

Stamford Charter School For Excellence



Family Handbook

Expecting Excellence From Our Children

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The Mission

The mission of the Stamford Charter School for Excellence is to prepare young people from Stamford to compete for admission to and succeed in top public, private and parochial high schools by cultivating their intellectual, artistic, social, emotional and ethical development. The school will accomplish this by offering a challenging and rigorous academic curriculum, which at the earliest of grades will have an eye towards college preparation. To achieve this, we will create a supportive and caring environment that at all times maintains high expectations of our students.

Educational Approach and School Design

Stamford Charter School for Excellence (SCSE) will focus on a classical liberal arts education, which will provide the rigorous academic foundation necessary for our students to compete against their more advantaged peers. The majority of school time is devoted to the mastery of the core subjects—English Language Arts, Mathematics, Science and Social Studies. A rigorous curriculum program for grades Kindergarten through Sixth and will allow students to advance in all academic subject areas. Students, better known as scholars, also study Art, Music, Physical Education and other subject areas.

Homework is an essential part of the Stamford Charter School for Excellence educational program. It is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Homework will be assigned every night at SCSE. Homework will include at least 20 minutes of required reading every night (including weekends and holidays). Homework must be completed in full *and* in accordance with SCSE's high standards for hard work and quality presentation.**

Research shows that **Independent Reading** improves a student's reading skills. The students who read a lot outside of school are the students who are the best readers and who score the highest on reading tests. We strongly encourage that you make sure to supervise your child in reading at least 20 minutes every night and each day on the weekends. You can support your child's reading by asking him or her to read out loud to you. Stop him or her occasionally and ask some questions about what is being read. Doing so can help ensure that your child understands what he or she is reading. Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. There are no short cuts. Supporting your child's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of their reading.

Hours of Operation

- SCSE **Elementary School** operates from 7:45 am until 4:00 pm Monday through Friday.
- All scholars are required to arrive at school on time and to remain in school until dismissal.

School Uniforms

In order to make every effort to select a durable uniform of quality fabric that is easy-to-care-for, and long-lasting, the administrative team at SCSE chose the Dennis Uniform Company as our uniform provider.

Elementary School Proper Uniform

Boys:

- White SCSE logo collared shirt
- Navy blue pants/trousers/shorts
- ALL Navy or black dress shoes (no sneakers, no Toms, no boat shoes, no shoes with different color soles)
- White or black socks
- Grey SCSE cardigan Sweater

Girls:

- White collared blouse shirt under plaid jumper
- ALL Navy or black dress shoes (no sneakers, no Toms, no boat shoes, no shoes with different color soles)
- White or navy blue stockings / socks (knee high)
- Grey SCSE cardigan Sweater

Physical Education or Dance Days Uniform:

- Logo navy blue sweat pants and sweatshirt
- School emblem t-shirt
- Blue, black, grey or white sneakers only (**scholars MAY NOT have any other colors in their sneakers such as red, yellow, pink, orange etc. Also no bright colored shoe laces, only the colors mention above are allowed.**)

Note: Change of Clothes for Kindergarten scholars: Parents of Kindergarten scholars are required to bring a change of clothes on the first day of school. Please label the bag with the scholar's name. This extra uniform will be held on premises in case of accidents.

****Inclement Weather Modifications for SCSE****

- Boys may wear short pants or mesh shorts (on PE days) when the temperature is above 75 degrees F
- Scholars may wear boots during snow/rain, but must be changed upon entering school
- Girls can wear navy blue pants when the temperature is below 40 degrees F
- Girls may wear leggings or sweats to school, but must be changed upon entering school
- Scholars should wear WHITE ONLY undershirts under uniform shirt
- All undergarments should be neutral colors that will not show through clothing.

The following items are **NOT ALLOWED** at SCSE:

- **Make-up (including lip gloss)**
- **Any neon or brightly colored nail polish *and/or* fake nail extensions, and/or jeweled, decorative nail art (Pale or Neutral colors allowed)**
- **Boots (They may be worn to school in bad weather, but proper dress shoes must be put on upon arrival.)**
- **Sneakers (except on Physical Education/dance days)**
- **No sneakers that light up or glow**
- **Any colored dress shoes other than navy blue or black**
- **Body/tongue piercings**
- **Hoop earrings must be smaller than a quarter, post earrings preferred**
- **Exposed body art and or tattoos**
- **Elaborate/exotic/dyed hairstyles or large hair ornaments (bows—MUST BE BLACK/BLUE/WHITE GRAY, flowers, etc.)**
- **Wigs of any kind**
- **Haircuts (no mohawks or fohawks), engraved cutouts, symbols, or graphics**
- **Dying of hair, highlights or colored streaks of any kind (including extensions)**
- **Excessive jewelry or anything distracting (necklace, rings, bracelets, etc.)**
- **Sweaters/Hooded sweatshirts (other than the BCSE uniform sweater)**

Anything deemed inappropriate by SCSE is subject to reprimand

All students are required to come to school in their proper uniform every day. Connecticut State schools operating with a uniform policy adhere to a state mandate that declares that, “The mandatory uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "work" place; and help to improve student conduct and discipline." Uniforms may not consist of clothing which constitutes a health or safety hazard (hoodies) or that is disruptive to the education process and or environment.

