

# LAMBERT-LAVOIE SCHOOL

## HANDBOOK



2021-2022

**99 Kendall Street  
Chicopee, MA 01020  
Phone (413) 594-3444  
Fax (413) 594-3513**

**Mr. Jon Endelos  
Principal**

**Mrs. Burke  
Vice Principal**

*Committed to Success*

## MORNING ARRIVAL

**For the safety of your child, we ask that you comply with the following:**

Students must not be dropped off at school before **8:20 A.M.** since there is no supervision before this time.

Students are expected to **arrive on time** for the start of the day and Opening Exercises, which consists of the Pledge to the Flag, a moment of silence and morning announcements. Opening Exercises begin promptly at 8:40.

Students will enter as follows:

Kindergarten:      **Door K**

Side of the building by the Kindergarten classrooms (right side as you look at the building)

Gr. 1 & 2:      **Door L**

Side of the building by Rms. 4 & 5 (right side as you look at the building)

Gr. 3:      **Door A**

Front of the school – main entrance

Gr. 4 & 5:      **Door B**

Front of the school – Gym doors

**Reminder:** Kendall Street is a ONE-WAY street during the school day, from 7:00-3:00. Please adhere to this at drop-off and dismissal. Please also be mindful of your speed, the safety of your children is our first concern.

### **Student Drop-Off Procedure:**

#### **BUSES**

Cones for buses will be set up starting at the stairs located by the Gym entrance. Buses will enter this area and drive all the way to the first cone for student drop off. Students will then line up at their assigned door.

## **WALKERS AND STUDENT DROP OFF**

Student drop off will be on the right side (school side) of the street. The bus cones will be moved down to the Gym entrance and the area in front of the school will now be designated as the student drop off and pick up area. **No cars should be left unattended in this area. This includes parking and walking your child to their door.** Drive inside the solid white line all the way up to the 3-cone barrier in front of the building. Let your child/children out from the passenger side of your car so that they are safe from cars passing on the left.

## **IMPORTANT**

**THE MIDDLE LANE IS FOR PASSING ONLY. Cars must not stop or park in this lane to wait for or drop off their child.**

**School side of the street is only for drop off/pick up. Cars cannot be left unattended.**

**The teacher/staff parking lots can not be used for drop off or pick up at any time.**

## **BREAKFAST**

Lambert-Lavoie's Breakfast in the Classroom program is universal (free for all students). Breakfast will be pre-bagged and students will have breakfast in the classroom daily from 8:30 - 9:00.

## **ATTENDANCE**

Regular attendance and arriving on time are vital to your child's progress and establishing a routine. In light of the past 15 months of schooling, it is imperative to work together to ensure your student's daily attendance at school so that teachers have as much face-to-face instruction time with students. Therefore, we expect that your child will attend school daily and arrive on time. Daily automated phone calls are made to the parent/guardian of absent students. If you receive a phone call that is incorrect, please contact the school. Attendance is monitored on a weekly basis by the administrative staff and students that are consistently absent or have excessive tardiness will be reported to the Assistant Superintendent's Office. If your child is absent, please send in a note. If

your child was at the doctor or dentist, please get a note from that office to send in with your child for absence documentation.

Attendance letters will be mailed home at intervals of 5 days, 10 days, and 15 days. These are computer-generated letters that must be sent. In the event your child is absent more than 15 days, his/her name will be turned over to the Supervisor of Attendance, Katie Geoffroy. The district and/or the school will notify the Department of Children and Families when students are chronically absent.

### **TARDINESS**

We urge you to have your child at school on time for the start of the school day. Our school day begins at 8:30 AM. If your child arrives after 8:45 AM, they are considered tardy and must sign in at the office before going to class. If your child is tardy, the parent/guardian **MUST** sign your child into school at the main office.

**If your child comes in after 11:30 AM, he/she will be considered absent for the day.**

### **EARLY DISMISSAL**

If possible, please schedule appointments after school hours. However, if your child is to be dismissed during school hours, please send a note in the morning. When you dismiss your child early, you must come to the office. We will call your child to the office upon your arrival. There is a Sign-out Sheet in the office for your signature. Students are not allowed to walk home alone if dismissed early.

**Students will be dismissed only to individuals who are indicated on their Emergency Form with proper identification.**

### **DISMISSAL**

Dismissal is at 2:38 PM. **Dismissal prior to 11:30 AM, is considered an absence for that day.**

## BUSES

Buses will enter the cone area and drive all the way to the first cone. Students will be dismissed from the Gym and escorted to their bus.

## WALKERS AND STUDENT PICK UP

Parents can now drive inside the solid white line in front of the school, as the cones will be moved further down for buses. Please pull all the way up to the 3 cone barrier and wait in your car for your child at dismissal. **Cars must not be left unattended in this area.** If you are picking your child up, you must park at the approved parking locations and meet your student at their door. If you are parked on the playground side of the street you must exit your car and cross to pick up your student. For the safety of all of our families and students, please use the crosswalks at all times.

