Message to Parents

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include the following:

1. being a partner with the school in the education of your child
2. understanding and supporting the religious nature of the school
3. reading all communications from the school and requesting clarification when necessary
4. knowing who your child’s teachers are and observing parent-teacher conference dates and any special requests for meetings
5. discussing concerns and problems with the person(s) most directly involved before contacting legal authorities
6. being as actively involved as you can be in life of the school and volunteering assistance when possible
7. promoting your school and speaking well of it to others
8. meeting your financial obligations in a timely manner and supporting the fundraising efforts of the school when possible
9. appreciating that Catholic education is a privilege that many persons do not have

So, welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic Education. Surely, He who said “Suffer the children to come unto me” will bless the efforts in His name.

Status of Students

St. Stephen School is a co-ed elementary school for grades Pre K to 8th. It does not discriminate on the basis of sex, race, color, and/or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student handbook. Parent(s) and legal guardian(s) will be notified promptly of any changes.
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ARCHDIOCESE OF BALTIMORE CATHOLIC SCHOOLS VISION STATEMENT

Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

ARCHDIOCESE OF BALTIMORE CATHOLIC SCHOOLS MISSION STATEMENT

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential—spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

OUR VISION STATEMENT

St. Stephen School is a high school preparatory Catholic elementary school serving the Baltimore and Harford County communities. Our curriculum provides students with the skills needed to communicate effectively, to be successful in higher education and to be productive citizens in the Church and larger communities.

- Our students participate in a curriculum that is differentiated to meet their individual needs.
- Our students engage in content that is integrated and interdisciplinary.
- Our students are guided to think globally when making responsible choices that affect the economy, environment, and social tolerance.
- Our students work with web-based technology connecting them to a wealth of information that increases their content knowledge, helps them problem solve, and enables them to make moral decisions.
- Our students develop an attitude to be flexible in their day to day interactions and activities essential to lifelong learning.

OUR MISSION STATEMENT

A pre-kindergarten through 8th grade Catholic parochial school, St. Stephen School is dedicated to the ideals of educating children in an environment that surrounds them with Christian values. The school strives to educate the whole child spiritually, academically, physically, socially, and emotionally. Every effort is made to cultivate within each child a positive self-image and to heighten his/her awareness of the dignity and worth of others.

OUR HISTORY

The seed of Catholic education began in 1841 in the Bradshaw home of Miss Stephanie Raphel. By 1851, St. Stephen parish was officially recognized as a place of worship. Needing a larger facility for the growing community, the parishioners purchased a two-story frame building. This became the church and school, with all grades occupying the lower floor. For the next twenty-five years, the thriving community grew steadily and became a closely knit, friendly community with strong ties to the parish and to Catholic education. The parish’s continued growth dictated the need for a larger church and school. Parishioners toiled for over a year hauling large rocks from the countryside to the current site on Bradshaw Road. This work, begun so humbly with the very essence of what God had created in this beautiful countryside, was to become part of the charisma of St. Stephen School.

In 1931, the church was completed and the two-story frame building was moved to the top of the hill and became St. Stephen Elementary and High School. Later, Rev. Vincent Fitzgerald, pastor, renovated the existing building and engaged the Sisters of St. Francis of Philadelphia to teach. On the opening day of school in September 1931, one hundred seventy students crossed the threshold for instruction. In 1953, a new building was erected. This became the elementary school and the frame building became the high school. In 1963, St. Stephen School had an enrollment of one thousand students. St. Stephen High School closed in 1968 with the opening of John Carroll Regional Catholic High School.
In August 2014, St. Stephen School opened a new building. Designed for early childhood education, the Pre-K building accommodates our Pre K-3, Pre K-4 classes and enrichment activities. Plans are being developed to add an outdoor classroom in the wooded area behind the building.

Presently, St. Stephen School educates approximately 325 students in grades Pre-K through grade 8. Though the students, parents, and staff have changed through the years, the school has remained steadfast in its goal to educate the total child in an environment of Christian values, principles, and standards.

