

# **Sgt. Robert R. Litwin School Student Handbook**



## **2021-2022**

*Dedicated to Excellence!*

Elizabeth Masse, Principal  
Heather Auclair, Vice Principal  
135 Litwin Lane  
Chicopee, MA 01020  
Ph: 594-3545 / Fax: 594-3547

## **PRINCIPAL'S MESSAGE**

Dear Litwin School Families,

***Welcome to the 2021-2022 school year at Sgt. Robert R. Litwin School!*** We are excited to welcome back returning students and to begin getting to know students entering Litwin School for the first time. We are proud to have a talented and hard-working team of educators who will get to know your child, as well as his or her interests and talents, as they strive to provide the best educational environment for every student at Litwin School.

**The success of our school is a community endeavor.** We believe that it is imperative for teachers, parents and administrators to communicate openly and frequently concerning the progress of students. Therefore, we continue to provide you with a variety of ways to stay involved with your child's education: a school website, a school FaceBook page, a school newsletter with updates and reminders each month, parent-teacher conferences, frequent monitoring of student progress through district report cards, e-mails, phone calls and notes home, Open House, and direct contact with families are all part of these efforts. There are many opportunities to volunteer, and we encourage all families to participate in our PTO and school functions!

**Enclosed in this booklet you will find important information and safety guidelines** that will acquaint or re-acquaint you with the policies and procedures of Litwin School as part of the Chicopee Public Schools. **Please pay particular attention to the sections on cell phones, electronic devices, riding the bus, and acceptable clothing and footwear, and review them with your child.** Your support in helping to implement these important policies and procedures help us to achieve our shared goal of academic success and a safe learning environment.

**Also, please make sure to read the Chicopee Public Schools STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK. It is located online at [www.chicopeeps.org](http://www.chicopeeps.org)**

If you have questions or concerns at any time during the school year, please feel free to contact myself or your child's teacher at the school.

Sincerely,

*Elizabeth M. Masse*

Principal, Sgt. Robert R. Litwin School

*Heather A. Auclair*

Vice Principal, Sgt. Robert R. Litwin School

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#### **DIRECTIONS TO SGT. ROBERT R. LITWIN SCHOOL**

Take the Mass. Turnpike to Exit 6 (Springfield). After exiting, take a right onto Burnett Road. Travel about one mile and take a right onto Moreau Street (4<sup>th</sup> right after the Citgo Gas Station). Go to the end of Moreau Street and take a right and a quick left onto Litwin Lane. At the end of Litwin Lane, take a right take go past Sunshine Village and past Litwin Field. Litwin School is at the end of the street.

#### **CHICOPEE PUBLIC SCHOOLS MISSION STATEMENT**

It is the mission of the Chicopee Public Schools to maintain high standards and expectations for all students by involving teachers, parents, and community in the education of our students. The Chicopee Public Schools will reflect a climate in which staff, parents, and the community foster on-going growth and change necessary to provide students with the knowledge, skills, and values they will need to lead meaningful lives.

#### **SGT. ROBERT R. LITWIN SCHOOL MISSION STATEMENT**

The administration and staff at Litwin School expect that its students, to the best of their ability, become self-motivated continuous learners and possess the necessary technological and critical thinking skills needed to allow them to be productive and well assimilated members of a 21st century living environment.



### **ADDRESS AND/OR PHONE NUMBER/EMAIL CHANGE**

It is the responsibility of every parent or guardian to assure that the school has an updated home address, email address and telephone number on file in the office. It is also imperative that we have a phone number of someone other than the parent that we can contact in case of an emergency. **PLEASE** remember that this requirement is important to assure the health and safety of your child/children.

### **ASBESTOS NOTIFICATION**

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of the Toxic Substances Control Act). An asbestos plan has been developed for each of the Chicopee Public School buildings. This plan is available and accessible to the public at the Chicopee Public Schools, Maintenance Department, 816 James Street, Chicopee, MA 01022. To View this plan please call Scott Chapdelaine at 594-3417 to make an appointment.