**For safety reasons:**

**KINDERGARTEN-GRADE 2 PARENTS MUST PICK THEIR CHILD UP AT THEIR ASSIGNED DOOR AT DISMISSAL.**

The Staff parking lots can not be used for drop off or pick up at any time.

Double-parking in the street **is NOT** allowed.

Students should not walk across the street in front of the school unless they are accompanied by an adult and cross in the crosswalk.

**Dismissal will be at the following locations:**

Kindergarten: **Door K** Side of the building by the K classrooms (right side as you look at the building)

Gr. 1 & 2: **Door L** Side of the building by Rms. 4 & 5 (right side as you look at the building)

Gr. 3 : **Door A** Front of the school – main entrance

Gr. 4 & 5: **Door B** Front of the school – Gym entrance

BUS STUDENTS will be dismissed through the Gym door.

## TRANSPORTATION

We have only one bus, BUS 1. Riding the bus is a privilege, not a right. Appropriate behavior on the bus is required for students to continue to ride. Any child that does not follow school and district rules can be removed from the bus and/or loose bus transportation. The bus transportation policy is

found in the Student's Rights & Responsibility Booklet or by going to [www.chicopeeps.org](http://www.chicopeeps.org). For these reasons and safety, please review and remind your child of the rules on the bus. Our School Bus drivers and fellow riders must be treated with respect. Bus tapes are viewed randomly by administration to monitor behavior.

For liability reasons, **ONLY** bus students can ride the bus.

The pick-up points are listed below:

## **LAMBERT-LAVOIE MEMORIAL SCHOOL 2021 - 2022**

### **BUS 1**

7:50AM YELLE ST & PENNSYLVANIA AVE

7:50AM YELLE ST & MASSACHUSETTS AVE

7:51AM SIMARD ST & MILTON ST

7:53AM PROSPECT ST & PENDLETON AVE

7:54AM PROSPECT ST & BUSH AVE

8:02AM 27 STREIBER DR (Side by Side)

8:06AM WOODCREST CIR & WOODCREST DR

8:07AM WOODCREST DR & BARDON ST

8:08AM WOODCREST DR & MATHIEU DR

8:08AM WOODCREST DR & WOODCREST CT

8:09AM 201 WOODCREST DR

8:11AM GRANBY RD @ MOBILE HOME PARK

8:13AM PARENTEAU CT & PARENTEAU DR

8:18AM CARRIAGE RD & SURREY LN

### **PTO**

Our PTO will conduct its membership drive. Our first meeting will be September 15, 2021 at 6:30PM via Zoom.

The officers for the 2021-2022 school year are as follows:

Co-Presidents – *Tina McCollaum*  
*Crystal McCollaum*  
Secretary - Patty Eckel  
Treasurer – *Mrs. Kim Villegas*

Our fundraisers will begin in September. The money raised provides for all field trips, in-school programs, and additional supplies. Your support is necessary for us to continue these worthwhile activities. Also, attached is information about some of the programs we are involved in: A+ @ Stop & Shop, Boxtops for Education, Target RedCard & Labels for Education.

### **SCHOOL ADVISORY COUNCIL**

A group of individuals have been elected to serve as an advisory council 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.

Please consider volunteering yourself as a candidate for this very important component of the school community. Please email the principal if you are interested in joining the school council.

## **COMMUNICATION/WEBSITE**

In order for you to plan your work schedule, childcare etc., you will receive a monthly calendar and newsletter indicating events for the month. The newsletter will be published on our school website and will be sent out to all families via text. Please read our newsletter...it contains valuable information for you and your child! An alternative to our calendar is our website: [www.chicopeeps.org](http://www.chicopeeps.org). All events and information can be obtained there as well. From this site, click on schools, and then select Lambert-Lavoie. This is our school specific site. On our webpage, you will find links to our Facebook page, newsletters and our calendar of events. You should find this very useful. Feel free to utilize our Facebook page for information and events. In addition, School All Calls and text messages are frequently made to inform parents/guardians of events, activities, etc.

## **CLASS PLACEMENT**

The assignment of students to classes is the responsibility and decision of the Principal in consultation with appropriate faculty and staff. The criteria employed by the Principal and staff in determining class placements shall include, but are not limited to, total class size, ability, and academic needs.

Professional expertise is utilized to assess the child's learning style, academic ability, preference for teaching styles and performance in varied learning environments. Although parent input is not solicited, parents may submit in writing any information that would assist the Principal in the placement procedure prior **to May 1<sup>st</sup>** of the year preceding enrollment. Information provided should address the child's strengths and weaknesses as well as the desired teaching style that would best fit your child.

