

4. GENERAL SCHOOL INFORMATION

School Hours:

Pre-Kindergarten (half day mornings)	7:50 AM to 10:45 AM
(full day)	7:50 AM to 2:00 PM
Grades Kindergarten through 8	7:40 AM to 2:10 PM

If a student is to be detained at school for private tutoring or extracurricular activities, the parent/guardian will be notified via a school notice sent by the teacher, which will require the parent/guardian signature and a statement as to how the child will be transported home and by whom. For long-term activities, i.e., play rehearsals and student council meetings, one notice with the appropriate dates will be sent home for signature and transportation plans.

Parent/guardian signature is necessary on detention notices, as well as on confirmation of transportation arrangements after the detention. Any detention assigned by faculty or administration must be kept.

Whenever a child's afternoon transportation arrangement is changed, the parent/guardian must inform the teacher and school office in advance, in writing.

All students are expected to be picked up promptly after the completion of the school day or any school activity.

Transportation:

The school does not provide bus service. Instead, the students who live two (2) miles from school can be issued a monthly pass for city buses. A form is provided at the beginning of the school year for the signature of the parent/guardian verifying the distance from school. The local bus company supplies the pass for a nominal fee. There is an additional charge if the pass is lost.

Arrival and Dismissal:

Most students arrive at and leave school by car. In the interest of safety for all, students are to be dropped off near, not in, the teachers' parking lot on Hale Street and along Grafton Street where there is a crossing guard. In accordance with neighbors' requests, students should not be dropped off on Caroline Street.

Students are to be in the schoolyard to enter the building with their class when the bell rings at 7:40 AM. Students may NOT enter the building before the bell rings at 7:40 AM (*please see Inclement Weather Drop Off for more information*). The school does not provide school yard supervision prior to 7:40 AM.

Students will NOT be allowed to enter through the front doors of the school when arriving after the lines have come in – All students arriving after 7:40 until 8:15 AM **MUST ENTER THE BUILDING THROUGH THE CAROLINE STREET DOOR** where they will be issued tardy slips and signed in. Students arriving after 7:50 AM are considered tardy.

Punctuality is essential for the proper start to the school day. Students who do not enter the school in line with their teacher must report to the school office to receive a tardy slip which is then given to the classroom teacher. In cases of excessive tardiness, parents will be required to meet with either the teacher or principal to resolve the issue.

Students who enter a classroom after the start of the day are a disruption to the orderly management of the classroom. Also, they suffer from not being on task and in tune with the rest of the class and are not prepared to begin the work of the day. Good habits for successful living are established early. Parents need to assess the traffic situation and plan accordingly so that their children are here at school on time.

At dismissal, Pre-K exits at the far door on Caroline Street at 2:00 PM. Grades K-8 will be dismissed at 2:10 PM from the Grafton Street and Caroline Street exits. Cars are to be parked in an orderly way according to the map on the next page. Exit the yard via Caroline Street in a slow and respectful fashion. No car may park along the curbs of the schoolyard on Caroline Street. Students crossing Grafton Street need to go out the front door in the Grafton Street Line. ALL students crossing Grafton Street need to cross in front of the school with the supervised line from school. The crossing guard patrols the walk directly in front of the school building. Proper respect should be given to the crossing guard who is there to assist our students.

Parents of students attending the Pre-Kindergarten may park on Caroline Street at 7:50 AM to bring students into the building using the far door on Caroline Street. The street is also available for parking at 10:45 AM dismissal for students who attend the half day session. Because the street is blocked off to traffic at 11:00 AM, NO ONE may park on

Caroline Street for the 2:00 PM Pre-K dismissal. Pre-K students are dismissed through the far door on Caroline Street. **NO ONE** may park on Caroline Street for the 2:05 and 2:10 PM dismissal times.

As an issue of safety, students are not allowed to wait for their rides outside the building beyond 2:10 PM. Teachers are on duty for the safety of the students; therefore, please note that the teachers are unable to conduct informal discussions regarding students at this time. Please feel free to set up an appointment to meet with your child's teacher.

A person with an emergency situation regarding student's transportation at the end of the day must speak with the principal as soon as possible. Students will be placed in the Extended Day Program while waiting for their parent/guardian(s). There is no supervision of children other than the Extended Day Program. Please refer to the Extended Day portion of this Handbook for more information regarding fees and policies.