### **ATTENDANCE**

**Attendance during scheduled school, district, and state-wide assessments is extremely important. Help your child arrive at school on time and prepared to do his or her best each and every day, including during such testing periods.**

**Children are expected to be in school every day.** Consistent on-time attendance is essential for your child's success in school, as new concepts are taught in all content areas each day. When your child is absent he/she is not learning this material. **If absent, students are expected to make-up missing class work and/or homework.**

There are no "excused" absences, only "documented" ones. **When children must be absent from school due to illness or other reasons, we ask that parents call the school** each morning that the child will not be in attendance. In addition please write a note indicating the day(s) your child was absent and the reason for the absence and return the note to your child's teacher when your child returns to school. If a doctor is seen, **please supply the doctor's note.**

**Family vacations while school is in session are never recommended** for all of the above reasons. If parents should decide to vacation during the school year, students are considered absent. A note should be sent to the school office as well as to the teacher

prior to the vacation and should list the dates that the child will be absent. It may be difficult for teachers to give your child their school work in advance, so please expect that your child may have extra work upon returning to school and may have to spend some afternoons after school to complete make-up work.

A copy of the attendance policy can be found in the STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK. It is located online at [www.chicopeeps.org](http://www.chicopeeps.org)

### **BICYCLES**

Students within walking distance of the school may ride their bicycles to school. Students must observe crossing guard requirements. Failure to observe these rules will cause students to lose bicycle privileges. Please note the following additional guidelines to promote safety and common sense while traveling to and from school:

Upon arriving at school in the morning they must dismount their bicycles at the gate/edge of school property and walk their bicycles to the bike racks. Students riding their bikes across Litwin Lane must stop and wait until it is clear before they cross the road. Also, because of heavy traffic along the entrance to Litwin School, students are to stay on the sidewalk and again wait until traffic is clear before they cross. Students are to walk their bikes when they reach the main area where students are boarding and de-boarding the buses.

The HELMET LAW is enforced in Chicopee Schools. Any child twelve (12) years of age or under is expected to wear a helmet traveling on a bicycle. These regulations are necessary to assure your children the safest possible trip to and from school. All students riding a bicycle to school must wear a helmet. It is also the parents' responsibility to provide locks for bicycles as the school is not responsible for them.

### **BIRTHDAYS**

All birthdays will be announced daily during morning announcements and students will receive a birthday Smencil courtesy of the Litwin School PTO. At Litwin School students' birthdays will be honored **without** food. In lieu of edible treats, if families wish to do something special for their child's birthday they may send in goody bags, pencils, or small trinkets for the class. Your child is also welcome to wear a birthday pin, birthday necklace, or a birthday t-shirt or birthday crown.

### **BUILDING SECURITY**

To maintain the security of Litwin School, visitors must report to the office and obtain a Visitor Identification Tag. Visitors must sign in and sign out of the building. All school staff and substitute teachers must wear identification tags. Any person not wearing an identification tag must be directed to the office to obtain a Litwin School Visitor Identification Tag.

All doors are locked during school hours. The main entrance is video monitored and equipped with a buzzer. It is extremely important that you do not let anyone enter the building either upon entering or exiting Litwin School even if you know the person. Each person must first identify himself/herself with the office staff before gaining admittance to the building.

Admittance to the building should only be for specific school business such as teacher conferences, meetings, business in office, early dismissal of your child, concerts, etc. If you are meeting your child after school, please arrive at 2:38 P.M. at the Pick-up/ Drop-off entrance next to the Gym. Your help and cooperation with this policy will help ensure continued safety of students, even as they exit the building.

### **BULLYING PREVENTION POLICY**

Litwin School, along with the Chicopee Public Schools, are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school;
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Chicopee Public Schools;

Bullying and cyber-bullying are 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 Chicopee Public Schools if the act or acts in question:

- Create a hostile environment for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

For more information on the Chicopee Public Schools **Prevention and Intervention Plan, Reporting of Bullying, Investigation Procedures, Retaliation, Target Assistance, Training and Assessment, or Publication and Notice** related to Bullying, please refer to the Students' Rights & Responsibilities Handbook.

## **BUSES**

**For bus issues, please call the Transportation Department – Ken Parsons at 594-3516**

**Five Star Transportation (413) 789-4789 Option #2**

Children who have the privilege of riding a bus to school are expected to behave in an orderly and courteous manner. Please refer to the STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK booklet for the bus policy. Students who misbehave will lose bus privileges and parents will be responsible for their child's transportation.



