

# ST. STEPHEN SCHOOL

355 Grafton Street, Worcester, MA 01604 - 508.755.3209  
www.st-stephen.net



## From the Principal's Desk

Dear Parents

We are happy to welcome you and your children to St. Stephen School for the 2018 - 2019 school year. We had a great first week. I am grateful to the faculty and staff for their dedication and commitment to the mission of St. Stephen School. All have spent many hours at school in recent weeks preparing for the opening of the new school year.

We would like to extend a warm welcome to the newest members of our school community: Ms. Sarah Cousins is teaching Grade 5, and Mr. Arthur Pelletier is the Finance Manager who will also be handling FACTS and Tuition. We welcome them both, and look forward to an exciting, productive school year!

Mr. Caldwell (father of Aiden and Mia), owner of the technology company "MyOfficeCloud", has generously donated an immense amount of time (and talent) over the summer to continue updating the WiFi in the building, so that the connectivity throughout the classrooms will be improved. We also have new Chrome Books for the school that he will be setting up. We can't thank him enough for ALL of the work he has done for all of the students and staff in the school, we are so grateful.

We would like to also send our most heartfelt thanks to Ms. Susan Saucier, Director of Student Financial Services & Accounts at the Diocese of Worcester for all of her hard work and help over the summer months.

There will be a **Parent Meeting** on Monday, September 10th from 6:30-8:00 PM starting in the church hall. It is important that at least one Parent/Guardian from each family attend - students do not attend this meeting. Eileen Kneeland from the office of the District Attorney will explain the latest updates to the anti-bullying law. Information regarding the Safe Environment Curriculum will be presented to the Parents/Guardians who are new to Catholic Schools. After the general parent meeting, parents will be invited to visit their child's classroom and meet with the teacher. We look forward to seeing you all there.

**Social Media:** We would like parents to be aware of a policy that must be followed by all Faculty and Staff regarding Social Media Usage. It is possible that some parents and possibly students are "friends" on social media with some members of the St. Stephen Faculty and/or Staff. To be in compliance with Safe Environment Regulations, and to maintain professionalism, Faculty and Staff are prohibited from being "friends" on Social Media Sites with Parents and Students who are currently attending St. Stephen School. We wanted you to be aware of these rules, as we wouldn't want anyone's feelings to be hurt if you are suddenly "unfriended" by a faculty or staff member. We appreciate all of you and your understanding of the policies that we are required to follow.

There will be a **Safe Environment Training** session Sunday, September 16th at 5:00 PM in the School. Please be advised that if you plan on being involved in any activity with the school, including chaperoning, you must have this training.

If you have received this training at St. Stephen School or St. Stephen's Parish in the past, you are not required to attend again.

If you have any questions regarding this training, please contact Mrs. Raymond at 508-755-3209.

**Afternoon Pickup for Grades K-8** - We are trying to improve the dismissal process. With safety in mind, the classes will be leaving the school and crossing over Caroline Street. Students will remain with Teachers and line up along the inside of the playground fence. Parents, please go over to the Teacher to pick up your child. In this way, we are assured students are leaving safely.

**ALLERGIES**- If your child has allergies that require an Epi-Pen or Inhaler, please be sure to return the Allergy Forms that were sent home in the Summer Mailer ASAP. If you did not receive Allergy Forms, please come into the office to fill them out.

Thank you so much for entrusting us with your children and for sending them to school ready to learn each day. We look forward to a wonderful year of learning and new experiences.

### EPI-PENS AND INHALERS:

Please do NOT send in Epi-Pens and/or Inhalers without sending in the proper allergy documentation.

Joanne Mallozzi, Principal

**Volunteers** ~ As the mission of St. Stephen School clearly states, "St. Stephen School works closely with families." **We value you, we want you to be an active part of the life of the school and we need you.** As always, we depend on parents who generously volunteer their time and talent in numerous ways throughout the school year. We will be seeking parent volunteers to continue to provide the leadership that is essential for such eagerly anticipated events as the Father/Daughter Dance, the Gingerbread House, Mother/Son Night, Spree Day and so many other activities. We are in immediate need of volunteers for Nursing Duty, Lunchroom and Yard Duty. Please be aware, that if we do not have volunteers to chair these events, we will sadly have to cancel them. *If you have any questions regarding volunteer opportunities, please contact us.*

**Catholic Schools Appeal** - The Annual Appeal for Catholic Schools takes place on September 22<sup>nd</sup> and 23<sup>rd</sup> in all churches in the Diocese. You can do so much for our school by alerting family, friends and neighbors that if they write St. Stephen School on the check, it assures us of receiving their donation. All undesignated monies are combined and distributed among all schools. You and those you know can make such a difference by choosing St. Stephen School. Thank You!

**Catholic Values** ~ Our mission states that, "the dedicated faculty of St. Stephen School works closely with families to provide students with a solid spiritual foundation based on the values of the Catholic faith to last a lifetime." This year we will continue to build the spiritual foundation by focusing on a specific value each month and integrating it throughout the curriculum. The goal is to truly live the values of our faith, and to promote a positive school environment. During the month of September we will be focusing on Respect.