SCSE School Wide Uniform Infraction Policy

Type of Infraction	Consequence
1 st Uniform Infraction	Call home to bring change of clothes/warning
2 nd Uniform Infraction	Call home and lunch detention
3 rd Uniform Infraction	Call home and two lunch detentions

4 th Uniform Infraction	Call home and in school suspension /meeting with the Principal
5 th Uniform Infraction	Call home and out of school suspension and/or removal from school events.
6 th & every Infraction thereafter...	A consequence chosen by the Principal or Head of School

- **All parents and scholars will sign a uniform policy at the beginning of the school year in order to insure complete understanding of the policies in place.**
- **When the parent is called, they will be asked to bring a change of clothes or missing uniform item to school for the scholar.**
- **If a parent cannot bring the item to school that morning, the corresponding consequence will be carried out for scholar.**
- **All SCSE staff members have the right to enforce the school wide uniform policy regardless of their title or grade they teach.**

Infractions will occur if your scholar is not in the proper uniform on a given day, or has violated one of the restricted items listed above.

Attendance

Your child shouldn't miss a day of school except for the following **reasons** (but still will be marked absent):

- Illness with a doctor's note
- Death in the family
- Religious observance
- Quarantine
- When required to be in court
- Attendance at health clinics
- Absence approved by the Principal in advance

An **Unexcused Absence** occurs in the event of (these are not reasons your child should not miss school):

- Busing issues (bus late, bus did not show, bus broke down, etc.)
- Truancy
- When the student is absent from school with the knowledge and consent stated (or implied) of his/her parent/guardian for other than legal reasons. (Such excuses as "visiting, away, vacation, shopping, work needed at home, parent was sick" are examples.)

When your child will not be in school due to illness, the school must be notified before 8:30 a.m.

Please send a note in with your child ahead of time if he or she is going to be out for any reason.

Refer to the list of excused and unexcused absences above. Upon your child's return to school, please make sure that a note is provided regarding their absence.

If a student is absent ten times in a year, the student is considered a truant. At this point, the student is at risk of not being promoted to the next grade because of habitual absences. Attendance is a part of the promotional criteria. The parent/guardian will be called to the school to meet with the Principal/Assistant Principal. In addition, the Principal/Assistant Principal is required by law to file a report with the Department of Children and Families if a child misses an excessive amount of school days (educational neglect). [CT State Education Department Attendance Policy](#) Please note:

- **There are plenty of opportunities during the school year to take family vacations: Thanksgiving, holiday break, February's Mid-Winter break, April's spring break, and/or July and August. If a scholar is absent the day before or after a break, they run the risk of being removed or forfeiting their seat at SCSE without the presentation of proper documentation or approval.**
- Our poorest performing students often have the worst attendance and lateness. It pays to be in school every day to maintain continuity. Predictability for children is healthy.
- If one sibling is ill, the other sibling(s) should be in school. Do not keep them home.
- Always have a backup plan if your child's bus does not show up. They still must report to school. If you fail to plan, then you plan to fail. We promote routine and structure.
- Late students will miss out on lessons, as well as make teachers forfeit their prep and free time to catch the scholar up to speed.
- **All scholars MUST be present on the last day of school in order to receive their report cards and summer projects. Neither item will be handed out before the last day of school.**

- Scholars must turn in all missing books or pay for any lost ones by the last day of school. Summer projects, report cards will not be given out until the balance is paid.
- Scholars and families must pay outstanding lunch balances before summer projects and report cards are distributed.

Scholar Tardiness (Drop off)

Elementary School

- Doors open at 7:45 am each morning. Students must arrive between 7:45 am and 8:10 am. Students arriving after 8:10 am are considered late (tardy).
- Breakfast is served from 7:45 – 8:07 am. You may send them a breakfast meal from home.
- Instruction begins at 8:15 am.

In cases when a school bus arrives late, those students riding a late bus are not considered tardy. Attendance at school is the most basic requirement for learning. In order for scholars to reach their personal best, they must show up and give their strongest effort at school each and every day. Regular attendance is required, and poor attendance will not be **tolerated**. Our curriculum is an ambitious one; every day is essential for students to keep pace. Parents are expected to ensure that their child is in school. PLEASE do not allow your child to miss a day of school except for legal absences listed above. Excessive absences will be considered a violation of the parent-school-student contract.