Only students, who are approved, by virtue of distance, will be allowed to ride a bus. *Because of liability concerns, students who are not assigned to a bus cannot be permitted to ride a bus either to or from a friend's house, or for any other reason. Students may not change from their assigned bus or bus stop without permission from the bus company and the principal.* If a student is going home after school on another student's bus, such as to complete an after-school project or go to a friend's house after school, the school must receive **two notes** of permission – a note from the student's parent(s) and the friend's parent(s) – which should be given to the child's classroom teacher or the main office **at the beginning of the day** on which the bussing change will be made. *This is to be used for occasional, academic and/or emergency purposes and is not intended to be an ongoing or frequent occurrence. School administration reserves the right to deny any requests due to limited seat availability on the bus, abuse of privilege, etc.*

Bus students will begin dismissal at 2:38 and continue as the buses arrive. During inclement weather, bus students will be dismissed as soon as their buses arrive. This will give the driver a few extra minutes to drive safely on poor road conditions. The first drop offs may arrive a little early while other students will hopefully arrive closer to their regular drop off time.

A specific list of bus rules are provided to bus students. The general guideline is that students should behave on the bus as they would at school, as they must follow all school rules from the time they arrive at the bus stop. Parents should review these rules with their children.

Riding the school bus is a privilege. If your child does not behave on the bus, he/she will receive a notice from the school and/or the bus company. Students can be suspended from the bus for any misconduct. In this case, parents will be responsible for providing transportation to and from school. Drop off is at 8:30 A.M and pickup is at 2:38 P.M.

**BUS RULES** -- Rules developed based on safety for all students.\_

**BUS RULES APPLY TO BEHAVIOR AT THE BUS STOP AS WELL AS WHILE RIDING THE BUS.**

1. Students are to follow all Litwin school rules and all the rules set forth by the Chicopee Student Rights & Responsibilities Handbook while at the bus stop and on the bus.
2. Arrive at your bus stop no more than 5 minutes ahead of time for safety reasons.
3. Only bus students are allowed to ride the bus. Students may not change buses or bus stops.
4. Use common sense and safety precautions while boarding and exiting the bus.
5. Remain seated while on the bus. Do not change seats.
6. Students may not lean out the windows or put hands or personal belongings outside the windows.

7. Students should use appropriate language at all times on the bus. Swearing, yelling, teasing, make inappropriate comments, bullying or threatening students on the bus or at the bus stop will not be tolerated. Maintain a noise level that allows the driver to drive safely and hear all necessary two-way communications.
8. Students are not allowed to eat, drink, or chew gum on the bus.
9. Fighting or "play fighting" are not allowed on the bus or at the bus stop.
10. Students are to show respect to the bus driver and school staff.
11. Show respect for the bus. It is school property.
12. Students are not allowed to throw anything at the bus, from the bus, or at the bus stop. This includes balls, snowballs, snow, ice, or any other objects at any time.
13. Students may be assigned specific seats (temporarily or permanently) by the principal, vice principal, or other designee. Students must remain in assigned seats if given.
14. Students may not use any kind of electronic device, including cell phones, radios, handheld electronic games, iPods, headphones, etc. on the bus or at the bus stop. **A driver may confiscate any of these items if they are seen or reported.** Do not bring balls to school on the bus.
15. No trading, selling or buying anything at the bus stop, on the bus, or at school.
16. Students are not allowed to bring any type of weapon on the bus.
17. For safety reasons, students may not have a pencil or pen out during the bus ride.
18. If you plan on picking up your child after school and not having him/her ride the bus, you must: 1) send a note in to school indicating that your child will not be going home in the usual way; and 2) come into the building to pick him/her out from the Pick-Up / Drop-Off entrance (near the Gym).

### **BUS STUDENTS – REMOVAL**

**"The Chicopee Public Schools do not tolerate unsafe bus behavior; therefore, the following procedure has been instituted to deal with those students whose behavior places the welfare of others at risk:**

- The bus driver will bring any disruptive students back to the terminal at 730 Fuller Road.
- Students will be monitored by an After-School Liason/Monitor at the terminal.
- The parent or guardian will be responsible for picking up his/her child from this location.
- Each building principal will have the discretionary authority to issue additional behavioral consequences."

### **CANCELLATION OF SCHOOL**

Schools are open each weekday, except when extreme weather conditions endanger the health and safety of your child. In such instances, WHYN, WMAS and WWLP-TV, WGGB-TV will broadcast the "no school" and "delayed" openings as well as early

student release due to inclement weather at frequent intervals. The *Blackboard Connect* system will also be used to report school delays and cancellations.

Also, please make sure you fill out the emergency plan on the Parent Information Form and review the plan with your child.

