



# Saint Stanislaus Kostka School

108 Summer Street

Adams, MA 01220

## Parent/Student Handbook

2024-2025

*This handbook is designed to provide a clear, uniform set of expectations for our school community. It is subject to change per the discretion of the principal and school board of Saint Stanislaus Kostka School.*

Updated in October 2024

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## LETTER FROM PRINCIPAL

Dear Parents and Students:

All of us at Saint Stanislaus Kostka School welcome you to our school community. We hope that our days together will be happy ones. We also hope that we may grow together as we share the "Good News" within and among us.

As in all families, guidelines and rules are essential for the effective functioning of the group. Therefore, we have compiled this handbook in an effort to provide access to school policy, regulations, and procedures. We ask all parents and students to familiarize themselves with its contents. If you have any questions or concerns, please call the office. I will be happy to discuss them with you. In the course of the school year, additional statements may be communicated to the home from the office.

Please sign the signature page to confirm that you have reviewed this handbook and return the signed statement to school.

Sincerely,

A handwritten signature in cursive script that reads "Christopher Bersaw".

Chris Bersaw  
Principal

## **PHILOSOPHY**

Saint Stanislaus Kostka School strives to create a Christian environment for the growth of all its members--- students, and staff-- in a supportive community of friends in Christ. We believe that we must provide quality academic education which will develop the abilities and talents of each child. We aim to provide the student with instruction and activities to achieve academic success. We seek to guide the child to live as a creative, competent and caring person, and to share in his/her growth of faith in Christ. We believe this growing faith is nurtured by our shared prayerful response to each day's joys and trials and our awareness of the needs of the greater community around us. As a community we will emphasize justice and values. The school, recognizing the role of the parents as the primary educators, encourages family involvement.

## **MISSION STATEMENT**

The mission of Saint Stanislaus Kostka School is to provide a quality Catholic education, in a safe and caring environment that models for all, the values of faith, family, respect, and loving service.

## **RIGHT TO AMEND**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep school families and staff informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

## **ADMISSION OF STUDENTS**

Saint Stanislaus Kostka School does not discriminate on the basis of race, creed, color, religion, or national origin. Students are admitted to the school on an annual basis.

### **Pre-Kindergarten and Kindergarten Registration**

Registration dates are announced in church bulletins, the monthly calendar distributed to school families, our website and Facebook page.

Requirements at registration include:

1. Completed registration form
2. Birth Certificate
3. Baptismal Certificate (if child has been baptized)
4. Updated Immunization Record
5. Physical Examination form filled out by a doctor
6. Child must be potty-trained before the beginning of the school year
7. Non-refundable registration fee

### **Grades 1 - 8 Registration**

1. Completed registration form
2. Complete record of grades for previous school years
3. Results of Aptitude and Achievement Tests (if applicable)
4. Psychological records according to parents' discretion
5. Medical Records
6. Non-refundable registration fee

Saint Stanislaus Kostka School will do its best using all available resources to provide programs for students with special needs. If a student's needs exceed our capabilities, St. Stan's will make every effort to assist parents in finding an appropriate school to meet those special needs.

## **ACADEMICS**

### **Diocesan School**

Due to its nature as a Diocesan School in the Roman Catholic Diocese of Springfield, Saint Stanislaus Kostka School follows all policies and directives from the Diocese regarding educational programming and policies.

### **Curriculum**

Saint Stanislaus Kostka School follows the curriculum guidelines set forth from the Catholic Schools Office of the Diocese of Springfield. This curriculum exceeds the requirements for schools in the Commonwealth of Massachusetts.

## **Assignments**

Assignments are given for the purpose of increasing knowledge and developing skills. They should be completed thoughtfully and carefully. Written assignments are always to be completed according to the directions given by the teacher and with proper spelling and punctuation.

Presenting information from the internet without additional research and original creativity of the student is prohibited. This rule also applies to using artificial intelligence (AI), for example websites such as ChatGPT. Students may use online sources for research, ideas, and inspiration but must submit work they have created themselves. Breaking this rule will merit a failing grade.

Some assignments involve writing, while others involve reviewing information in preparation for a test. All assignments should be faithfully completed.

## **Homework**

Homework is designed to serve a positive purpose and is closely integrated with class work. Parents are asked to take a personal interest in the work the students are required to do at home so that they can affirm and encourage their children to work to their potential. Homework is planned to require not more than:

Grades 1-2-3	15 - 30 minutes per night
Grades 4-5-6	45 - 60 minutes per night
Grades 7 & 8	60 - 90 minutes per night

Students in Grades 5-8 may be given long term assignments, i.e. an assigned project not expected to be completed in one homework period.

Homework is usually not assigned for the weekend or before holidays or school vacations. However, circumstances such as missing homework or class work or completed work which does not reflect the student's ability may warrant required homework on the weekend.