*"The bond that links your true family is not one of blood, but of respect and joy in each other's life." Richard David Bach*

Continued...

## This Week's Brown Envelope Inserts...

- 2018-2019 Computer Use Agreement – Pre-K-8
- October Lunch Order
- Price Chopper Tools for Schools
- Volunteer Forms
- Extra Help Schedule
- Hearing Screening Permission Slips – Gr. K-8

**PLEASE NOTE:** It is important that the monthly calendar be checked often for upcoming events, ½ days etc.

**Forms:** It is imperative that all Emergency, Health and Connect Ed forms that you received are filled out and sent in to the school immediately. Thank you for your attention and cooperation in this matter.

**Medical Forms and Immunization Records** for new students and those in grades K, 4 and 7 are required no later than September 21<sup>st</sup>. Students may not stay in school if these medical records are not in by the due date.



**Payments – Please make out separate checks when you send payment for milk, lunches, extended day and agendas.** It makes it easier for the office staff to keep track of payments. Thank you in advance for your cooperation.

**Photo Permission/Denial:** In an effort to reduce paperwork by at least one sheet, please refer to the Parent/Student Handbook regarding the use of a child's image. The policy asks that you notify the school in writing (no later than Friday, September 8) if you do not want your child's picture used for any reason. Because there were so few such requests in previous years, we chose to address the issue in this way.

**Brown Envelopes:** Please return your brown envelopes. If envelopes are not returned by Monday of the following week, a new envelope will not be issued and you will not receive important school information.

**Our web-page is [www.st-stephen.net](http://www.st-stephen.net).** We hope you will take the time to check it out and refer to it often. We have our weekly newsletters, calendars, lunch order information, handbooks, tuition, sports forms and much more online at your fingertips. You can also access a teacher's email by clicking on his/her name. The faculty and staff listing is located under the "About Our School" tab on our webpage.

Our **lunch program** will begin on Wednesday, October 3<sup>rd</sup>. The lunch program will be offered 2 days a week, Wednesday and Friday, for those families interested in ordering. Order forms will be sent home on a monthly basis and must be returned by the deadline in order for us to plan accordingly.

Please remember to send your child to school with a lunch and a drink. Children who come to school without a lunch will be given cereal with milk. A charge of \$1.50 will be billed for any lunches provided. *We also ask that Parents/Guardians refrain from dropping off "hot" lunches or fast food lunches to students during the day. This is extremely disruptive to the office/classrooms and students.* If you have any questions or require additional information about the lunch program, please feel free to contact Mrs. Tami Parodeau-Fitch.

**Uniform Reminder** - Students in Kindergarten through grade 8 must wear black shoes or black sneakers with the school uniform.

**IEI/Education in the Global Environment** – This program handles our school's academic environment. Access includes Report Cards, Progress Reports and Attendance. This system is extremely beneficial for parents/guardians as it gives them the opportunity to see how their child(ren) are progressing as often as the parent/guardian chooses to log in.

Parent/Guardians of new students in grades 1-8 will receive their login information within the next two weeks.

**Sacramental Preparation:** St. Stephen School always adheres to the Diocesan policy, which requires children to receive sacramental preparation in their own parish. Contact your parish CCD coordinator, or for members of Holy Family and St. Stephen Parishes, please contact Mrs. Deborah Blicharz the Religious Education Director for information about classes that your child may need. Please see the contact information for Mrs. Blicharz below:

E-mail: [deborahblicharz01@gmail.com](mailto:deborahblicharz01@gmail.com)  
 Holy Family Parish: 508-754-6722  
 St. Stephen Parish: 508-755-3165

**Compliance Notice:** In compliance with Federal Asbestos Hazard Emergency Act (AHERA) regulations, we are required to inform all parents and employees associated with St. Stephen School of our school's Asbestos Inspections Report and Management Plan. These Inspections Reports and the Management Plan are on file in the school office and are available for review by any parent, teacher, etc., during normal business hours of the school.

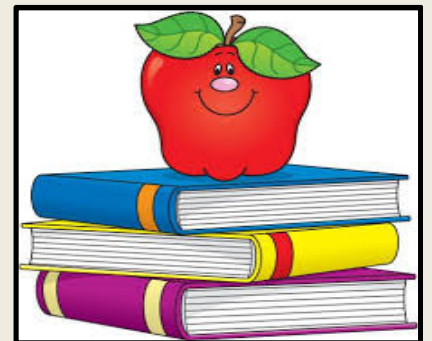


St. Stephen School will be participating in **Boxtops for Education** again this year. It is a great way for the school to earn "free" money and supplies. Don't forget to ask family members and friends to clip and save, too. Thanks for your support!



## SPORTS

**We are in need of Coaches!** We are hoping to have enough players for Basketball and possibly Spring Soccer this year. We will be unable to field a team for our students if we don't have volunteers to coach. Please contact Mrs. Mangaudis at the school if you are willing to coach or assist one of our teams. Thank you!



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