### **CANCELLATION OF AFTER SCHOOL ACTIVITIES**

If there is inclement weather or the possibility of inclement weather, after school programming is cancelled and students are placed on the regular bus. Parents will be notified by phone and by email.

### **COMPREHENSIVE HEALTH EDUCATION**

The Chicopee School District continues to teach Comprehensive Health Education to all students in our schools from grades K – 12. The curriculum is continually reviewed and revised and has been approved by the Chicopee School Committee and the Administration.

Information regarding Environmental and Community Health, Disease Prevention, Family Life, Emotional and Social Health, Nutrition, Personal Health, Personal Safety and Drug Awareness is given to students. All of this information is age and grade appropriate. We strongly recommend that all students participate in the lessons. The curriculum is available for review at each school. If for some reason you do not want your child to participate in these classes, you do have the right to remove him/her from the class. This request must be submitted in writing to the School Principal.

### **COUNSELING SERVICES**

Educational counseling services are available to students. If you feel that your child is in need of these services, please call the school to speak with the guidance counselor. The guidance counselor will also be able to help you locate family guidance services if they are needed. Litwin School's guidance counselor is Mrs. Lang and can be reached by calling 594-3545.

### **ALL HAZARDS TEAM**

Litwin School has a team of staff members who meet regularly to discuss safety issues in the school. It is their responsibility to evaluate situations and develop plans to ensure the safety of your child/children. Frequent fire drills, lock downs and building evacuations are conducted and rated.

### **SCHOOL-WIDE RULES**

Research has indicated that a positive school climate is closely linked with high academic achievement. To that end, the staff at Litwin School work hard to foster positive and appropriate student behavior at all times. Every effort is made to ensure consistency and fairness in disciplinary matters, with the ongoing goal of safety and academic excellence for all students in mind. Questions regarding disciplinary matters should be directed to the Principal/ Vice Principal.

These rules and consequences were developed by teachers at Litwin School for the best interest of all students and staff to be able to reach our shared goal of academic excellence for all students. All teachers and staff accept responsibility for reporting infractions of the rules and assigning consequences to students. Additional classroom rules may apply, or in special circumstances such as on a field trip.

- 1) Show respect to all Litwin staff, guests, and students and to oneself by trying your best each day at school.
- 2) Be courteous to all. (No swearing, name calling, teasing, put downs, touching, pushing, hitting, bullying, spreading rumors, fighting, etc.)
- 3) Respect school property.
- 4) Respect other students' property.

Failure to comply with School Wide Rules may result in one or more of the following consequences, depending on severity and frequency of offense, including but not limited to:

- Letter of apology/letter explaining the incident to the parents.
- Communication with the students & parent/guardian.
- Loss of "specials" (PE, Music, Computers, etc)
- Detention
- Parent conference
- Behavior contract
- Confiscation of electronic devices/toys with return to parent/guardian only
- Mandatory school counseling support
- Peer mediation
- Temporary placement in another classroom
- Denial of school provided transportation

***Please remember that noon attendants, crossing guards and bus monitors - who assist your children throughout many of the daily activities - deserve the same respect as any other school employees. Please reinforce this with your child/children.***

### **STUDENTS CONDUCT & DISCIPLINE**

Policies and rules governing student conduct shall be set forth in the Student's Rights and Responsibilities Handbook. The Handbook will be made available electronically and/or in writing for all students entering school in September and to any student enrolling during the school year.

### **DISMISSAL (DROP OFF & PICK-UP PROCEDURES)**

**Drop Off:** Parent/guardian parking is on the North side of the school, and is clearly marked. There is also a parking area that has been expanded to provide additional parking. Please note that **no car traffic is allowed in the circle in front of the building**, due to the safety hazard presented by children walking between bus traffic on the circle. For the safety of your child, please use the Pick-Up / Drop-Off entrance (on the

northeast side of the building) next to the Gym, so that you can see your child entering the building from the parking lot.

Morning drop-off for all other students begins at 8:30 A.M. Please note that no staff is available to supervise children in front of the school prior to 8:30 AM, and children may NOT be dropped off before this time. As your child's instructional day begins promptly, please ensure that your child arrives at school as close to 8:30 AM as possible.

**Late Drop-Off :** Please note that outside entrance doors are locked at all times, so students that arrive late (after 8:45) must enter using the main door and **MUST** be signed in at the main office by a parent/guardian. Tardiness is a significant disruption to the classroom routine and represents a loss of learning time for your child and others.