Inclement Weather Drop Off:

If there is inclement, (snow or rain) or cold weather (32 degrees and below) in the morning, the parking lot gates will be open for parents/guardians to pull in and line up in the same manner as for afternoon pick-up. Students may stay in the car with their parent/guardian until the bell rings at 7:40 AM.

All cars must enter through the Hale Street Gate, line up as per The Parking System (shown on page 10 of this handbook) and exit **ONLY** through the Caroline Street gate. **Cars may NOT exit the parking area until students have entered the building after the bell.**

ST. STEPHEN SCHOOL
PARKING SYSTEM FOR INCLEMENT WEATHER MORNING DROP OFF
AND 2:10 PM DISMISSAL



LANE 1 exits 1st - LANE 2 exits 2nd - LANE 3 exits 3rd - LANE 4 exits last

- MORNING DROP OFF - INCLEMENT WEATHER DAYS ONLY!** The Hale Street Gate will be open and this parking system will be in effect for morning drop-off. Students may stay in the car with their parent/guardian until the bell rings at 7:40 AM.
Cars may NOT exit the parking area until students have entered the building after the bell. As always, vehicles must enter through the Hale St. Gate and exit onto Caroline St.
- AFTERNOON DISMISSAL:** Grades K-8 will be dismissed at 2:10 PM from the Grafton St. and Caroline St. exits.
- Cars **enter** through the Hale Street gate and **MUST exit** via Caroline Street in a slow and respectful fashion.
- Cars are to be parked in an orderly way according to the map (there is NO PARKING on Caroline St.).
- CARS ARE NOT TO EXIT THROUGH THE HALE STREET GATE!**
- Students crossing Grafton Street must go out the front door in the Grafton Street Line.
- ALL students crossing Grafton Street must cross in front of the school with the school's supervised line.

STUDENT SAFETY IS OUR NUMBER ONE PRIORITY....

PLEASE ADVISE OTHERS WHO PICK UP YOUR CHILD(REN) OF THESE IMPORTANT RULES. Thank you.

Attendance:

Regular daily attendance at school is the key to success. If a student is absent, parents **must** report the absence to the office by telephone each day before 8:45 AM by calling 508-755-3209. Upon the student's return, a written note with the reason for the absence is required. The note will be inserted in the student's personal folder. Absences beyond four (4) consecutive days require a physician's note for readmission to class.

Students are considered present if they are in school for half the day. Students are marked absent if they do not attend school for half the day, which is until 11:00 AM. Parents should not dismiss students early on graduation day. It is the student's responsibility to make arrangements with teachers for making up assignments and tests. Students are allowed the equivalent of time missed i.e., 24 hours for 1 day absent, 48 hours for 2 days absent, 72 hours for 3 days absent, 96 hours for 4 days absent and 1 week for 5 days absent. While the student is absent, a classmate should be contacted to gather homework, assignments, and class notes. With sufficient notice, work will be available in the school office for parents/guardians to pick up.

An **excessive number of absences** (beyond fifteen school days) will require a consultation between the principal and the parents. Students absent more than thirty (30) school days in one school year may be retained, required to attend summer school, or asked to withdraw. **If this does not resolve the problem, the matter may be referred to the appropriate agency for follow-up.**

Unexcused absences are absences which occur for reasons other than illness or family emergency. Teachers are not expected to give make-up tests or quizzes, assignments or class work in advance or for make-up. Therefore, a result of an unexcused absence can be lower grades on a student's report card.

Vacations scheduled during regular school time must be made known to the teacher and the principal in writing. The parent/guardian must realize that grades on the report card will reflect absences due to vacations. Quizzes missed cannot be made up, nor can class work and class participation.

Tardies:

The first bell rings at 7:40. Students are late if they arrive after 7:50. The principal will contact families for excessive tardies.

Inclement Weather:

Our school system follows the decision of the Worcester Public Schools regarding delays, early dismissals or closings due to inclement weather. This announcement can be heard on any major Worcester radio station beginning as early as 5:30 AM. Please do not call the school or rectory to learn of school closings.

If there is a delay, care of the student is the responsibility of the parent/guardian, not the school, prior to the opening of school.

If there is inclement, (snow or rain) or cold weather (32 degrees and below) in the morning, the parking lot gates will be open for parents/guardians to pull in and line up in the same manner as for afternoon pick-up. Students may stay in the car with their parent/guardian until the bell rings at 7:40 AM.