## **Religion Program**

Saint Stanislaus Kostka School requires that all students in attendance study the Catholic faith as a core subject. Students, regardless of religious denomination, are graded on their report cards for their knowledge based on what is taught in a given year.

The school also provides the opportunity for all students to attend Mass on a

weekly basis, on Holy Days of Obligation and on other special days. Reception of the Sacrament of Reconciliation is also made available periodically for Catholic students.

Initial preparation for and reception of the Sacraments of Reconciliation and Holy Eucharist takes place in the second grade.

Parents have the obligation of providing encouragement and opportunity to attend Mass and receive the Sacraments regularly. Personal example in the family is of vital importance if students are to benefit from a Catholic School education.

### **Make-Up Work**

Teachers will provide missed work for students who are absent due to illness or other legitimate emergencies and will decide if the work is to be brought home as extra homework or made up in school hours or recess time. Parents are reminded that make-up work is not a substitute for classroom instruction and participation. If students are absent from school for vacations, teachers are not required to provide assignments IN ADVANCE for work which will be taught while they are absent or to “tutor” students in work missed because of the absence.

### **Interim Reports**

Midway through each marking period, parents of students in grades 4-8 will receive an Interim Progress Report which will provide the teacher’s assessment of how a student is progressing. This notice must be signed by the parent and returned to the teacher. A parent-teacher conference may be scheduled at this time.

Current grades for students in grades Kindergarten through grade 8 are available online via our FACTS SIS-Student Information System.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled each year in November. Parents wishing to speak with teachers at other times of the year should call the school office. A message will be given to the teacher and the phone call will be returned. Appointments with teachers and/or the Principal should be made **in advance** unless the matter is serious enough to require immediate attention.

### **Report Cards**

Following Diocesan regulations, Saint Stanislaus Kostka School distributes report cards in November, January, April and June. Report cards for Kindergarten through grade 8 are available online via our FACTS SIS-Student Information System.

## **Grading System**

### *Primary Report Card - Grades 1, 2, and 3*

The goal of this report card is to report on the progress and development of young students. For this reason, the traditional letter grading of A through F is not used.

### *Intermediate/Middle Grades Report Card*

All major subjects receive letter grades corresponding to a numerical value. The following scale is used:

A+	97 - 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
		F	Failure

## **Honor Roll**

The Honor Roll is a special recognition for academic achievement for students in Grades 6, 7 and 8. A student merits High Honors for an average of 93 or higher. A student merits Honors for an average between 85 and 92.

## **Promotion**

Promotion of students is based on adequate mastery of knowledge and development of skills at a given grade level and overall readiness of the student to meet the academic and social challenges of the next grade level.

## **Retention**

Saint Stanislaus Kostka School is authorized to retain a student in the same grade for a second year when it is judged that repetition will be beneficial to the student. After consultation with the teacher(s) and parents (guardians), the Principal is responsible for the final decision.

## **Course Failure**

Should a student in the seventh or eighth grade fail a major subject, namely Religion, English, Math, Science, or Social Studies that student will be required to make up the failure by arranging for tutoring services and/or completing a long-range assignment constructed by the teacher who taught the failed course.

## **Standardized Tests**

Saint Stanislaus Kostka School utilizes standardized test data as prescribed by the Catholic Schools Office of the Diocese of Springfield to support student growth. Tests may be administered in the Fall and Spring of each year and will be minimal in the overall impact on learning time.



## **Physical Education**

All students in Grades K-8 are required to participate in the Physical Education program. Specific regulations are issued by the Physical Education instructor.

## **Graduation**

According to Diocesan School policy, our graduation closing ceremony should be held no earlier than the Sunday before the final day of school.

# **SUPPORT SERVICES**

## **Title I Reading Specialist and Special Education**

Students needing support services in reading are provided with instruction from the Title I, federally funded program if they meet federal and state criteria for eligibility. Special Education services are provided by the public school district where the child lives.

St. Stanislaus Kostka School strives to provide an education that is inclusive of a diversity of student learning styles and needs, with consideration of the available resources of the school. Some specialized support is available to students with special needs through coordination with public school districts in the area, but due to limitations of funding and staffing, St. Stan's may not be able to meet the needs of individual students. If the principal determines that a student cannot receive an appropriate education at St. Stan's, the student may not be admitted or allowed to continue at St. Stan's.

## **School Psychologist**

A school psychologist is available when there is a need for educational testing to identify learning disabilities, etc. The Principal may require testing as a condition for continued enrollment in school.

## **School Nurse**

A nurse is scheduled to be in Saint Stanislaus Kostka School on a weekly basis. She is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, and care of minor injuries. Parents should contact the nurse if their child has any unusual health problems. The nurse should also be notified if the child is absent from school due to a communicable disease or condition e.g. head lice. Precautions must be taken to protect other children.

## **Medication**

As a rule, medication is not to be given in school. Medicine is a treatment, and

as such is not a part of the school health services. In most cases, pupils who are on prolonged medication can have the dosage adjusted so the routine time for taking their prescription will come while they are out of school.