**Pick Up:** Pick-up takes place at the Pick-Up/ Drop-Off entrance (on the north east side of the building). Parents/guardians pick up students starting at 2:33 P.M. Staff members will be on duty to supervise parent/ guardian pick-ups. Students will be dismissed by grade level. Students are not to be dismissed to cars or parents waiting in the parking lot. This procedure ensures the safety of your child as they exit the school building.

If your child will be going home with an adult that is NOT a parent or guardian, the child's parent or guardian **MUST** send in a written note authorizing this adult to pick up the child, which should be given to the school on or before the morning of the day the child is to be picked up. Please specify whether the adult will be picking up the child on a specific date or on an ongoing basis, as in the case of a child care provider or other family member. Please note that this policy is to protect your children; without written consent, students will not be released to other adults, even if it has been done so in the past, or if the child verbally states that this person is able to pick him or her up from school. Walkers are permitted to leave the building by themselves, after checking out with the staff on duty at the Drop-off/ Pick-up entrance.

Please fill out and submit the Pick-Up Authorization Form at the back of the biographical information form that was sent home with your child if you would like someone besides a parent/guardian to pick up your child. If you have questions, please speak to someone in the main office.

**Early pick-up:** As the Pick-Up/Drop-off door will be locked during school hours, parents/guardians picking up their child early from school should use the Main entrance and sign their child out from the office. On days that you know you will be picking up your child early, please send in a note with your child so they may be ready and the classroom teacher is aware that they will be leaving.

### **FIELD TRIPS**

Educational field trips may be a part of your child's educational experience. Since the classroom teacher is most familiar with the dynamics of the class, he/she is responsible for selecting the chaperones, assigning students to groups and assigning students to seats on the bus. All students must follow established bus rules. All

students must ride the bus to and from the field trip destination. School personnel have the right to exclude students from Field Trip activities for failure to follow school rules, etc. See also Students' Rights and Responsibilities Handbook.

### **GUM**

Gum is not permitted at school, at the bus stop, or on the bus.

### **HOMEWORK POLICY**

Homework is given at the discretion of the classroom teacher and in accordance with the Chicopee Public Schools policies in order to reinforce concepts already taught in class, and to develop good work and study habits.

Generally, homework is assigned Monday through Thursday. However, homework may sometimes be assigned over the weekend. Long range projects are the responsibility of the student to complete in order to help develop planning and time management skills. These may carry over to the week-end, along with any unfinished classwork and homework due to absenteeism. Speak to your child's classroom teacher about his or her specific homework policy and expectations, including make-up work and what to do when questions arise.

### **ILLNESS – When to keep your child home**

Please keep your child home if he/she has a temperature, is vomiting, or is otherwise contagious to other students. If you have any questions about whether to send your child to school, please contact your pediatrician or speak to the school nurse. Whenever your child is sick, please bring in a doctor's note or a note explaining the reason for the absence.

### **INSURANCE**

As you know the City of Chicopee is self-insured, which means that there is no insurance company to access in case of a school related injury. It is necessary that you utilize your own insurance whenever your child is hurt at school. Each year we send home school insurance forms for insurance that you may purchase for a very reasonable rate if you feel your current insurance is not adequate.

### **LIFE-THREATENING FOOD ALLERGIES**

Litwin School is committed to maintaining an environment that is safe for all students, including those with life-threatening allergies. To that end, we follow the CPS protocols for providing the safest school environment possible. Please refer to the Student Rights and Responsibilities Handbook for more information.

### **LOST AND FOUND**

A Lost and Found Bin is located in the school cafeteria. Please label your child's clothing for easy recovery if something is lost. Money, jewelry and valuables will be

kept in the office until they claimed. If items are not claimed by the last day of the marking term, the items will be discarded or donated to charity.

### **LUNCH and BREAKFAST**

This year our school is offering free breakfast and lunch to all students. All Chicopee schools have qualified for the Universal Free Lunch and Breakfast program under the United States Department of Agriculture.

Breakfast	FREE	Reduced Breakfast	N/A
Lunch	FREE	Reduced Lunch	N/A
Adult Lunch	\$3.50		

Lunch menus are sent home before the first of each month and are available on the Chicopee Public School's Website.

