



Surrounded by love, our children grow ...

Saint Stanislaus Kostka School

108 Summer Street

Adams, MA 01220

Parent/Student Handbook

2020-2021

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.

Table of Contents

LETTER FROM PRINCIPAL	3
PHILOSOPHY	4
MISSION STATEMENT.....	4
RIGHT TO AMEND.....	4
ADMISSION OF STUDENTS.....	4
ACADEMICS	5
SUPPORT SERVICES.....	9
ACTIVITIES.....	11
HOME AND SCHOOL ASSOCIATION	12
DISCIPLINE	13
BULLYING PREVENTION AND INTERVENTION	14
APPEARANCE	15
DRESS CODE.....	15
GENERAL SCHOOL RULES	18
PROCEDURES.....	18
TUITION.....	22
TUITION ASSISTANCE	23
HOT LUNCHESES	24
SAFETY DRILLS	24
SIGNATURE PAGE.....	25

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. Return the signed statement to school.

Sincerely in Christ,

A handwritten signature in cursive script that reads "Joseph J. Rogge".

Joseph J. Rogge

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.

Mission Statement is under review by SSK School Board

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 this school on an annual basis.

Pre-Kindergarten and Kindergarten Registration

Registration dates are announced in the local newspapers, 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

St. 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, St. Stanislaus Kostka School follows all policies and directives from the Diocese regarding educational programming and policies.

Curriculum

St. 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 incorporating this information with additional research and original creativity of the student is prohibited. Such an assignment 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 Holy Days of Obligation and 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.

Library

The library is an important part of our school. Kindergarten through Grade 5 has one library period per week when students may take out books for their reading pleasure. Books are to be returned after a one week period. Lost, damaged, or unreturned books must be paid for before the child may regain library privileges.

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. Kindergarten students receive their first written report card in January. 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

St. 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.

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), or a person designated by the Nurse.

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.

Each 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 emergency room at the hospital.

Immunization and Physicals

Physical examinations by a doctor are required for children entering Pre-Kindergarten and Kindergarten and for students in grades 3, 5, and 7.

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).

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 **sells \$200 worth of products** when the fundraiser involves selling goods, 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**.

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 8:25 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, personal computers, iPods, iPads and such may be brought to school. However, students are to leave such devices in the school office upon their arrival at school. They may be retrieved at the end of the 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 St. 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. A copy of the Incident Reporting Form is sent home to all school families at the beginning of the year to encourage parents to have these conversations.

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 at gym or 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 gym days. Where there is a question in connection with the dress code, decisions and/or "judgment calls" rest with the administration.

GIRLS - Grades 1 through 5

Uniform - plaid jumper
White, rounded collar blouse (short or long sleeves)
Formal school tie
Solid color sweater (maroon, grey, or white)
Gym sweatshirt or SSK spirit sweatshirt with hood down
NO HOODED SWEATSHIRTS
Tights, ankle socks, knee socks (maroon, grey, or white)
Black tights are permitted during the winter months.

SPORT SOCKS THAT DO NOT COVER THE ANKLE ARE NOT PERMITTED. FOOTLESS LEGGINGS IN PLACE OF TIGHTS ARE NOT PERMITTED unless worn with same color socks.

From November 1 through March 31, girls may wear light grey, solid uniform pants. These should be worn with a white blouse, school tie, and regulation solid color sweater.

GIRLS - Grades 6, 7 and 8

Uniform - plaid skirt box pleats or fully pleated
White or maroon banded polo shirt
Solid color sweater (maroon, grey, or white)
Gym sweatshirt or SSK spirit sweatshirt with hood down
NO HOODED SWEATSHIRTS
Tights, ankle socks, knee socks (maroon, grey, or white)
Black tights are permitted during the winter months.
SPORT SOCKS THAT DO NOT COVER THE ANKLE ARE NOT PERMITTED. FOOTLESS LEGGINGS IN PLACE OF TIGHTS ARE NOT PERMITTED unless worn with same color socks.

From November 1 through March 31, girls may wear light grey, solid uniform pants. These should be worn with a white or maroon polo shirt and regulation solid color sweater.

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.
Socks must be solid maroon, grey, white, or black.
Gym sweatshirt or SSK spirit sweatshirt with hood down
NO HOODED SWEATSHIRTS

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.

Gymwear

Gym is scheduled on Wednesdays. On gym day, students attend school in the gym uniform and sneakers. The gym uniform includes:

Grey T- shirt, with school logo

Grey sweatshirt, with school logo

Solid, plain, navy or maroon sweatpants

Solid, plain, navy or maroon , long leg style gym shorts

Sneakers with socks.

Gym 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.

Pre- school and Kindergarten children should wear long pants and sneakers on their gym day. They are not required, however, to wear the gym uniform outlined above.

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. No valuables should be brought to school. 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.

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 (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.

Arrival

Supervision of students in the school building begins at 7:45 a.m. Parents are

requested not to drop off students before that time.

At 8:25 a.m., the students are brought to 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-up 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 made on radio stations WNAW and WMNB-FM, and 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, St. Stanislaus half-day Pre-K is cancelled and full-day pre-K follows the 2 hour delay.

Dismissal and optional 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.

Parents picking up children may park in the school lot or on the street closest to the school. All vehicles must enter from the Summer Street driveway closest to the school building. This will ensure that all vehicles will be facing in the same direction (facing Weber Street). After pick-up, all vehicles will exit the parking lot through the Summer Street exit closer to Weber Street. A teacher will walk the children to this parking lot at dismissal and remain with them until all are safely in their cars.

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

Parents may also log onto the classroom teacher's website for information.

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.

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 always 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 K-8; \$50 pre-k) 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 always willing to work with you.

Payment schedule

Full payment -- for the academic year is due before August 15. Payment is made through FACTS and there are no associated processing fees.

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 \$10 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 \$45 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 provide an application packet each spring to families of students eligible for free or reduced price school lunches.

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.

HOT LUNCHES

Saint Stanislaus Kostka School provides a federally and state subsidized hot lunch program. Lunch menus are sent home at the beginning of each month. Milk is available to students in Grades K-4 at recess time and to all students at lunch time.

Prepayment for student lunches and milk is mandated by the State Bureau of Nutrition. A lump sum deposit of at least \$50.00 per child shall be made; a statement will be sent home every month showing the outstanding credit or balance due.

Applications for free or reduced lunches that are granted on the basis of federal guidelines may be made anytime the family's financial status warrants it.

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): _____

2020-2021 PARENT/STUDENT HANDBOOK

The Parent/Student Handbook is also posted on our website (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

Child signature

Child signature

Child signature

Child signature