It is the exceptional case where an emergency dose is given during school hours and this only when covered by the following:

1. Written orders from pupil's physician.
2. Written permission from the pupil's parents.

The medication shall be kept in the Nurse's Office and taken in the presence of the Nurse (if she is in the building). Parents/guardians, or an adult designated by parents/guardians, may come to the school to administer medication, if required during school hours.

The bottle of medicine shall be issued by a pharmacist; the label shall bear:

1. The name of the child
2. The name of the doctor
3. The name and strength of the medication
4. The amount of each dose
5. The schedule for the administration of the medication

The school shall have a list of pupils receiving medication during school hours. This list shall contain:

1. The pupil's name and address
2. Parent's/Guardian's name and telephone number
3. The prescribing physician's name and telephone number
4. The reason for request to administer medication during school hours

Except for emergency first aid, treatment is the parent's responsibility. Some responsibility may be delegated to pupils old enough to understand their condition and the importance of the prescribed treatment.

### **Illness/Injury**

Any child with a fever should not be sent to school.

For all illnesses, please keep a child home until he/she has been well for a FULL 24 HOURS.

This means:

For vomiting/diarrhea, the student should be able to eat and drink for at least 24 hours without vomiting or diarrhea before returning to school. If a child is sent

home from school, he/she should be kept home the next day, even if he/she appears to feel okay the next morning.

For fever (over 100 degrees), a child may return to school after being fever-free (less than 99 degrees) for at least 24 hours, without the use of fever-reducers such as Tylenol or ibuprofen. Please keep in mind that body temperature is lowest in the morning, so even if a child has a normal temperature the next morning, he/she may still be sick and have a fever again later in the day. If a child goes home from school with a fever, he/she should remain home the next day.

For contagious infections such as pink-eye or strep throat, students may return to school after having their antibiotics for a full 24 hours.

If a child becomes ill or injured in school, he/she will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted immediately. In the event that the parents cannot be reached, the school will contact the emergency names left in the office. Should all efforts fail to reach the above named, the student will be transported by emergency medical personnel to the nearest hospital emergency room.

### **Covid Protocols**

As directed by the Diocese of Springfield Catholic Schools Office, St. Stan's is operating in accord with the latest protocols from the CDC.

Find the latest information at this website:

<https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html>

When a student has a respiratory virus such as Covid, they should stay home. Symptoms can include fever, chills, fatigue, cough, runny nose, and headache, among others.

Students can return to school when symptoms are getting better overall, **and** the student has been fever free for at least 24 hours without the use of fever-reducing medication.

For more details on this policy, contact the school office.

### **Immunization and Physicals**

Physical examinations by a doctor are required for children in pre-school through Grade 8.

Children will not be allowed to enter or attend school unless parents present

records that prove compliance with all school immunization requirements (available on school website).

The school requires a doctor's physical at least every three years, and sometimes more often in order to verify student immunizations are up to date. It would be helpful to send a copy of each annual physical. If a physical is not received in a timely manner, the school nurse may obtain records directly from a student's health provider, as authorized by state law.

### **Cafeteria**

Table manners are expected to be used by all students when they are in the cafeteria.

### **School Bus** (Provided by Hoosac Valley Regional School District)

1. Respect for and obedience to the bus driver is always required.
2. Students are to remain seated at all times on the bus.
3. Students may not save seats for other students.
4. Throwing or rolling objects, shouting or annoying others in any way is not permitted.
5. Violation of bus rules will necessitate contacting the parents.
6. Two written reports of misconduct will result in temporary loss of the privilege of bus transportation.

## **ACTIVITIES**

### **Altar Servers**

Boys and girls in grades 3-8 are eligible to serve Mass as Altar Servers. They serve at weekend Masses and at various school liturgies.

### **Children of Mary**

Saint Stanislaus Kostka School has a Sodality of Mary for girls in Grades 3-8. All girls who attend our school are invited into the Sodality. This group meets periodically with their moderator, who suggests charitable activities for the girls to engage in.

### **Class Trips**

Educational field trips that are planned by the teachers and approved by the Principal, are made available to students on a limited basis.

1. No student is permitted to go on a class trip unless his/her parent has given written permission.
2. Parents will be informed of the date, purpose, destination, and means

of transportation, time of return, and cost involved.

3. Students who fail to cooperate with teachers, chaperones, and regulations may be deprived the privilege of participating in future field trips.

Diocesan policy states that: Field trips (K-8) should be restricted to day activities. Overnight trips (K-8) are not permissible.

## HOME AND SCHOOL ASSOCIATION

The Home and School Association (HSA) is an informal grouping that encourages and facilitates parental involvement in the education of their children. Operating under the authority of the Principal and the School Board, the HSA provides a forum for discussion, solicits feedback for school administrators, assists with initiatives such as fundraising, and helps to coordinate parental participation in school activities such as the Bazaar and Field Day.