**Students are not allowed to bring any glass containers to school and no carbonated beverages.** Students must follow the rules in the cafeteria and be respectful of the staff. Students who cannot behave in the cafeteria will be assigned an alternate lunch location. Seating in the cafeteria is at the discretion of the principal, teacher, or cafeteria monitor.

Recess is held during students' lunch period. Some classes will have lunch before recess, while others have recess followed by lunch, depending on the schedule. Please check with the office for an updated lunch schedule.

In case of a 1 hour school delay, breakfast will be served. However, if there is a 2 hour school delay, breakfast will not be served.

### **MEDICATION**

Massachusetts Law requires that all students who need medication during school hours must have a written order from the doctor, updated annually, as well as written parental permission. Medication must be in the original bottle, labeled and kept in the nurse's office. This law applies to over-the-counter as well as prescription medication.

Please note the following requirements for administering medication at school.

1. Written, signed and dated request with instructions for dispensing medication from the child's physician, including:
  - A. Child's name
  - B. Name of medication
  - C. Purpose of medication
  - D. Time to be administered

- E. Dosage
- F. Possible side effects
- G. Termination date for administering the medication
- 2. Signed and dated request from parent authorizing us to follow the doctor's order.
- 3. Prescription in original container

Personal and private terms are established for youngsters who take medication as part of their educational program.

### **NON-CUSTODIAL PARENTS**

Based on recent legislation, a non-custodial parent must submit to the school, when requesting records for their child (report cards, test scores, etc.), the court-order clearly showing that there is no restriction on their receiving this type of information. The non-custodial parent must also write a letter to the principal requesting his/her child's school information. The custodial parent must be notified by the school that such a request has been made. The same procedure must be repeated each school year.

### **NOON ATTENDANTS**

If you are interested or you know someone who is interested in helping to supervise during lunch and recess periods as a Noon Attendant, please call the office at (413) 594-3545 for more information. We are always in need of substitute noon attendants.

### **OPEN HOUSE**

An Open House for families to learn more about their child's academic program is held by the first week in October. Out of respect for Litwin families, Open Houses are scheduled so as not to conflict with other Chicopee Schools at which Litwin families may have other students in attendance. Open House dates will be announced in the school newsletter and can also be obtained by calling the main office. Open House is a wonderful opportunity to participate in a new school year, and we welcome all families to join us for this event!

### **PARENT-TEACHER CONFERENCES**

Our goal is 100% attendance of families at conferences. A parent-teacher conference offers an excellent opportunity for you to learn more about your child's progress in school. Working together, we can gain a better understanding of your child, and form a formidable team in providing your child/children with the best education possible.

Parent Conferences will be held at the end of the first marking period. No school is held on the day conferences are scheduled. Our goal is that every parent/guardian have the opportunity to meet with the classroom teacher during that time. Sign-up sheets will be available during Open House, and you may also request a conference with your child's teacher by calling the office or sending a note to the teacher. Support staff such as guidance, remedial reading, resource teachers, Title 1 teachers, speech, and specials teachers may be available as well. When you are scheduled for a conference, please make every effort to attend.



**Please remember that all conferences are to be scheduled in advance.** This allows teachers the chance to prepare thoughtfully for their conference time with you. In addition, teachers have duties and teaching responsibilities and for this reason parents are requested not to drop in to see the teacher during the school day or first thing in the morning when teachers are busily preparing for the day. Instead, make a note of any questions you have, and call the school to set up a conference time. This enables teachers to concentrate on teaching your children first and foremost, and we appreciate your flexibility and cooperation in this regard.

### **PARKING**

Parents/families have been allocated a designated parking section which is clearly marked. There is no parent traffic allowed on the circle. The Drop-off/ Pick-Up Entrance has been moved closest to this parking area for your child's safety and your convenience. (See **DISMISSAL – DROP-OFF AND PICK-UP.**)

### **PERSONAL APPEARANCE**

In accordance with Massachusetts state law students are expected to dress and groom in a manner that conforms to reasonable standards of health, safety, and cleanliness and that will not cause disruption of the educational process. Dress or appearance that is unclean, constitutes a threat to the health or safety of students or is disruptive of the educational process will not be permitted. Therefore, students are expected to meet the following standards:

**Feet must be covered (shod) at all times, meaning no bare feet, and no flip flops/beach/shower style sandals or slippers allowed.** Clothes must be clean, in good repair, and not disruptive. Chains (wallet, belt, large neck chains, etc.) and spiked accessories (collars, belts, and bracelets) are not permitted. **Hats, headbands, bandanas and any other head covering are not permitted to be worn during school,** (except for religious reasons) and for designated approved and authorized school activities.