## **PARENT/TEACHER CONFERENCES**

If you wish to discuss your child's progress, do not hesitate to contact the teacher to arrange a meeting at a mutually acceptable time. It is better to resolve and discuss concerns immediately than to wait.

At the end of the 1<sup>st</sup> Term Parent-Teacher Conferences occur from November 19th - December 3rd. Parents receive their child's report card at this conference. Conferences are scheduled at Open House. A few weeks prior to conferences a Parent-Teacher Conference Questionnaire will be



sent home. Please take time to fill this out with your child and return it to their teacher before your scheduled conference day. **Report cards will not be sent home unless a conference is held.**

### **REPORT CARDS**

Report cards are issued on December 3rd, March 18th, and on the last day of school for all students in grades Kindergarten – Grade 5. When you receive your student's final report card, they are promoted to the next grade level, unless you have otherwise been notified.

### **PHYSICAL EDUCATION**

All students will have Physical Education class 5 days/week, every 3 weeks throughout the school year. All children need to wear **sneakers** in order to participate in Phys. Ed.

### **OUTDOOR RECESS**

Students go outside before or after lunch unless it is raining or it is extremely cold. Students will have outdoor recess when temperatures are above 20 degrees. Please, make sure that your child is dressed appropriately when the weather gets colder (mittens, hats, boots, etc.). Please, do not send your child to school with TOYS, trading cards (i.e. Pokemon), sports equipment, or other items that will distract their focus during their school day.

### **CELL PHONES**

Cell phone use is not allowed during school hours (this includes AM and PM bus rides). Students that are given cell phones to carry by parents **MUST** be sure to have them kept off and in their backpacks at all times. If a student does not follow this policy, the phone must be picked up by a parent/guardian from the office. There are no exceptions to this policy.

### **HOMEWORK**

Homework officially begins in October and continues until at least May 31<sup>st</sup>. Teachers may use their discretion in beginning earlier. We ask for your cooperation in overseeing your child's homework. If your child does not bring home HOMEWORK Monday through Thursday, please check with the

Teacher. Individual classroom teachers will provide additional information about classroom policies. The homework policy is attached at the end of this document for review.

### **SCHOOL LIBRARY**

The School Library is an important part of our educational program and students are encouraged to use the Library for book selection and research. It is important that all students take care of library books and return them on time. All students go to the Library once a week.

### **EMERGENCY INFORMATION FORMS**

Please return the Emergency Contact form as soon as possible. Make sure that the person(s) you list as Emergency Contacts have transportation and working phone numbers. To ensure the office is up to date, if any changes occur during the school year, provide the office with written changes as soon as possible.

***Your child will not be dismissed to anyone who is not listed on the form, unless we receive a note or an email! We cannot take the word of a student that there is a change. The person picking up must also provide proper identification.***

### **TRANSFERS**

If you are moving, ***please let us know as soon as possible.*** Upon enrolling your child/children in their new school please fill out their release and we will send all necessary documentation. *Any time you move or change your address, **2 new proofs of residency are required.***

### **SUPPLIES**

Please refer to the supply list on your student's room assignment letter. This list has the necessary materials for the start of the school year. Individual classroom teachers may request additional materials.

All students are encouraged to have a backpack or tote bag for their papers and books (preferably before October 1).

## **VIDEO-TAPING/PHOTOGRAPHY**

During the school year, there will be times that we videotape your child involved in school activities. These videos are for our school Library and will mainly be used during school functions.

## **LOST AND FOUND**

We have a Lost and Found box located in the cafeteria. Our Lost and Found box is often overflowing with good clothing, shoes, and other things. Please encourage your child to look through the box if something is lost.

## **BIRTHDAYS/PARTIES**

The Principal does a birthday celebration once a month in recognition of students' birthdays for that month. Students are provided with a cupcake that is made by our cafeteria staff. We do not allow cakes/cupcakes or other food sent in from home. Many students have allergies, food restrictions or other health issues that would prevent them from enjoying items that are sent in from home. Thank you for your understanding and support with this.

## **FROM THE KITCHEN**

The lunch menu is sent home monthly, as well as posted on the website in the monthly newsletter. We encourage your child to learn their Student ID Numbers, which they use when picking up their lunch.

We ask that students who bring COLD LUNCH from home **do not** bring drinks in glass bottles or containers they cannot open themselves.

## **LUNCH PRICES**

School Lunch is free to **ALL** students.

***If your child will be bringing a cold lunch from home and would like to purchase a milk, they must pay \$.50 for milk.***

## **LUNCH SCHEDULE**

11:30 – 12:00	GRADES 2,3
12:00 – 12:30	GRADES 1,4, RM 17
12:30 – 1:00	GRADES Kindergarten, 5, RM 16

## **CORPORAL PUNISHMENT**

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Teachers and staff never use physical punishment, threats, or derogatory remarks as a form of discipline. Teachers never withhold or threaten to withhold food as a form of discipline. Please see attached student discipline code from the Chicopee Public Schools Student's Rights and Responsibilities handbook also the Discipline and School-wide rules from the Lambert-Lavoie handbook.