Supporting the school's fund raisers is a year-to year **requirement** for families who have children enrolled at the school. It is strongly suggested that every family contribute **eight hours of work** in preparation for, on the day of the CHRISTMAS BAZAAR, or with clean-up or distribution of prizes on the day following the Bazaar, and finally, be responsible for selling a minimum of **15 CASH CALENDARS** in fall and **15 BIG MONEY RAFFLE tickets** in spring.

By participating in this manner, families will experience the pride and joy of working collaboratively. They will also begin to build a "school family community" and develop accountability for the necessary effort required if ALL STUDENTS are to be beneficiaries of the school's offerings and programs.

Families that elect not to participate in the Fall or Spring fundraiser may instead make a cash donation to the school to meet their share of the fundraising goal. Like all fundraising money, this contribution will be due to the school on the day all other fundraiser forms and money are due.

## DISCIPLINE

Saint Stanislaus Kostka School is a community of young persons who are in need of direction and education by teachers and administrators committed to Christian service. Our purpose is to treat each student with care and love, and

to lead him/her to intellectual, emotional, and spiritual fulfillment. Our aim is to guide children who are intrinsically good. We strive to correct mistakes while loving the children. When we must punish, we use prudence and avoid extremes. Hence, consequences may be imposed for any inappropriate behavior (whether listed in this handbook or not) at the discretion of the teachers and the Principal.

The following behavior is expected at Saint Stanislaus Kostka School:

- RESPECT - The student will be cooperative, respectful, and obedient to all their teachers and supervising parents and staff. At all times, they will respect the rights and dignity of other students in the school.
  
- SAFETY - A student may be suspended from school or recommended for expulsion for possession of dangerous objects (anything that could be used to cause physical harm to a person) or for possession or use of dangerous substances, including tobacco and alcohol.
  
- PUNCTUALITY- Students are expected to arrive in school between 8:15 a.m. and 8:35 a.m so that they will be at their desks with their materials organized at 8:40 a.m. It is understood that students who are transported by school bus have no control over their arrival time.

### **Textbooks**

Since textbooks are extremely expensive, students are expected to treat them with special care. Books should always be covered and a backpack used daily. Parents will be financially responsible for lost or damaged books.

### **Assignments**

Students are expected to complete class work and homework assignments within the time limits set by the teachers. Should a student fail to do so without a legitimate excuse, he/she may lose the privilege of enjoying recess or be required to serve an "early drop-off" to do an assignment. Parents will receive a warning slip should the student be heading for an "early drop off" consequence.

### **Gum**

Students may not chew gum in the building nor anywhere on school premises. We ask parents to see to it that the students do not bring gum to school.

## **Electronics**

Cell phones and other electronic devices may be brought to school in accord with the following rules:

Parents may choose to have their child/children leave their devices in the school office upon their arrival at school. They may be retrieved at the end of the day.

If parents choose for their child/children to bring a device to their classroom, teachers will determine where devices must be kept throughout the school day.

## **BULLYING PREVENTION AND INTERVENTION**

In a school built on the principles of the Catholic faith, children are entitled to a safe and positive environment in which they can grow and develop without being subjected to bullying, cyber-bullying or retaliation. Following the Bully Prevention Policy of the Diocese of Springfield Catholic Schools office, Saint Stanislaus Kostka School will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. Bullying behavior is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School, as set out in the School Policy. We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore a sense of safety for the targeted student.

The school will take specific steps to create a safe, supportive environment and provide all students with the skills, knowledge, and strategies to recognize, prevent, and respond to Bullying.

Families are an integral part of the Saint Stanislaus Kostka School community, and they play a crucial role in creating a safe, caring, and respectful learning environment that is rooted in the Franciscan emphasis on community, loving service, and the dignity of each person. Parents and guardians are asked to read the school's bullying prevention and intervention policy and to have conversations with their children about how to recognize bullying behavior, the harm that bullying creates, how they can prevent bullying, and how they can intervene or help if they see it happening.

The complete school Bullying Prevention and Intervention Plan, including resources for parents, can be found on the school website.

## APPEARANCE

We expect each child to come to school neat and clean. Further, the boys and girls are expected to have neat, conservative hair styles. No fad styles, e.g. line patterns, tails, colored sprayed hair, dyed hair, etc. are permitted. Boys' hair should not be below the ears.

The wearing of jewelry such as: dangling earrings, multiple bracelets, and other fads are not permitted. Boys are not permitted to wear earrings. Loop earrings or dangling earrings on pierced ears are a safety hazard particularly in Physical Education class or at recess.

The use of make-up such as: eye shadow, eye liner, mascara, blush, lipstick or colored lip gloss, and nail polish is also not permitted in school.