**Students may not wear clothing or accessories that:**

- have slogans, comments or designs that are obscene, lewd, or vulgar;
- are directed towards or intended to harm, harass, threaten, intimidate, or demean others because of gender, color, race, religion, disability, genetic information, ethnicity, sex, national origin, or sexual orientation; and/or
- promote alcoholic beverages, tobacco products, gang activity, illegal drugs, guns, or weapons.

**Clothing will be deemed inappropriate if it:**

- exposed midriffs or backs (short tops)
- is shorter than mid-thigh (shorts or skirts)
- is overly revealing (low cut or see-through tops, spaghetti straps, tube tops, tank tops for boys and girls, etc.)
- is intended to serve as an undergarment

- reveals undergarments (low slung pants); pants must be worn at the waist and be able to stay up without the use of a belt; and belts must be the correct length
- is sunglasses/shades worn in the school building without permission from the administration

Students whose dress or appearance is not suitable for school will be asked to change their dress or appearance. Other disciplinary consequences may be imposed in accordance with the Students' Rights and Responsibilities Handbook for repeated failure to meet these standards.

In addition, the following guidelines may be useful:

- Avoid "Spaghetti straps," and low-cut shirts.
- Please do not send your child to school in pajama pants.
- Avoid expensive or flamboyant jewelry. Jewelry can be lost, broken, or stolen.
- Distracting clothing, jewelry, or accessories will not be allowed.
- Consider dressing in layers so that students will be comfortable if the temperature changes throughout the day.
- A jacket must be worn in winter. Send in warm clothing, hats, and mittens and appropriate boots or footwear with your child as they will be outdoors most days, except in the case of extreme weather.

Thank you for encouraging your child to dress using common sense to ensure a focus on your child's academic goals and those of other students.

**See also PERSONAL APPEARANCE POLICY in the Students' Rights & Responsibilities Handbook.**

### **PERSONAL BELONGINGS AND CELL PHONES**

Students are **not permitted** to use any of the following personal belongings during school hours and after school detentions anywhere on school premises: CELL PHONES, NINTENDO DS, OTHER HANDHELD ELECTRONIC GAMES, CD PLAYERS, RADIOS, IPODS/ MP3 PLAYERS, HEADPHONES, PAGERS, OTHER COMMUNICATION OR ELECTRONIC DEVICES, or other items deemed to be distraction or unsafe during the school day. They are a distraction to the educational process and in addition, are frequently lost or stolen. Students may ask to use the office telephone in the event of an emergency call home. *If a parent deems it necessary for their child to have a cell phone for safety reasons after school, it still must be powered off and kept in a back-pack, not in a classroom desk or pocket during school hours. The phone cannot be on vibrate mode or silent.* Some phones have camera capacity, however, children do not have permission to use the camera unless they have prior permission.

If a student has any of these items out and visible, or is using any of the items above, the item may be confiscated. On the first offense, the office will hold such items, and only a parent/guardian may pick up the items from the office, at the end of the school day on which they were confiscated. The item will NOT be given back to the student

directly. A detention may be issued. On any subsequent offense, **the item will may be held until the end of the marking period and/or end of the school year**, and can only be picked by a parent/guardian at that time. Additional detentions / suspensions may be issued for repeated offenses. Any items not retrieved within 2 weeks after the last day of school will be discarded or donated to charity.

**Please note that students may not buy or sell any items at school.**

### **PTO (Parent-Teacher Organization)**

The P.T.O. works very hard each year to provide special programs and field trips for your children. In this time of diminishing community resources many vital contributions are made by this organization that enriches the education of your child/children. Please consider joining the organization, support their efforts, and volunteer your time if possible.

### **REPORT CARDS**

Report cards are issued three times a year. This year, the report cards will be electronic and posted to the SchoolBrains Community Portal. Report cards will be given out during the parent conferences in December, in the spring, and again on the last day of school. However, if you have any concerns about your child's academic progress, please contact the teacher immediately. Please ask in the office for more information on the Report Card / Marking Period Schedule for this school year.

### **SCHOOL ADVISORY COUNCIL**

A group of individuals have been elected to serve as advisory council members to comply with the Education Reform Act of 1993. The council is composed of teachers, parents and community members. They are commissioned to prepare plans that set a direction for the school in curricula and other matters. Meetings are held once a month and parents are invited to attend. An open forum is scheduled before each of the meetings to allow parents to bring their concerns to the council. Please consider volunteering yourself as a candidate for this very important component of the school community.

