contaminated by a potential allergen. We do not allow outside treats for a student's birthday.
- At no time can students share utensils or drinks. This may also trigger an allergic reaction that is avoidable.

## **BIRTHDAYS/CELEBRATIONS**

The Principal does a birthday celebration once a month in recognition of students' birthdays for that month. Students are provided with cake made by our cafeteria staff. For this reason, we do not allow cakes/cupcakes or other food sent in from home. Many students have allergies, food restrictions or other health reasons that prevent them from enjoying items that are sent in from home. Thank you for your understanding.

## **ATTENDANCE**

- ★ *Your child is expected to attend school daily. Regular attendance in school is important to your child's progress. Poor attendance often promotes a poor school attitude and can lead to a poor attendance pattern later in life. Excessive absences can mean a student's retention in a grade.*
- ★ When your child is absent due to an illness, please send a medical note or written excuse with your child when he/she returns to school.
- ★ *There are no excused absences for any reason for the purpose of calculating perfect attendance. More than five days of tardiness and/or dismissals will disqualify a child for the Perfect Attendance Award.*
- ★ Please refer to the *Students' Rights and Responsibilities Handbook* for more information on our district attendance policy.

## **ELECTRONICS**

Students are not permitted to use cell phones, including video cell phones, compact disc players, pagers, beepers, or any other similar electronic or communication device before, during, or after school hours anywhere on school premises. If a student is found using such a device on school premises, the device will be confiscated and returned to the student's parent/guardian. The student may also receive a detention. Students may be subjected to external suspension for repeated offenses. Tape recorders may be allowed only by permission of the classroom teacher and at the discretion of the administration.

## **PERSONAL APPEARANCE**

Neatness, cleanliness, and modesty in dress are standards that all students should strive for. Any student who does not meet these minimal standards will be subject to disciplinary action. All students must keep in mind the following requirements:

1. The health and safety of the student(s) must not be jeopardized.
2. Dress and grooming should be neat and clean.
3. The student(s) dress and appearance must not distract from the educational process.
4. **Examples of inappropriate dress include the following: see-through or overly revealing clothing, shorts or skirts that are shorter than mid-thigh, flip-flops, hats, bandannas, bare backs, bare midriffs, clothing intended to serve as undergarments or pajamas, clothing that reveals undergarments (low slung pants), soiled or torn clothes, and inappropriate printed**



**material or graphics displayed on clothing, such as clothing advertising alcoholic beverages and/or sexual connotations.**

If in our judgment we feel that clothing is not appropriate, we will phone home and request a change of clothes be brought to school. If this is not possible, students will be given clothes to change into.

**Note:** *Students at Stefanik School play daily on a paved playground and use stairs to travel in the building. Due to safety concerns, students should wear shoes with closed toes that fasten securely around the heels. We recommend students wear sneakers.*

## **SCHOOL CODE OF CONDUCT**

Stefanik students are expected to be: Respectful, Responsible, and Safe.

These are the guiding principles behind all our expectations for student behavior.

1. Everyone is to be treated with respect and courtesy.
2. Students are to keep their hands, feet, and belongings to themselves.
3. Personal items such as toys, electronic devices, cell phones, skateboards, bicycles, etc. are to be left at home. If brought to school, they will be confiscated and returned at the end of the school day for the first offense. The second or subsequent offenses will require the parent/guardian to pick up the item.
4. Coats, hats, and backpacks are to be kept in the assigned area depending on the student's classroom. They are not to be worn in school.
5. There will be no running in classrooms or hallways.
6. Gum chewing is not allowed.

## **HOMEWORK**

Homework is a vital and integral part of a student's total school experience and is to be encouraged and supported by teachers, parents, and administrators.

Homework officially begins on October 1<sup>st</sup> and continues until at least May 31<sup>st</sup> in grades one through five. Kindergarten has no formal homework policy. However, depending upon the individual needs of a child and/or the activities within the classroom, an assignment may be given. Homework may serve either as a classroom follow-up or as an enrichment experience. It is to be considered an extension of the daily classroom activities. Homework will be either written or in study form.

Homework is not to be considered busy work and is not to be used as punishment.

Homework will do the following:

1. Reinforce the learning that takes place in school.
2. Assist the student in developing good work and study habits.

3. Give the parents a better understanding of the educational goals and objectives of the school.
4. Enable parents to be participants in the educational process.
5. Help the student develop a sense of responsibility.
6. Develop a sense of self-esteem and achievement.

## **OFFICE TELEPHONES**

The office telephone is a business phone. Students will only be permitted to use the phone in case of **emergencies** only. An emergency is **not** homework or permission to go to a friend's house. Main office: (413) 594-3463.

## **EVACUATION AND LOCKDOWN DRILLS**

Evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the designated route as quickly as possible. The teacher in each classroom will give the students instructions.

## **SPECIALS and LIBRARY**

Students have a special class daily that will be one of the following: Curriculum through Art, Music, Technology, or Physical Education. Students are expected to be prepared for each of these classes, ex. Sneakers on PE day. Students also have a Library period each week where they can borrow books. It is the student's responsibility to care properly for the book and return it the following week. Restitution is required for any book lost or destroyed.