## DRESS CODE

A school uniform is an outward sign of a student's duty to live in unity with his or her classmates. A uniform also removes the distractions and competitiveness that tends to accompany free dress, distinguishes St. Stan's students, is an opportunity for them to convey pride in their school, and encourages them to focus more on personality and talents than on externals. Additionally, students who understand and who follow the uniform code demonstrate that they are ready to live up to the academic and behavioral standards at St. Stan's.

The formal school uniform is required all days except Physical Education (PE) days. Where there is a question in connection with the dress code, decisions and/or "judgment calls" rest with the administration.

School sweatshirts may not be worn at Mass, or any other school events taking place in the church.

GIRLS - Grades 1 through 4

Uniform - plaid jumper or light grey, solid uniform pants with a belt

Solid grey knee-length walking shorts with a belt may be worn between May 15 and October 15.

White, rounded collar blouse or white polo (short or long sleeves)

Formal school tie, solid maroon or maroon plaid

Tights, ankle socks, knee socks (maroon, grey, white, or black)

PE sweatshirt or SSK spirit wear sweatshirt with hood down

Tights, ankle socks, knee socks (maroon, grey, white, or black)

Note: Footless leggings in place of tights are allowed as long as they are worn with the same color socks.



## SPORT SOCKS THAT DO NOT COVER THE ANKLE ARE NOT PERMITTED

### GIRLS - Grades 5 through 8

Uniform - plaid skirt box pleats (or fully pleated) or solid grey uniform pants with a belt

Solid grey knee-length walking shorts with a belt may be worn between May 15 and October 15.

White or maroon polo shirt

Solid color sweater (maroon, grey, white, or black)

PE sweatshirt or SSK spirit wear sweatshirt with hood down

Tights, ankle socks, knee socks (maroon, grey, white, or black)

Note: Footless leggings in place of tights are allowed as long as they are worn with the same color socks.

## SPORT SOCKS THAT DO NOT COVER THE ANKLE ARE NOT PERMITTED

### BOYS Grades 1 through 8

Maroon polo shirt (short or long sleeves), with school logo

Solid medium grey pants with a belt

Corduroy pants and cargo pants are not permitted

Solid grey knee-length walking shorts with a belt may be worn between May 15 and October 15.

Socks must be solid maroon, grey, white, or black

PE sweatshirt or SSK spirit wear sweatshirt with hood down

## SPORT SOCKS THAT DO NOT COVER THE ANKLE ARE NOT PERMITTED

### FOOTWEAR

Good, safe school shoes or sneakers may be worn to school. Girls are not permitted to wear shoe boots, up-to-the ankle style shoes, heels, backless shoes, sandals or boots. FLIP-FLOPS are never permitted. Neither boys nor girls should have boots on for the entire school day. Attending school without socks is not permitted.

### **Dress-Down Days**

Coming to school out of uniform on dress-down days is a privilege granted to the student. We ask that students come dressed appropriately. Final decisions concerning the dress code on dress-down days comes under the authority of the principal. On days when the school permits non-uniform clothes, students should dress in clothes that are clean, neat and respectful. Here are some guidelines:

No jeans

No ripped clothing

No tight leggings unless under a dress or tunic

No offensive language written on clothes

No shorts unless between start of school and Oct 15 or May 15th to end of school.

### **Uniform for Physical Education days**

Physical Education (PE) is scheduled on Wednesdays. On PE day, students attend school in the PE uniform and sneakers. The PE uniform includes:

Grey T- shirt, with school logo, or St. Stan's spirit wear T-shirt  
Grey sweatshirt, with school logo, or St. Stan's spirit wear sweatshirt  
A hooded St. Stan's spirit wear sweatshirt may be worn only if the hood is down  
Solid, plain, navy or maroon sweatpants  
Solid, plain, navy or maroon , long leg style PE shorts  
Sneakers with socks

*PE shorts are not permitted in school from October 15 through May 15.*

### **Pre-school and Kindergarten**

Students in these grades are not required to wear a school uniform. Parents are asked to dress the children in appropriate school clothes, keeping in mind safety and warmth during the colder months.

Students in Kindergarten should wear long pants and sneakers on their PE day. They are not required, however, to wear the PE uniform outlined above.

### **Consequences for breaking dress code**

1st offense: verbal warning

2nd offense: note home to be signed by a parent

3rd and all following offenses: phone call home, parent can drop off proper uniform or student to be picked up

## **GENERAL SCHOOL RULES**

1. Physical aggression is not allowed.
2. Politeness and respect toward others is expected at all times.
3. Defiance and talking back will not be tolerated.
4. Disruptive behavior in a classroom has a negative impact on other students' learning and is not permitted.
5. Profanity is not allowed. No clothing with offensive language or graphics is allowed nor is clothing depicting drugs, tobacco, or alcohol. This rule applies when students are out of uniform for a field trip or on other special occasions during the school year.

