



# ST. STEPHEN SCHOOL

## NEWSLETTER

AUGUST, 2018

*Christ is the reason for this school.*

*He is the unseen yet ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.*



### From the Principal's Desk

Dear Parents,

We hope that all of our students and their families are enjoying a fun-filled and relaxing summer vacation. In this summer newsletter we want to let you know what has been happening at school, and we also want to ask your help in preparing for the opening of school.

Our school building is being thoroughly cleaned so that it will be ready for the first day of school on August 27<sup>th</sup>. The teachers and secretarial staff have been busy preparing for the upcoming school year.

We wanted to enlighten you on news at St. Stephen. The Convent, which is the building next to the school, on Caroline St. is being conveyed to Catholic Charities who will utilize the building to help families and people in need. In this way, we are excited that the convent will be renovated, help underprivileged people and keep the Catholic faith growing in the community. We look forward to this new partnership.

Also, we would like our families to know that Ramona Kneeland has left her position at St. Stephen School. We, in conjunction with the Pastor, and the Diocese are re-organizing the finance department of the school. While we are in this transition period, please contact Susan Saucier at the Worcester Diocese, at 508-929-4323 for any Tuition or FACTS related questions. We thank Ramona for her many years of service to St. Stephen School and we wish her well in her future endeavors.

We have enclosed several notices and forms in this newsletter so that you will have the information you need to make "back to school" preparations. We also ask that you return the requested forms so that we, too, can prepare for back to school.

The first day of school for grades 1-8 will be Monday, August 27<sup>th</sup>. The Kindergarten and Pre-Kindergarten letters are enclosed to advise parents of their start of school schedules. The first day of school is always full of promise. Our wish and prayer is that each of our students has a year that lives up to that promise.

Finally, we thank you for the sacrifices that you make to send your children to St. Stephen School. You are giving them a gift that will last a lifetime. We look forward to the opening of the 2018-2019 school year, but we are happy that we can all enjoy the gifts of summer for a few more weeks.

Sincerely,  
Ms. Joanne Mallozzi, Principal

### **General Parent Meeting - Monday, September 10<sup>th</sup> at 6:30**

**PM** This is a mandatory meeting and at least one parent needs to attend. Information regarding any school policy changes, volunteering and upcoming events will be touched upon. Ms. Eileen Kneeland from the Office of District Attorney Joseph Early, Jr. will speak briefly explaining the bullying and harassment laws in Massachusetts and cyber bullying.

### IN TODAY'S ENVELOPE

- 2018-2019 School year calendar of dates
- September Back to School Calendar
- Permission Slip to walk to Ducharme Ctr. & Holy Family Parish
- Allergy Letter (All Families)
- Allergy Free Table Release Form (current students with known allergies)
- Allergy Prevention Plan (current students with known allergies)
- Federal Reporting Student/Parent Race/Ethnic Worksheet - (New Students Only)
- School health and emergency information form
- Medical emergency cards (complete both sides)
- Connect Ed Telephone/Email Messaging System form
- Home Language Survey
- Pre-K Letter
- Kindergarten Letter
- Extended Day Registration form
- Athletic Information Memo and forms (grades 5-8)
- Milk Order form
- Drop Off and Dismissal Instructions

**Back to School** - In an effort to portion out the paperwork required at the start of the school year, we are sending you the first batch today. The underlined items in the list "in today's envelope" indicate the forms that **MUST** be completed and returned to school as soon as possible, but no later than the first day of school. These will help us be prepared for your child(ren) on August 27<sup>th</sup>.

**IMPORTANT: Tuition & Extended Day Payments** - We know that parents sacrifice to send their children to St. Stephen School, especially during these difficult economic times. We depend on timely payment of tuitions in order to meet the many expenses that are required to operate our school. Because we, too, must pay our bills on time, we must enforce the payment policy contained in our Parent/Student Handbook. Specifically, that policy requires that payments must be up-to-date for students to begin each new term at St. Stephen School. We are stressing this need at the beginning of the school year so that parents are well informed of the policy and can plan their budgets. If the Tuition and/or Extended Day payments are not up to date at the end of a term, the student may not return to school to begin the next term. Thank you for your understanding; we appreciate your help and we need your support

All families, without exception, MUST be signed up with FACTS Tuition Management. There is a link to FACTS on our school's website ([www.st-stephen.net](http://www.st-stephen.net)). If you have any questions, please feel free to contact the school for more information.

Our **Lunch Program** will begin on Wednesday, October 3<sup>rd</sup>. The lunch program will be offered **2 days a week** - Wednesday and Friday. More information will follow. **Milk Money** is due on the first day of school.



## Important Information

**Medical Forms and Immunization Records** for new students and those in grades K, 4 and 7 are required no later than September 21st. Students may NOT stay in school if these medical records are not in by the due date. Students interested in playing sports need to get a form from their doctor stating that the student is fit to play/participate in sports.