All cars must enter through the Hale Street Gate, line up as per The Parking System (shown on page 10 of this handbook) and exit **ONLY** through the Caroline Street gate. **Cars may NOT exit the parking area until students have entered the building after the bell.** During cold winter days, the students should be dressed properly to withstand the weather.

If a storm occurs during the school day, St. Stephen School will follow the Worcester Public School early dismissal notice for inclement weather. Standard early dismissal time for bad weather will be 12:00 noon. If circumstances require any change in the noontime dismissal, parents will be notified via Connect-Ed message. In the event of an early dismissal due to inclement weather, the St. Stephen School Extended Day Program **and all after school activities** will be cancelled.

If school has been cancelled for numerous days, administration reserves the right to alter the school calendar to make-up for missed instructional time. Absences on these days may be excused if parents contact administration.

Lunches: Lunches are available Wednesdays, and Fridays; lunch order forms are sent home monthly. Lunches should be brought from home on the remaining days. Half pints of white and chocolate milk are available daily but sold on a yearly or bimonthly basis at \$50 per ½ pint. If students are not participating in "hot lunches", they should bring their lunch to school with them in the morning. Please do not make it a habit of dropping off lunchboxes or fast-food lunches for students during the day. This is disruptive to the office staff as well as the classroom teachers.

Use of Image Policy:

On occasion, students are engaged in school-related activities which are photographed by school personnel or local newspapers, most especially *The Catholic Free Press*. The pictures are used in classrooms or are kept in the library archives for the grade eight closing exercise slide presentation, and may be used by a newspaper to illustrate an article about St. Stephen School or depict an event we are sponsoring. For special school or classroom events, pictures may also be used on the school website. Diocesan policy advises that publication of photographs not be allowed unless authorized by parents/guardians. **Parents may notify the school in writing if their child is not to be photographed for any reason.**

St. Stephen School has adopted the following guidelines with respect to students' images:

- Students' images may be associated with identifying information (name, etc) by local media (e.g., community and local newspapers, *Catholic Free Press*, school and parish newsletters).
- Students' images will not be given away or sold. St. Stephen School will retain the copyright.
- Students' images will not be associated with any identifying information (name, etc.) in mass media (e.g., school website, commercial television.)
- Students' images will not be used for any profit making enterprise or political advertising.
- Students' images may be used in the annual school calendar. **However, the parent/guardian may inform the school in writing if he/she/they do not want the child(ren)'s image(s) included in the annual calendar.** It is understood by all parties that there is no remuneration for the use of any images that are included.
- In the event that St. Stephen School wishes to use a student's image outside the above restrictions, the school must contact the child's parent or guardian and obtain prior permission.

Pictures/Comments by Students:

Students may NOT make comments about or post pictures of any student or teacher through the use of cell phones, text messaging, e-mails, blogs or any web-site such as "My Space", Facebook, Twitter, Instagram, Vine or in any other format.

Visitors:

According to state law, anyone entering the school building must report to the office. Visitors sign in and receive a badge, which is returned when the visitors sign out. For purposes of this policy, a visitor is anyone who is not a St. Stephen School student or employee.

Doors to the school are locked at all times. Parents/guardians who wish to speak with a teacher or the principal may phone the school office to arrange an appointment. **Neither the teachers nor principal are expected to meet parents/guardians without an appointment unless it is urgent.**

Field Trips:

Grades K-8 may participate in learning field trips. **Original permission slips** must be signed by parents/guardians and returned to the school; **notes will not be accepted** as permission for field trips. Students without their original signed permission slip will not be allowed to participate in the field trip and the parent/guardian will be called to pick their child up for the day. Supervision is provided by teachers, staff, and parent/guardian volunteers. **Only those parents who are selected as chaperones may attend the field trip. Chaperones must have a current CORI check through St. Stephen School and also must have participated in a Safe Environment Training Workshop.**

Parents/guardians are notified if the expected time of arrival back at school is later than dismissal time. Students must be picked up promptly.

It is important to remember that field trips are a privilege and not a right. Student behavior will be considered before a school permits a student to participate in the field trip.

Field trips are generally considered to be optional. If a parent does not want his/her child to participate, the parent will notify the school in writing. Any student not participating in a field trip will not come to school on the day of the trip and will be marked as an absence.