6. **All school property should be treated with respect. It is the responsibility of the parent to pay for the repair or replacement of damaged** (including graffiti and doodling on books and writing on or carving into desks and chairs) **and/or missing articles.**
7. Students should not be using the school phone to make arrangements for after school social events. These matters should be settled with parents before coming to school in the morning.
8. The school **does not** take responsibility for the loss or damage of personal property should it take place in school or on the school bus.
9. Contact sports are not permitted during recess.
10. Changing clothes in school at the end of the school day is not permitted.
11. Leaving the school premises is strictly forbidden.

### **Consequences for Breaking School Rules**

In general, consequences for breaking school rules MAY look like the following depending on the severity of the behavior:

**\*\*Any physical aggression will result in a student being sent home for the day.\*\***

1st offense: verbal warning

2nd offense: phone call and note home to be signed by a parent

3rd& 4th offense: parent meeting with the principal

5th offense: suspension from school for a determined period of time

6th offense: expulsion from the school

## **PROCEDURES**

### **Attendance**

A student is expected to be present on all school days except for reasons of health. If a child will be absent, the parent should call the school office (413-743-1091) between 7:50 am and 9:30 a.m. to explain the reason for the absence.

Students who are absent from school in excess of 4 days per quarter will be categorized as "Students At Risk". For continued enrollment at Saint Stanislaus Kostka School, arrangements will be made for a conference between school officials, parent/guardian, pediatrician, and possibly a representative from Social Services. The school cannot take responsibility for the education of a student whose absences from school are excessive.

### **Before School Care**

Before School Care is available for a fee starting at 7:45 a.m. in the cafeteria

At 8:15 a.m., Before School Care ends and students are allowed in their classrooms. **All students are expected to be in their classrooms by 8:40 a.m. unless they are dropped off by the school bus a little later.**

### **Arranged Absence**

When a student, with a parental request, makes arrangements ahead of time to be absent from school for reasons which, in the judgment of the Principal, seem warranted, the student shall make up the work missed. No teacher is required to assign work prior to the student's absence.

### **Unexcused Absence**

Absence without approval of parents or leaving school while it is in session without the approval of the school office shall be considered truancy.

### **Early Dismissal**

Parents are asked to make every effort to schedule doctor and dentist appointments outside of school hours. However, if this is not possible, a note should be sent to the teacher giving the reason for the dismissal, the time, and the name of the person who will be picking up the child. The child must be signed out at the school office.

### **Birthdays**

The students may celebrate their birthdays by wearing dress-down clothes to school and by bringing in a treat (cupcakes, cookies, etc.) to share with the class.

### **Change of Address/Telephone**

It is very important that the school office maintain a current address and telephone number for every student. Please notify the school immediately if you have a change during the school year.

### **Delayed Opening/School Cancellation**

We follow the Hoosac Valley Regional School District for holidays, school vacations, days off due to inclement weather and delayed openings. Announcements are posted on the St. Stan's H.S.A. Facebook Page. Whenever possible, a school messenger notice will be sent out to parents (robo call).

In the case of a 2 hour delayed opening, Saint Stanislaus half-day Pre-K is cancelled and full-day pre-K follows the 2 hour delay.

## **After-School Care**

An after-school care option is available for a fee. Information and guidelines are available via our website or by calling the school office.

Adams-Cheshire students may ride the public school buses to and from school daily. If there is to be any change in your child's usual dismissal routine, it is required that the teacher is notified by a written note. In an emergency, please call the school no later than 2:30 p.m.

## **Dropping-off and Picking-up Students**

Morning Drop Off:

Drop off begins at 7:45 am and ends at 8:40 am.

Parents may enter the parking lot from Summer Street by the first entrance nearest the school. From 7:45am - 8:15am, students should enter the school building through the cafeteria entrance and proceed downstairs if they are attending Before School Care. Vehicles should exit through the rear exit which empties onto Weber Street, a one way street. After 8:15am, students should enter the school through the front doors and may proceed directly to their classroom.

Wednesday Mornings:

Starting the second week of school, Physical Education is held on Wednesdays. The first class begins promptly at 8:40 a.m. in the parking lot. Please make sure your vehicle is out of the parking lot before that class begins on Wednesday mornings.

End of Day Pickup:

Parents may park along Summer Street, Hoosac Street, or in the main school parking lot. If parking in the parking lot, please pull in the first entrance closest to the school and make two rows facing away from the building, towards Weber Street, or use the extra spaces available on the fence. A few minutes before dismissal, the first and second entrances will be coned off so that no cars can enter once students are released from the school building. Parents should wait for their students on the Summer Street sidewalk near the school or, preferably, in the parking lot.

Students will be dismissed out the front door with their teachers at 3:00pm. Vehicles would then leave the parking lot out the back entrance onto Weber Street, to maintain a one way flow.

Another few things to keep in mind: Please do not park in the bus pickup area on Hoosac Street or by the yellow curb in front of school. When parking in the parking lot, leave room for cars to move throughout the parking lot without

blocking someone in. And most importantly, please GO SLOW and WATCH FOR CHILDREN!

Parents may choose to park in the parking lot north of the Church. A teacher walks these students to the corner of Hoosac and Summer Streets.