**IEI/Education in the Global Environment** - We will once again use IEI/EDGE to handle our school's academic environment. Access includes Report Cards, Progress Reports, Attendance and school notices. This system is extremely beneficial for parents/guardians as it gives them the opportunity to see how their child(ren) are progressing as often as the parent/guardian chooses to log in. National studies and supporting legislation indicate that up to thirty percent of a student's education can be positively impacted by direct, frequent parent involvement.

We are very excited at the positive impact this system has had on our entire school community!

Our **2018-2019 Parent/Student Handbook** contains some revisions and additions. It will be sent home to all families during the first week of school. Please read it carefully with your children.

We are asking parents who are NURSES to consider earning their volunteer tuition credit by helping to staff our health office a few hours per week. We really need you. Please contact the school if you can help.

**The Athletic Program** Please read the enclosed memo carefully and return the required forms the first day of school if your child (grades 5-8) is considering athletics this year. It is imperative that your child(ren's) Sports Health Form is up to date and the Head Injury/Concussion Training be done ASAP. If you have any questions, please contact Mrs. Mangaudis. Also, please note that we are unable to field teams without coaches. If you are interested in coaching any of our teams, please contact Mrs. Mangaudis as soon as possible. Thank you and we look forward to an exciting year with our student athletes!

We are enclosing our **Blackboard/Connect Ed** form. In an attempt to make things easier for parents/guardians of returning students, we have printed out the information we have on file for your review. Please read the instructions carefully, make any changes necessary, fill in any blanks and return the bottom portion as soon as possible, but **no later than the first day of school**. For new students, please fill out the blank form and return the bottom portion on the first day of school. It is **extremely** important that we receive this information so that we can ensure uninterrupted communication between the school and our parents and students. If you have any questions, please contact Mrs. Mangaudis.

**Student Health and Emergency Information** sheets are enclosed. Please make any necessary changes and fill in the blanks. For new students, please complete the blank form in its entirety and return it to school on the first day.

As a reminder, our parish follows the guidelines of the national Charter for the Protection of Children and Young People approved by the US Bishops and the policies of the Diocese of Worcester in screening those who work with children in our care and in helping victims of abuse find healing. If you or someone you know has been sexually abused by a Church employee or volunteer in the past, please contact Judith Audette, Victim Services Coordinator for our diocese at 508-929-4363 (direct line and confidential voicemail). If you are concerned about a current case of abuse, please contact the local civil authorities immediately.

**Assignment books** will be available for purchase when school begins. Each level is age appropriate and every student must have one. Students in grades 2 through 8 use the assignment books. **The cost of these assignment books is \$10.** Please remit the appropriate amount to the classroom teacher who will distribute the books. From past experience we know that these assignment books survive the year and encourage good habits.

Please pay careful attention to **School Hours**. The school bell rings at 7:40 AM. Children should be in the schoolyard and enter the building with their class. **Students may NOT enter the building before the bell rings at 7:40 AM.** If there is inclement weather, please keep your child(ren) in the car with you until the 7:40 AM bell rings, *we will be unable to let them into the building before that time.* We would also like to remind parents/guardians that we do not provide school yard supervision before the morning bell.

\*\*\*\*In an effort to alleviate the chaos to the school office, any student who arrives after the lines come in **MUST ENTER THE BUILDING THROUGH THE CAROLINE STREET DOOR.** There will be someone at that door until 8:15 AM to issue tardy slips and sign those students who arrive late in. Students arriving after 7:50 AM are considered tardy.\*\*\*\*

School dismisses at 2:00 PM for Pre-K and 2:10 PM for Grades K-8. Students who are not picked up on time, **must** attend the Extended Day Program. There is no supervision of children other than the Extended Day Program. Parents will be charged by the Program according to its policy.

### **Extended Day Program**

We offer our Extended Day Program (EDP) from 2:15 to 5:15 PM. We will not begin charging for additional time until after 5:30 to accommodate parents who need the extra time to get here from work. The EDP will begin on Tuesday, September 4<sup>th</sup> for grades K-8; the Pre-K EDP will begin on Monday, September 10<sup>th</sup>. Registration is \$50 for the year. Registration forms are included in this packet. Please complete one per child.

EDP rates are \$6 per hour and \$3.00 per half hour for registered students and \$12 per hour for non-registered students. Bills will be sent out on the 5<sup>th</sup> of each month for the hours attended during the previous month. Payment is due no later than the 15<sup>th</sup> of the month. If the Extended Day payments are not up to date at the end of the term, the student may not return to school for the next term. More extensive information on the EDP is contained in the Parent/Student Handbook.

**Parking System for Dismissal:** It is **VERY important** for the safety of all of our students, that parents/guardians adhere to the system in place for parking and exiting the school yard at the end of the day, This information is enclosed in this mailer, posted on our website at [http://www.st-stephen.net/Parking\\_System\\_for\\_Dismissal.html](http://www.st-stephen.net/Parking_System_for_Dismissal.html), as well as in the Parent/Student Handbook. Please **do not park** in front of St. Stephen School from the bus stop back to the corner of Caroline Street.

St. Stephen School always adheres to the Diocesan policy, which requires children to receive **sacramental preparation** in their own parish. Contact your parish CCD coordinator for information about classes that your child may need.