Attendance Accountability *Averaging 3 or more absences or tardies may result in promotion

	Number of Tardies	Accountability	Number of Unexcused Absences	Accountability
Stage 1	5	Detention	3	Detention
Stage 2	10	Parent Meeting	9	Parent Meeting
Stage 3	15	Principal Meeting/Promotion in Doubt	15	Principal Meeting/Promotion in Doubt/Mandatory Summer School
Stage 4	20+	Principal Meeting/Promotion in Doubt/Mandatory Summer School	20+	Principal Meeting/Promotion in Doubt

Note: If a student is late twenty (20) times in a year, the student will be also considered a habitual truant. The Administration has to right by law to file a written complaint with a relevant court or DCF.

SCSE School Wide Lateness (Drop Off) Policy

Type of Infraction	Consequence
5 Total Late	Detention or removal from school event
10 Total Late	Detention and Parent Meeting
15+ Total Late	Detention and Principal Meeting
20 Total Late	A consequence chosen by the Principal or Head of School

tardiness becomes a chronic issue, a meeting will be called with the parents or guardians of the scholar to meet with the Assistant Principal, Principal or Head of School.

Scholar Tardiness (Pick Up)

All students must be picked up at the school during the designated times. Scholars that do not take the bus home will be dismissed from school at 4:00 pm. Parents will have till 4:20 pm to pick up their scholar before it is marked as a late pick up. Only the adults listed on the scholars emergency contact form will be allowed to pick up the scholar from school.

SCSE School Wide Lateness (Pick Up) Policy

Type of Infraction	Consequence
3 Total Late	Detention or removal from school activity
6 Total Late	2 Detentions and removal from school activity

If tardiness becomes a chronic issue, a meeting will be called with the parents or guardians of the scholar to meet with the Assistant Principal, Principal.

Discipline

Our approach to discipline is rooted in a belief that the learning environment is sacred. At SCSE we believe that the foundation of our school is built upon the strength of relationships with all students, not just with academics. Our aim is to foster thought provoking conversations that will help children in many ways:

1. Think through decisions, 2. Be aware of their choices. 3. Recognize positive and negative consequences from the choice they made or need to make. Our young learners will be able to feel the predictability and reliability when speaking with the adults of SCSE. Their relationships with staff members will create a safe open dialogue to discuss and problem-solve their various needs so that they are better equipped to deal with circumstances. They will be able to count on all adults in their school building. All staff members can serve as thought-partners throughout the year in informal and scheduled meetings regarding school-wide discipline and incentives. We will use the resources and intelligence of the staff to model and meet our scholars' individual needs. It is not enough to simply have the students stay out of trouble. We require students to respect themselves, adults, their peers, our school culture and property. SCSE requires that students actively participate in class, produce top quality work, help their classmates, come to school every day on time and prepared to learn.

This is a strict school. The vision of SCSE is to produce highly motivated and excited scholars who can read, write, communicate, compute, express themselves artistically, use technology, think analytically and critically and conduct themselves with a strong sense of self, morality and ethics. We love our students and expect them to behave up to our high standards every day, in school, on the bus, at recess, on field trips and in the neighborhood. Just as we represent more than ourselves, our students represent their parents, race, gender, culture, spiritual beliefs, etc. and now the students learn to walk, talk, dress and carry themselves understanding that they represent more than themselves... they represent SCSE!

We have high expectations for behavior in all grades to **establish good habits.**

- We **sweat the small stuff.**
- Excellent behavior ensures that our children are **SAFE** at school.
- We want **no disruptions** in the classroom. This allows their teachers to teach.
- We may be **addressing behaviors that may not have been addressed before.**
- **Expect frequent phone calls** and meetings when necessary.
- For scholars that ride the bus, their school day starts when they get on the bus and vice versa. They must stay in their seat and behave properly.
- We have **no tolerance for lying, theft, or cheating.** It dishonors the school culture, especially if it is done to avoid punishment at home or in school.

Motto: **Respect Integrity Success Etiquette Unity Pride**

Values

- Respect
- Citizenship
- Team work
- Honesty
- College-Bound Attitude

Recognition Systems /Awards: On a daily basis, teachers engage students via recognition and awards. Values

are taught, practiced, and used in class discussions to foster pro-social behaviors and healthy relationships. As thought-partners, teachers reinforce values and highlight model students through classroom recognitions, school-wide assemblies and informal moments of praise.