It is important that car pool students be picked up at the dismissal time which is 3:00 p.m. If an emergency arises, and the car pool driver will be late, please call to notify the school so arrangements can be made for supervision.

### **Dismissal of Student During School Hours**

Students will never be permitted to leave the school grounds without a written note from parents stating the time, reason, and means of transportation. The person taking the student must come into the school office to sign the child out.

Divorced parents who have legal custody of their children should provide the school with a copy of the court settlement and any restraining ordinances, should these exist. They should also put into writing, their wishes regarding who may or may not see their children or pick up their children at dismissal.

### **Emergency Card**

Each child's emergency information card is kept on file. Every September, parents are requested to fill out a card, with updated information, for each child. If there are any changes during the year, it is the parent's responsibility to notify the school office.

### **School - Home Communications**

Monthly calendars, lunch menus, letters, and notices are sent home at frequent intervals. Generally, notices are sent home with the youngest child. Parents are encouraged to check the student's backpacks and folders for any notices sent home from school.

All school families should have this site bookmarked and on their "favorites":

[www.ststansadams.org](http://www.ststansadams.org)

The St. Stan's HSA Facebook page is also a useful information source.

### **Release of Student Records**

Saint Stanislaus Kostka School maintains records on all students. Information in these records is not released without parental consent. When a student transfers to another school, a RELEASE OF RECORDS FORM is signed and records are forwarded directly to the student's new school. School records are not hand carried by the parent.

## Required Notes

Written notes from parents are required for the following situations:

- a) Explanation of absence - on the day of return
- b) Explanation of tardiness - on the same day
- c) Explanation of not observing the dress code: on the same day
- d) Explanation of missing homework: for real emergency situations only
- e) Explanation of medical appointment warranting an early dismissal - on the day of the appointment
- f) Explanation for change in dismissal time or destination
- g) Explanation of planned absence from school

## Visitors

All parents and visitors to the school are expected to report to the school office, FIRST. **No one entering the school is to go either directly to any teacher or to any classroom.** Please do not go to a classroom at dismissal time to get homework for an absent child or to talk with a teacher. If your child is absent for a few days, you may arrange, by phone, to pick up some missed assignments. The teacher will leave these materials in the school office.

## PARENT CONDUCT POLICY

As parents/guardians/caregivers ("parents"), there is an expectation of support for the vision and mission of Saint Stanislaus Kostka School. Education of each child is a partnership between parents and the school. It is the responsibility of parents to cooperate with school staff and administration for the welfare of students. In their interactions with students, staff, and administration, parents should follow and model the values of faith, respect, and loving service that underpin education at St. Stan's. Behavior or language that departs from those values is incompatible with the mission of the school, disrupts the educational environment, and will not be tolerated.

If in the course of school-related interactions a parent engages in unacceptable behavior or language, the school administration will decide on consequences that ensure the safety and well-being of students and staff. Possible measures include requiring that videoconferencing be utilized for parent-teacher conferences or prohibiting the parent from entering the school.

If the school administration determines that parental behavior seriously interferes with teaching, learning and the orderly operation of the school, the school may require parents to withdraw their children and sever their relationship with the school.

## TUITION

Saint Stanislaus Kostka School is a diligent steward of its financial resources, working hard to keep our costs down and by extension keeping your tuition as affordable as possible. However, operating a school is a very expensive undertaking, in personnel, curriculum, and facilities expenses. While we are always grateful to generous donors and pursue all available grant opportunities, the school relies on the regular and predictable income of tuition payment to meet its financial obligations.

To that end, we have joined a growing number of Catholic schools to partner with FACTS Management, a firm that manages tuition payments for families in Catholic schools. This offers support for our office staff while also helping you arrange tuition payments to best meet your personal financial situation. We are pleased to be able to offer this program to our families.

Saint Stanislaus Kostka School remains committed to being compassionate to all members of our school community. We recognize that things happen unexpectedly and circumstances change. Please reach out to the principal if something arises that will affect your ability to make your usual tuition payment. The school administration is willing to work with you to make new payment arrangements.

### **The cost of education**

Tuition covers only a portion of the costs associated with the education of a child at Saint Stanislaus Kostka School. Through the generosity of donors, grants, dedicated fundraising by parents, and Diocesan support, we are able to offer parents a substantial discount on their tuition. Thank you to everyone whose work and dedication keep Saint Stanislaus Kostka School an option for our families.

### **Tuition Payment**

A non-refundable registration fee (\$75) is due at the time of registration. This is in addition to the stated tuition amounts.

Payments are managed for the school through FACTS Management Company. FACTS offers a variety of options to help you manage your tuition payments and best fit your personal situation.

Saint Stanislaus Kostka School recognizes that circumstances can change. Please contact the school if problems arise that will affect your ability to make tuition payments in a timely or regular fashion. We are willing to work with you.