### **SCHOOL HOURS**

Teachers meet their classes at 8:30 A.M. daily and instruction begins promptly. Dismissal is at 2:38 P.M., Monday – Friday, except for legal holidays and other changes to this schedule in accordance with the Chicopee Public Schools Academic Calendar. Students will be allowed to enter the school at 8:30 AM. Walkers will be dismissed starting at 2:33 P.M. through the Pick-Up/Drop-off entrance and will exit by grade level.

**Students may not arrive at school before 8:30 A.M.**, as there is **no supervision** available before 8:30 A.M.

Please remember that teachers have morning duties in their classrooms with their students. If you have information to share with the teacher, please send in a note or

call the office and the information will be relayed. If you wish to have a conference with a teacher, please call the office and the teacher will call or respond with a note to schedule a meeting

### **SCHOOL PICTURES**

School Pictures are scheduled for early fall and again in the spring. Please check your monthly calendar for dates.

### **SNOW, SNOWBALLS, and ICE**

Students are not allowed to make or throw snowballs and/or pick up or throw snow or ice at school, at the bus stop, or walking to and from school or walking to and from the bus stop. Additionally, students are not allowed to slide on the ice. They are serious safety hazards, and our goal is to keep all students safe during their day at school.

### **SPECIAL EDUCATION SERVICES & SPECIAL EDUCATION REFERRALS**

If you have any concerns that your child might have a learning disability or need special educational services, please contact the Team Chair at Litwin School.

### **SPECIAL EDUCATION PARENT ADVISORY COUNCIL (SPED-PAC)**

The Chicopee Special Education Advisory Council invites all parents to attend the meetings. Please ask for more information if you are interested in attending or otherwise participating.

### **STUDENT RECORDS**

A copy of the Education Laws and Regulations (603 CMR 23.00) pertaining to Access to Student Records and Notification are available from Litwin School upon request. Non-custodial parents must follow the guidelines listed in the regulation above to access to student records.

### **TELEPHONE USE**

If your child has an emergency, they will be allowed to use the office phone. This phone is intended primarily for school business. You can help your child develop a responsible attitude toward bringing their homework to school and making after-school plans in advance; to cut down on the number of calls home that children must make for forgotten items, lunch money, etc. After school arrangements should be made ahead of time, as students are not allowed to use the office phone to arrange playdates with their friends. See also: **PERSONAL BELONGINGS AND CELL PHONES**

### **TITLE I SCHOOL WIDE EVENTS**

Title I events and activities are open to all students. More information will be posted as applicable throughout the school year.

### **TRAFFIC**

For the safety of all students we ask parents to drive slowly and observe the traffic rules. Please do not drive on the grass or other non-intended areas. Please note that

there is no car traffic allowed on the circle (even in the mornings). Parents/families have been allocated a designated parking section on which is clearly marked. The Drop-off/ Pick-Up Entrance is closest to this parking area for your child's safety as well as your convenience.

See also **DISMISSAL – DROP-OFF AND PICK-UP**.

### **VISITORS**

All visitors are to report immediately to the office to sign in and receive a visitor's identification tag. Upon leaving, please return to the office to sign out and return the tag. For the safety of your children, please do not allow anyone to enter the building. Each person must identify himself/herself to the office and gain entry through office personnel only.

### **VOLUNTEERS**

There are many ways of getting involved, from small to large. If you are interested in volunteering your time, please contact your child's teacher. Please note that all school volunteers will be required to submit a CORI check prior to initiating the volunteer service. This applies to office and classroom helpers, field-trip chaperones, fund-raising volunteers, etc. This is a necessary protocol for all Chicopee Public School volunteers in order to ensure a safe and orderly educational experience for students and staff. Thank you for your support of Litwin School!

### **WEBSITE**

Litwin School maintains a website for sharing important information with parents and the school community. Please visit us on the web at <http://www.chicopeeps.org/Litwin>

We also maintain a school Facebook page. Please like our official Sgt. Robert R. Litwin School Facebook page. <https://www.facebook.com/Sgt-Robert-R-Litwin-School-380671392139176/>

***For any questions not specifically addressed in this handbook, please contact school administration.***

***Thank you for working together with us for the success of your child!***