Common Language of SCSE promotes unification in the delivery of healthy messages. It is the norm to have these phrases spoken by the staff, volunteers and interns. The phrases below are to be used to communicate clear expectations and/or directives:

- Scholars
- RISE UP! (respect integrity success etiquette unity pride)
- Take Pride, Take Ownership, Deliver Excellence
- Criss cross applesauce
- Stand up tall and proud
- Sit up tall and proud
- The quiet hand gets chosen.
- Scholars don't slouch.
- Hands out of your pocket.
- All Greetings (Good morning, Good afternoon, Hello, may I help you? etc.)
- Use your polite words, or Use your kind words.
- First landing... next landing/continue
- Choices, decisions and consequences
- Sir/Ma'am
- Tuck in your shirts
- Silent lunch
- We expect from our children.
- Time on task
- Bobcats up!

General Guidelines (Discipline):

These general guidelines are set to ensure that the SCSE mission is upheld. Teaching students appropriate behavior is as much a part of an educator's job as teaching literacy and math. A considerable amount of time is used to build classroom community. It is essential that the teachers promote and expect the best of each scholar. All teachers are to insist on pro-social behaviors. Scholars are provided with guidance and direction. In addition, all classroom rules are established and followed consistently. Daily routines provide positive reinforcement for scholars to demonstrate appropriate behavior.

Discipline Procedures:

In order to deal more effectively with scholars who demonstrate inappropriate behaviors, the following procedures and guidelines for SCSE Staff have been established (in no particular order):

- Anecdotal record of student's behavior by the teacher
- Private thought-provoking conversations with student about undesired behaviors with teacher and/or AP, Principal
- Use of interventions
- Development of behavior modification plan for student and/or change of intervention
- Contact with student's parent by phone or note
- Schedule formal parent-teacher conference/intervention review
- Request meeting with the parent-teacher-AP/Principal
- Additional referral to Principal/AP/Social Worker/Special Education Team
- Detention
- Request formal evaluation with review of anecdotal records as evidence of previous intervention methods used
- In house suspension and out of school suspension
- Possible expulsion, depending on severity of infraction/s

School Rules and Consequences

Discipline Code

The Stamford Charter School for Excellence follows the Stamford Public School Conduct Policies and Procedures. The Stamford Public Schools is committed to ensuring that our schools are safe, secure and orderly environments in which teaching and learning take place each day. A safe and supportive school depends upon the efforts of all members of the school community—teachers, students, administrators, parents, counselors, social workers, safety personnel, related service providers, cafeteria, custodial and bus staff—to treat one another with mutual respect.

This guide covers infractions and the range of possible disciplinary and other responses for grades Kindergarten through Sixth, plus how students/families can appeal decisions. It also includes the Student's Bill of Rights and Responsibilities. The guide is available in English, Arabic, Bengali, Chinese, Haitian Creole, Korean, Russian, Spanish, and Urdu.

****Anything SCSE deems inappropriate or unethical, SCSE reserves the right to enforce any consequences necessary based upon the severity of the infraction****

Homework

Elementary School:

All students are provided with homework folders. Homework folders are designed to teach students essential organizational skills. There are high standards for homework. All homework must be neat, clean, and thoroughly completed. Homework is checked daily by each teacher. **If a student's homework is late, missing, incomplete, or of poor quality, the student may face in-school consequences listed below. For example, the student may be required to make up the work during recess, or after school.** Moreover, since bringing all necessary books and supplies is a part of homework, students may also face consequences if they do not bring all necessary books and supplies back to school each day. Parents/guardians may receive a phone call if their child has missed assignments. We expect and need parental support to make sure all the homework gets done according to our standards. Promoting ownership of one's learning and responsibility is a value of SCSE.

SCSE School Wide Homework Policy

Type of Infraction	Consequence
3 missing homeworks	Parent Call Phone Call
6 missing homeworks	Lunch Detention & Parent Call
9 missing homeworks	Afterschool Detention & Parent Phone Call
12+ missing homeworks	Afterschool Detention & Team Meeting
13 or more missing homeworks	Afterschool Detention & Removal from all enrichment activities & Meeting with the Principal

- The school will keep track of all missed homework regardless of the subject area of the assignment.
- At the ES, after each trimester the scholar will start from 0 with the number of missing homework assignments.

Progress Reports

On a bi-weekly basis your child will receive an academic progress report. This progress report communicates your child's current academic standing any important notes from the teacher. Our intention is to ensure that parents and guardians are kept abreast of their child's performance. This report must be signed and returned the following school day.

Any student that does not return his or her progress report Monday morning after they were given out will be assigned a lunch detention.