## **STUDENT POLICY ON PERSONAL APPEARANCE**

Neatness, cleanliness and modesty in dress are standards that all students should strive for. Any student who does not meet these minimal standards will be subject to disciplinary action. **Parents, please note:** There is a new ***Personal Appearance Policy*** for the City of Chicopee.

We have placed a copy of that policy at the end of this handbook for your convenience.

1. The health and safety of student(s) must not be jeopardized.
2. Dress and grooming must be neat and clean.
3. The student(s) dress and appearance must not distract from the educational process.
4. Examples of inappropriate dress include the following: see-through clothing, short-shorts, bandannas, bare backs, bare midriffs, soiled or torn clothes, and inappropriate printed material or graphics displayed on clothing. Hats/caps are not permitted to be worn in the building. **Feet must be covered at all times!!** **No Flip-Flops, bare feet, beach/shower style sandals or slippers allowed, this a safety issue.** Parents will be contacted to bring in footwear/clothing for children that wear inappropriate items to school.

# LAMBERT-LAVOIE SCHOOL

## 2021 - 2022

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CHILD'S NAME

GRADE and ROOM

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PARENT/GUARDIAN SIGNATURE

DATE

I HAVE READ AND UNDERSTAND **THE PARENT HANDBOOK** AND  
HAVE DISCUSSED THE EXPECTATIONS WITH MY CHILD.

I HAVE READ AND UNDERSTAND THE GUIDELINES REGARDING THE  
**HOMEWORK POLICY**.

**PLEASE SIGN AND RETURN  
THIS PAGE**

# Lambert-Lavoie School

## **Elementary Homework Policy**

### INTRODUCTORY STATEMENT:

It is the belief of the Chicopee Public Schools that homework is a vital and integral part of a student's total school experience and is to be encouraged and supported by Teachers, Parents and Administrators.

### RATIONALE FOR GIVING HOMEWORK:

Homework will:

1. Reinforce the learning that takes place in school.
2. Assist the student in developing good work and study habits.
3. Give the home a better understanding of the educational goals and objectives of the school.
4. Enable parents to be participants in the educational process.
5. Help the student develop a sense of responsibility.
6. Develop a sense of self-esteem and achievement.

Homework may serve either as a classroom follow-up or as an enrichment experience. It is to be considered an extension of the daily classroom activities. Homework will be either in written, digital, or study form.

Homework is not to be considered busy work and is not to be used as punishment.

Homework will begin no later than October 1 and continue until at least May 31st.

# **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.**



## **SCHOOL MISSION STATEMENT**

Lambert-Lavoie Memorial Elementary staff is committed to preparing our students for success by providing a positive learning experience, building a strong educational foundation, and fostering connections with our students, parents, guardians, and community stakeholders.



## FROM THE NURSE'S OFFICE

Just a friendly reminder about when to keep your child home from school:

1. **FEVER**: If your child has a fever of 100 degrees or more. Your child must be fever free for 24 hours without medication (ie: Tylenol/Motrin).
2. **DIARRHEA**: If your child has diarrhea. They may return after being free of diarrhea for 24 hours (24 hrs. starts from the last incident of diarrhea).
3. **VOMITING**: If your child has vomited. They may return after 24 hours from the last incident of vomiting.
4. **ANTIBIOTICS**: Children on antibiotics may not come to school until on the medication for a full 24 hours. If your child's first dose was at 4 p.m. then she/he would not be able to come to school the following day, as a full 24 hours would be at 4 p.m. the following afternoon.

**As a reminder, if your child was *dismissed* from school for any of the above, they cannot return to school the following day.**

**(The 24 hour rule applies to dismissals also!)**

### **ALSO, PLEASE KEEP YOUR CHILD HOME IF:**

1. They have a persistent cough/heavy nasal congestion.
2. They have a sore throat.
3. They have a severe headache.
4. They have an upset stomach.
5. They have drainage from the eye(s) or ear(s).

If your child tells you they do not feel well, please do not send them to school telling them to see the nurse if he/she still feels sick, and that the nurse will call you (the parent/guardian) to pick up him/her. There are certain protocols to be followed, and if your child doesn't fall within the guidelines, a phone call will not be made. This makes for a very long/hard day for your child.

If you have any questions, I can be reached at 594-3444.

Nurse Amie Gaylor BSN, RN

**Inserts included, but not limited to...**

**Updated Staff List**

**Chicopee Public School Goals**

**Letter from Melanie Wilk**

**Information Re: Meds in School**

**Notice for Student Records**

**Release Form for Photos, etc.**

**School Calendar for the year**