## **SCHOOL CLINIC**

Except for emergency first aid, treatment is the parent's responsibility.

Standing protocol includes:

- Medi-Quick First Aid Spray – applied topically as directed for minor cuts, scratches, and insect bites.
- Caladryl – applied topically as directed for insect bites.
- Sting Relief/Sting Kill – applied topically as directed for insect bites and stings.
- Vaseline Petroleum Jelly – applied topically as directed for dry skin.
- Nurse will call parent/guardian in case of serious illness or accident or if deemed necessary. **Please keep telephone numbers updated.**

## **MEDICATION IN SCHOOL**

The administration of medication to students by the school nurse should take place if the student's health would be jeopardized without it. No initial dose will be given in school.

In the event that medication is to be given during school hours, the School Nurse must receive the following:

1. A written, signed, and dated consent with instructions for dispensing medication from the child's physician.
2. A written, signed, and dated consent from the parent.

Medication given on a daily basis as part of a student's educational program must be dispensed only by a RN or LPN. The medication shall be kept in the Nurse's office under lock and key and taken in the presence of the Nurse or an Administrator.

Medication must be hand delivered by an adult to the Nurse in order for that medication to be dispensed to a student. Prescription medication must be in the original pharmacy container, labeled with the student's name, the health care provider's name, the name of the medication, the dose, the time of day and the dates to be administered. Non-prescription medication must be presented in the original container.

Possession and distribution of prescription and over-the-counter medicine not used in a prescribed manner or not adhering to the Medication Dispensation Process of requiring all students to store all of their medication in the nurse's office is a violation of the school's code of conduct and discipline policy.

## **AFTER SCHOOL PROGRAMS**

Stefanik School cannot ensure that a nurse will be in the building after regular school hours. In the case that your child has potentially urgent medical needs or life-threatening allergies, please contact the school to develop a plan in the event there is a medical situation after school hours.

## **HEAD LICE & NIT POLICY**

If nits and lice are present, the student will be dismissed from school by the school nurse and the child must be treated with a pediculicide shampoo before admission back to school.

The student's hair will be examined by the school nurse before re-entering school. If the nurse concludes that the treatment has been ineffective, the student will be excluded. The school nurse has the authority to require the parent to provide proof of the treatment (label or box).

The first treatment should be followed by a second treatment approximately one week later to insure the remaining nits are killed.

Parents should examine all members of the family for head lice and treat those who have lice or nits. The school nurse will provide assistance and information upon request of the parent/guardian.

## **KINDERGARTEN SCREENING**

Kindergartners report for school a week after students in grades 1-5. During the week before they start, each kindergartner will be scheduled for a screening with a kindergarten teacher.

Parents/guardians will be asked to complete necessary paperwork at that time. Kindergarten Orientation will be held so students and families can meet the student's teacher and other school personnel and learn about the kindergarten program.

## **CLASS PLACEMENT**

The assignment of students to classes is the responsibility and decision of the Principal in consultation with the appropriate faculty and staff. The criteria employed by the Principal and staff in determining class placements shall include, but are not limited to, specific academic strengths, total class size, ability, racial and ethnic diversity, and equitable distribution among gender. Only under extenuating circumstances will a student be moved into a different class assignment. Ultimately, the Principal will determine whether or not a change in student placement is necessary.

## **BICYCLES AND SKATEBOARDS**

Because we do not have the facilities to guarantee the security of bicycles or skateboards, they are not allowed on school grounds.

## **SOCIAL COMPETENCY AND ANTI-BULLYING**

Stefanik School takes a proactive approach to potential bullying/harassment issues. We institute the following programs to eradicate detrimental behaviors within our school:

1. Second-Step Program/Steps to Respect
2. PeaceBuilders
3. Positive school wide program – Respectful, Responsible, and Safe

## **SPECIAL EDUCATION**

Stefanik School delivers special education services under an inclusion model where most services are provided by trained staff in the regular classroom. Any questions regarding special education can be directed to Mrs. Diaz, Team Chair, at 594-3463.

## **SECTION 504**

Students with physical or mental impairments that substantially limit one or more major life activities may be eligible for a Section 504 Plan to provide necessary accommodations. Any questions regarding Section 504 can be directed to Mrs. Tenczar, Guidance Counselor and 504 Coordinator, at 594-3463.

### **POLICY ON STUDENT DISCIPLINE**

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The purpose of the action is to restore acceptable behavior. When disciplinary action is necessary, it will be administered with fairness and relate to the individual needs and the individual circumstances. Student discipline can take the form of detention, suspension, or expulsion. Please refer to the *Students' Rights and Responsibilities Handbook* for more detailed information.

### **NONDISCRIMINATION STATEMENT**

"The School Committee's statement of nondiscrimination extends to students, staff, and the general public with whom it does business. The Chicopee Public Schools does not discriminate on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation, age or disability in admission to, access to, employment in or treatment in its programs and activities."