Make-Up Work

After returning from an absence, scholars are expected to complete any missed assignments. The time generally allowed to complete this work will be the number of days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work. In the event of a planned absence (one known in advance), parents/guardians should notify the teachers several days in advance so that they can prepare a packet of work for the extended absence. The planned absences need to be discussed with the principal or deans of the school before a packet may be designed. Again, absences from school directly hurt a child's academic progress. A child should only be absent in the case of serious illness or a family emergency. If the work is not made up in time by the scholar, he or she will result with a 0 for that assignment, and it will be documented that sufficient time was given in order to complete it. ****Any child that is out of school with valid reasoning, homework will be set aside so that the scholar will not be behind in their school work. Parents can come to the school to pick up homework or any assignment that is assigned.***

Cell Phones/Electronic Devices

Students are not allowed to use any electronic devices during school hours. If your child has a cell phone, it must remain in their book bag and off during school hours. That includes lunch, recess, on field trips, bathrooms, and any other time your scholar is under our supervision. If a cell phone is seen or used during school hours, the following actions will be taken:

Prohibited devices include, but are not limited to:

- Cell phones
- BlackBerry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds
- Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

Type of Infraction	Consequence
1 st Infraction	Cell phone will be taken away and they will receive it at dismissal.
2 nd Infraction	Detention will be given to the scholar and again the parent will need to come to school in order to retrieve the phone. At this time the parent or guardian will also have to sign a contract stating that if this occurs again, the cell phone will be taken away from the scholar until the last day of school.
3 rd Infraction	Cellular phone is confiscated until the last day of school when a parent must come to school and retrieve the phone.

*****Scholars who post pictures taken during school hours will also face these consequences*****

- **A scholar’s warning will be given on the first day of school by their teacher.**
- **Cell phones offer many families the ability to communicate with their children, however students are in school, cell phones must remain turned off and out of sight. If you need to communicate with your child during the day, please call the main office.**
- **The Stamford Charter School for Excellence is not responsible for any lost or damaged electronic device that is brought to school by the scholar. It is their property and should be taken care of accordingly.**
- **Scholars are prohibited from taking and posting pictures of scholars without consent.**

Communication

SCSE is a very demanding school with high expectations for academics and behavior. All of us – parents, the leadership team and teachers – are working hard to help our scholars climb “the mountain” to college. Thus, we believe that the staff and parents are partners. It has been proven that when adults partner work cooperatively together we can ensure the success of each scholar. Communication is a vital component to our partnership.

- If there’s a problem or concern, speak with the teacher first to solve it together.
- We encourage you to ask clarifying questions to learn all the facts.
- We are a Charter School. Therefore, we put all of our resources into classroom instruction. The principal and the leadership team are in the classrooms during the day and are rarely sitting at their desks able to answer the phone. If you wish to speak with someone of the leadership team and they are not able to take your phone call, please leave a message.
- It is SCSE policy for a staff member to make every attempt to get back to you within 24 hours after receiving your call or email.

In order to be effective partners, we must communicate. Teachers/staff vary their methods of communication. The following is a list of ways we will communicate with you throughout the year:

- **Weekly Updates/Newsletters**
- **Monthly Behavior Alert/Progress or Academic Alert/Progress**
- **Phone Calls** (Please response by phone or in writing within 24 hours.)
- **Meetings**
- **Report Card Conferences**
- **Emailing**
- **School-wide Text Messaging System**
- **Website**

Promotion to the Next Grade

SCSE has tough standards for promotion. Students are expected to perform at or above grade level in all subject; level 3 or 4. It is not automatically assumed that scholars will pass from one grade to the next. The student must earn promotion by demonstrating mastery of essential knowledge and skills. ***Promotion decisions will be based on a student's grades, standardized test scores, attendance, homework completion record, appropriate pro-social behaviors, and other scholastic assessments.*** The principal will solicit, analyze and evaluate the data from all assessment tools, but the principal retains the authority to make the final decision on all promotion decisions. Students being retained are those who have performed significantly below grade-level standards. We will look carefully at student test scores, student work, teacher observation/anecdotal notes, and other assessment tools before making these promotion decisions. ***Based on student performance they may have to attend summer school.***

Students who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP. Students with IEPs who have significant attendance or behavioral problems unrelated to their IEPs may be retained for these reasons in addition to performing significantly far below grade-level standards.

Nursing Services & Medication

As a member of our community and school, we want you to be aware of the following specific health requirements for your child. **Please read them carefully and call our school nurse if you have any questions or concerns.**

1. **A doctor's copy of your child's immunization record is needed.** This should list all immunizations that your child has received and the dates for each immunization. If your child is not immunized, he/she will not be allowed to enter school. They are required to have DTap or DTP, IPV or OPV, MMR, Hepatitis B, and Varicella. Documentation of booster doses must be submitted to the nurse to keep records current.