**Payment schedule**

*Full payment* -- for the academic year is due before August 15. Payment is made through FACTS, with a \$25 processing fee.

*Semester payment* – The first half of the tuition is due August 15; the second payment is due January 15. Payments are made through FACTS, with a \$25 processing fee.

*Monthly payment* – FACTS can divide your tuition into ten monthly payments, beginning August 15. Payments are made through automatic electronic fund transfer, credit/debit card, or check. There is a \$55 processing fee associated with this option.

**Withdrawal policy**

Tuition must be paid in full through the end of the month in which a student leaves the school.

## TUITION ASSISTANCE

Saint Stanislaus Kostka School offers the following tuition assistance to our families in Kindergarten through Grade 8:

**Parish subsidy**

Local Catholic churches offer subsidies of up to \$600 per student (subject to change) for parish families who regularly attend Mass and support their church. Let the school know at the time of registration if you are eligible through your church for this support. The school will contact each parish to inform them that your child is attending Saint Stanislaus Kostka School. Your pastor will determine your eligibility.

**Diocesan Financial Aid**

The Diocese offers financial support to families with financial need. To be eligible for these funds, families must be an active member of a parish in the Diocese of Springfield, and regularly attend and support your Parish Church. Application for Diocesan Financial Aid can be made through your FACTS account.

**George and Mary Kremer Foundation Scholarships:**

Through the generosity of the George and Mary Kremer Foundation, the school is able to offer assistance to families demonstrating financial need. The Kremer Foundation recognizes the importance of Catholic education and provides need-based support to anyone attending a Catholic school, regardless of individual faith. The school office will make applications available each spring.

### **Saint Stanislaus Kostka Scholarships:**

Through the generosity of community donors, the school is able to offer some tuition assistance to families demonstrating financial need. An application is available from the office upon request.

## **SCHOOL LUNCHES**

The State of Massachusetts has announced that universal free meals will permanently continue to all children and teens in our state using the National School Lunch Program (NSLP). We have worked with our Department of Education representative to submit all the necessary paperwork to include our St. Stan's students in this program.

Despite lunch being free for everyone, we still have to run all students through the direct certification process. If your student(s) qualifies for free/reduced lunch, you will receive a letter notifying you.

Please note that for a meal to be FREE it must include 3 food groups. For example: milk, fruit and pasta; milk, vegetable and hot dog etc. As a result, **milk purchased alone with a bag lunch** from home does not qualify for the free/reduced lunch program, and those milks must be purchased at \$0.50 each. In addition, to qualify for reimbursement from the state, all menu items have to be served to students receiving a hot lunch. If they do not want to eat something, they can simply throw it out, but it has to be served. Please encourage your students to try new things!

Any outstanding balances from milk purchased will be paid through your student's FACTS account.

Lunch menus are sent home at the beginning of each month and are available on the school web site and Facebook page.

### **Civil Rights Non-Discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

The U.S. Department of Agriculture's (USDA) nondiscrimination regulation (7 CFR 15b), as well as the regulations governing the Child Nutrition Programs, make it clear that substitutions to the regular meal must be made, at no extra cost, for

children who are unable to eat meals served in any Child Nutrition Programs (CNP) because of their disabilities. In a disability situation, meal modifications will be made, provided the request would not fundamentally alter the nature of the CNP, and is supported by a medical statement signed by a State licensed healthcare professional. The medical statement must include:

- Information about the child's physical or mental impairment that is sufficient to allow the school to understand how it restricts the child's diet,
- An explanation of what must be done to accommodate the child's disability, and
- The food or foods to be omitted and recommended alternatives, in the case of a modified meal.

**If your student requires a meal modification, please reach out to the main office at 413-743-1091 or [office@ststansadams.org](mailto:office@ststansadams.org).**

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

## **SAFETY DRILLS**

Saint Stanislaus Kostka School conducts periodic safety drills throughout the year. These drills include fire, lock-down, and evacuation. Our school works closely with local and state emergency and safety professionals, following their recommended protocols and procedures.

Parents will not receive notices for regular practice drills, but will be notified, if possible, when monitored drills occur.

# SIGNATURE PAGE



Student(s): \_\_\_\_\_

## 2024-2025 PARENT/STUDENT HANDBOOK

The Parent/Student Handbook is also posted on our website:  
([www.ststansadams.org](http://www.ststansadams.org)).

After reviewing the handbook with your child, please sign and return this form.

I/we have read and discussed with my/our child the Saint Stanislaus Kostka School Parent/Student Handbook.

I/We are aware of the school policies and those of the Diocesan Schools Office, Diocese of Springfield, detailed in the handbook.

I/We agree to comply with these policies and regulations and to assist my/our child to do likewise in support of Saint Stanislaus Kostka School.

\_\_\_\_\_  
Parent/Guardian signature & Date

\_\_\_\_\_  
Parent/Guardian signature & Date

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Child signature

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Child signature

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Child signature

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Child signature