2. Connecticut **State Education Law** mandates **physical examinations upon entrance to school.** Since your family physician knows your child, it is better that he/she does the examination, especially since immunizations need to be updated and tuberculin testing should be done yearly. Students may be excluded from physical education or playground activities until a medical is received. All medical conditions should be noted (e.g., asthma, epilepsy, allergies, any medications administered regularly at home, etc.). Please forward a copy of the health exam to the school nurse.

4. To make sure that we are able to reach you in the event your child becomes ill, **we need to have your home telephone number, work number(s), and two local (emergency) telephone numbers of relatives, friends, or neighbors who will take responsibility for your child if you are unavailable. Someone must be available to come and pick up your child.**

5. **In the event that your child is exposed to or is ill with a contagious disease (e.g., strep throat, impetigo, pink eye), a doctor's note indicating that he/she is not infectious is necessary for your child to return to school.** In the case of strep, a child must be on an antibiotic for 24 hours before returning to school.

6. **If your child is injured at home, after school, or in school,** and is seen either by a doctor or in the emergency room of a hospital, **please send in a doctor's note or the emergency room sheet to the school nurse.** This should include a diagnosis and any restrictions indicated.

7. **If your child is unable to participate in physical education** or needs limited physical education activities for health reasons, a doctor's note stating the reason for this limitation needs to be sent to the school nurse. When the student is able to resume the usual physical education activities, a doctor's note is also needed.

8. Medications that are prescribed when your child is ill may be given to your child at school. **All medications, including aspirin and Tylenol, cannot be given in school without a doctor's order and a parent's written permission.** An in-school medication sheet is available in the nurse's office. If a student is found to have any type of medication (even cough drops) and no permission notes or doctor's orders have been sent in, the medication will be confiscated, not administered, and parents will be notified. All medication must be in the original container with a pharmacy label on it.

*** CT Authorization of Medicine form must be completed every year with new medication**

9. If your child is sent home with a fever by the school nurse **DO NOT** send him/her back to school the following day. **Please keep your child home until the temperature is normal (98.6) for twenty-four hours.** This ensures complete recovery and reduces the chances of spreading a contagious or infectious condition.

10. If your child is not coming to school you must call the school at:

Elementary School: (203) 989- 0000

Phone calls should be made to the office by 8:30 am or a phone call will be made inquiring into where the scholar is that day.

School Calendar & Closings

Please use the SCSE calendar for the scheduled school days and closings for this school year.

SCSE will only close school in cases of extreme weather conditions. In such situations, we will follow the Stamford Public Schools Closing Schedule Please listen to local radio and television stations to find out

about school closings. If the Stamford Public School announces a delayed opening or a closing, SCSE will also be delayed or closed.

Parents who are not at home during the day should make provisions for their child to go to the home of a friend or neighbor if an early school closing is necessary. The children should be made aware of these arrangements and the school must have an update emergency contact form indicating where your child should be sent and who should be contacted.

Lost and Found

The school will keep a small lost and found box in each school. Parents may come in any day between 7:45 am-4:00 pm to search the Lost and Found baskets. At the end of every quarter, items left in the box will be donated to a local charity.

School Bus Transportation

Busing to and from SCSE is provided by the Stamford Public Schools may provide busing for student who lives at least 1 mile away from SCSE. However, the right to free transportation is not guaranteed and is dependent on where the Stamford Public Schools draws the bus routes and on the student’s good behavior while waiting for and riding upon the school bus. Students who do not behave on the school bus may have their riding privileges suspended or expelled. If there are issues with the bus running late, you may call the bus company. If you have other concerns regarding driver safety or shared busing, then you should call the school and let the Principal know. The school can assist with these complaints, but the only ones we can really solve are those involving scholar-to-scholar interactions.

While Stamford determines the eligibility of a student for bus service, SCSE reserves the right to suspend or expel an eligible student from the bus if he or she in any way threatens the safety and well-being of him/herself and/or peers on the bus. We believe that the right to free transportation is a privilege and is contingent upon a scholar’s behavior while riding to and fro on the school bus.

- **Poor Bus Behavior** – Bus drivers must focus on the road to make sure all students arrive to school and home safely. On the bus, students must remain in their seats, using inside voices (low volume), refrain from eating, drinking or doing homework, and follow all directions given by the bus driver. Students must not behave poorly on the bus or compromise the safety of themselves and others. **Poor bus behavior may result in suspension or termination of transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**

Type of Infraction	Consequence
Pre-Suspension Warning	Detention at lunch/afterschool with the Principal
1 st Infraction of bus policy	Bus Suspension (1 day)
2 nd Infraction of bus policy	Bus Suspension (2 days)
3 rd Infraction of bus policy	Bus privileges revoked for the remainder of the school year

Note: All parents/guardians of scholars who ride the school bus must sign the SCSE Bus Policy.

Below is the bus policy all scholars must sign in order to have busing for the year

****If you do not wish for scholar to take the bus on a certain day, a phone call must be made to the office no later than 3:00 pm. Any phone calls made after that time does not guarantee that your child will not be put on the bus****



School Bus Policy

Busing to and from SCSE is provided by the Stamford Public Schools may provide busing for student who lives between 1 mile away from SCSE. However, the right to free transportation is not guaranteed and is dependent on where Stamford draws the bus routes and on the scholar's good behavior while waiting for and riding the bus. Scholars who do not behave on the bus may have their riding privileges suspended or expelled (for the remainder of the school year). If there are issues with the bus running late, you may call the bus company. If you have other concerns regarding driver safety or shared busing, then SCSE can assist with complaints involving scholar-to-scholar issues.

While Stamford determines the eligibility of a student for bus service, SCSE reserves the right to suspend or expel an eligible student from the bus if he or she in any way threatens the safety and well-being of him/herself and/or peers on the bus. We believe that the right to free transportation is a privilege and is contingent upon a scholar's behavior while waiting for and riding to and fro on the school bus.

Bus drivers must focus on the road to make sure all students arrive to school and home safely. The bus drivers will only pick up and drop off your child(ren) at the designated bus stop. If you miss the bus, please do not follow the bus and attempt to place your child(ren) on the bus at the next or another bus stop. If you miss the bus, bring them to school directly. **SCSE Bus Policy** states that scholars riding the bus must: 1) remain respectfully seated, 2) use inside voices (low volume), 3) refrain from eating, drinking or doing homework, and 4) follow all directions given by the bus driver for safe traveling. Scholars must not behave poorly or compromise the safety of themselves and others. **Poor bus behavior will result in a suspension or termination of bus transportation services. If your child is suspended from the bus, it will be your responsibility to arrange for alternative transportation.**

Pre-Suspension Warning - Detention

1st infraction of bus policy - Bus suspension (1 day)

2nd infraction of bus policy - Bus suspension (2 days)

3rd infraction of bus policy - Bus privileges revoked for the remainder of the school year.

The following page should be read, signed and returned to the school before or by Friday.

Failure to sign and submit can result in child's removal from the bus until the bus policy is signed.



School Bus Policy

I, _____, have reviewed the Stamford Charter School for Excellence bus policy and the consequences associated with the bus policy. I understand that it is my responsibility to re-enforce to my child/scholar that he/she maintains desirable, pro-social behaviors and to make healthier choices. As a parent partnered with SCSE, I understand that the bus policy was designed to bridge together the mission of SCSE and the bus rules and regulations of Stamford Public School. I understand and agree that SPS determines the eligibility of a student for bus service and that SCSE reserves the right to suspend or expel an eligible student from the bus if he or she in any way threatens the safety and well-being of him/herself and/or peers on the bus. I understand and agree that the right to free transportation offered by SPS is a privilege and for my child to continue to ride the bus is contingent upon his/her behavior while waiting for and riding on the school bus.

I understand that my child should clearly demonstrate behaviors that uphold the SCSE mission and the rules and regulations of SPS. I understand that by having on-going conversations with my child will help him/her to understand that he/she is expected to honor him/herself, our family, and the SCSE school culture and community.

I understand that my child/scholar is expected to reflect impulse control, respect for authority and boundaries, and use appropriate language/actions while riding the bus, as expected in school. I understand that I must re-enforce that he/she must be cordial and act in compliance with the federal School Violence and Prevention Act of 2001 as well as SCSE mission and its philosophy of **R**espect **I**ntegrity **S**uccess **E**tiquette **U**nity **P**ride.

I understand and agree to adhere to the SCSE bus policy and consequences associated with making an infraction. I have read the bus policy and have discussed it fully with my child.

Parent/Guardian Signature

Date

Child's Name

Grade/Class

School Lunch Program & General Lunch

Breakfast and lunch are available at SCSE. As part of our participation in the School Foods Program (a federal program that subsidizes student meals), SCSE **MUST** collect completed lunch application from each student yearly. The lunch application form is used to determine eligibility and level of assistance that a child will receive. The main office will be in touch to review the costs and set up a payment plan.

Parents may send lunch to school with 100% juices only, water or milk. If you send lunch to school with your child, we ask that you send nutritious foods in appropriate child portions. Please do not send unhealthy drinks (e.g., sodas or beverages heavy in sugar) or unhealthy snacks (junk foods high in fats/sugar). SCSE reserves the right to prohibit students from consuming unhealthy foods/drinks at school.

Recommended Snack List at Stamford Charter School for Excellence

Pastry/ Snack Options

Kelloggs Nutri-Grain Bars (Apple, Blueberry, and Strawberry)
General Mills Oat and Honey Granola bars
Quaker Oat Chewy Granola Bars
Pretzel Mix (peanut-free)
Austin Zoo Animal Crackers
Fat Free Fig Newtons
Trail Mix (No Peanuts)
Nut N' Yogurt Mix (No Peanuts)
Oatmeal bars

Beverages

Any 100% fruit juice drinks
Dole 100% Juices
Raisins and other Dried Fruit
Any Variety of Water
Capri Sun -100% Juice
Coconut water
Tomato juice

Miscellaneous

Low-Fat Cheese Sticks
Yogurt
Go-Gurt

Chips/ Crackers

Baked Lays
Baked Doritos Nacho Cheese
Baked Bugles
Rold Gold Fat Free Pretzels
Sun Chips
100 Calorie Pack Baked Chips
Tortilla chips
Rice cakes
Crackers

Fruits and Vegetables

Canned Fruits in Light Syrup
Fresh Fruit
Applesauce
Fresh Vegetables
Squeezable fruit pouches
Hummus dip

***** Reminder*****

Stamford Charter School for Excellence is a Peanut and ALL Nut Free Zone.

School Visitor Policy

Visitors, especially parents, are a vital part of the SCSE community. We welcome them as volunteers, observers, and partners in the education of our students. Unfortunately, unannounced visits can be disruptive to our educational program. **Parents who would like to visit should call one day in advance and schedule a class-visit appointment. Upon arriving, all visitors must sign in the Main Office.** They should enter classes during transition, but may leave at any time during the lesson. Visitors may not talk to a child or a teacher during the lesson. They may call the teacher after school to discuss observations.

If a visitor comes to drop something off for a student or to leave a message, we require that the visitor leave the item/message in the main office. In accordance with the SCSE Safety Plan, we cannot allow unannounced visitors to roam the building.

Additional Policies

School Supplies

The supplies you will need to purchase for your student are 1) the supplies listed on the teacher's class list and supplies for homework at home, and 2) a book bag that is big enough to fit a full-sized folder and books. Please do not purchase a rolling back pack since these can be very dangerous when used on staircases for Elementary School scholars. Also, these book bags are often too heavy for small children.

Birthday Celebrations (Elementary School ONLY)

At SCSE, every minute counts, therefore, we ask that if you choose to celebrate your child's birthday in school, please let us know at least *one week* in advance. Celebrations can only occur during Snack & Pack (3:15-3:45) time. Only children who do not have serious behavior issues, attendance or lateness issues, or homework incompleteness issues will be allowed to celebrate with their class during Snack & Pack time. Parents may only bring in cupcakes and juice boxes for the scholars. **NO GIFT BAGS ALLOWED!**

Bathrooms (Elementary)

Students are to use the bathrooms located on the floor on which they are attending class. Students should go with a bathroom buddy in grades K and 1st.

We remind students that the bathroom is neither a place to socialize nor to play. If students misuse the bathroom or the resources in the bathroom, the Assistant Principal/Principal will notify parents and we will work together, either over the phone or in person, to help the student set clear goals for appropriate and respectful use of the bathroom.

****Anything SCSE deems inappropriate or unethical, SCSE reserves the right to enforce any consequences necessary based upon the severity of the infraction****

If a student ever feels uncomfortable or intimidated by using the bathroom, please let the teacher and principal know immediately. If we know, we can work together to alleviate whatever is causing the concern.

Fire Drills

- Students are to exit from the building quickly and quietly, following the direction of the teacher.
- Each teacher will review the fire drill route and procedures with students on the first day of school.
- We will help children understand that fire drills are a serious safety precaution and not a time to talk or fool around.

Hallways and Classrooms

- When students walk in the hallways, they must remain quiet and respectful of the learning of others throughout the building.
- Students must walk at all times in the building.
- When students are travelling in a group or are in the cafeteria, adults prompt them to be quiet they must listen to whichever adult is directing them.

Human Services

Below are several emergency telephone numbers that may be useful to parents/guardians and students:

Connecticut Numbers

Child Abuse Care Line	1-800-842-2288
Domestic Violence Hotline	1-888-774-2900
Drug Dependence Hotline	800-563-4086
Mental Health Hotline	911 or 1-800-586-9903
Police/Fire Emergency	911
CT Poison Control	1-800-222-1222
Rape Crisis Hotline	1-888-999-5545
Runaway Hotline	1-800-786-2929 or 773-880-9860
Suicide Prevention	211 or 800-273-8255