ACCREDITATION

AdvancED
As of 2015, St. Stephen School was granted an accreditation by the AdvancEd World Wide. St. Stephen successfully defines and meets its responsibilities to its students, the public, and the profession of education.
ADMINISTRATION

Elementary School Office: 7:30a.m. – 3:30p.m. .................................410-592-7617
Fax: 410-592-7330    Email: info@ssschool.org     Website: ssschool.org
School Principal..........Mary Patrick.......................Email: mpatrick@ssschool.org

Religious Education.......Sr. Angela DeFontes..........................410-592-8666
Mrs. Pamela Franke, Office Manager..........410-592-8666
Mrs. Kellie Reynolds.........................410-592-7294

Parish Center.........................................................410-592-7071
Fax: 410-592-6803

Flynn and O’Hara, Inc. – Uniforms............website: flynnohara.com...............410-828-4709

St. Stephen School Faculty and Staff

Fr. Lawrence F. Kolson     Pastor
Mrs. Mary M. Patrick      Principal
Mr. Robert Melewski        Business Manager
Mrs. Rachel Harkins Ullman  School Administrative Manager
Mrs. Ginni P. Zachmeier    Admissions Coordinator
Mrs. Kathleen Arbutus       Administrative Assistant
Mr. Rob Baranoski          Facilities Manager
Mr. Josh Phillips           Maintenance
Mrs. Andrea Frazier         Pre-Kindergarten 3
Mrs. Melenie Woods         Pre-Kindergarten 4
Mrs. Deborah Mirabile      Kindergarten
Mrs. Laura Zavodny          Grade 1
Miss Lauren DeMarco         Grade 2
Mrs. Susan Tobias           Grade 3
Mrs. Kristy Allen           Grade 4
Mrs. Nicole Campbell        Grade 5
Mrs. Kathleen Hurley        Grade 6
Mrs. Kerry Rand             Grade 7
Mrs. Kathy Schucker         Grade 8
Mrs. Linda Boschert         Music K – 5, Spanish
Mrs. Laura Brockmeyer       Math 4 & 5 /Reading 3 & 4
Mrs. Rose Baroody           ELA K, 1, 3
Ms. Nancy Dalina            Math 6, 7 & 8, Science
Mrs. Julie McMahon           Resource 4-8
Mrs. Maureen Davies         Physical Education Pre-k4 – 8
Mrs. Christine Engbert      Computer K – 8, STEM Coordinator, Spanish
Mrs. Tina Hampson           Science 6 – 8 /Math 6 -8
Mrs. Mary Tabassi           School Nurse
Mrs. Karen Rostkowski       ELA 2 / Math 1 – 3
Mrs. Gina Metallo           Middle School Drama Coach 6 -8
Mrs. Martha Spangler        Art K – 8, Resource 4-8
Mrs. Peggy Nohe             Kindergarten Instructional Assistant
Mrs. Stacey Sydlik          First Grade Instructional Assistant
Ms. Alexis Lally            Pre-Kindergarten Instructional Assistant /Enrichment
Mrs. Teda Behr              Pre-Kindergarten Instructional Assistant
Mrs. Nancy Young            Pre-Kindergarten Enrichment
Mrs. Veda Diegel            Instructional Assistant
SCHOOL BOARD

The St. Stephen School board is comprised of representatives from the local parishes, alumni, educational, philanthropic, business and community leaders. The Board recommends to the pastor and principal, policies and practices that are consistent with the school’s mission. The board supports Archdiocesan policies and procedures regarding finances, advancement, marketing, building and grounds, and other areas of corporate management. The board develops and oversees implementation of the school’s strategic plan. The St. Stephen School Board meets six times during the school year.

School Board Members: Rev. Lawrence F. Kolson, Pastor, Mary Patrick, Principal, Michael Regulski, President of Board, Joshua Campbell, Vice-President of Board, Rev. Gilbert Seitz, John Gontrum, Bob Melewski, Janet Wenger, Craig Bryant, and Sharon Ellwood, Rachel Ullmann, Jim Kalinosky

HOME/SCHOOL ASSOCIATION

This organization melds the two groups most interested in the welfare of the students, the home and school. The association meets in September, March and May. It is dedicated to the improvement of education, service to the school by raising funds, and the development of harmonious relations between the school and the community. It is designed to be responsive to the needs of the school and to the interests of parents.

Officers of the association are elected at the May meeting. Listed below are the officers and standing committees.

Home/School Association Officers
President…………………………Nichole Regulski
Vice-President……………………Bob Stelmack
Secretary………………………….Natalie Grabowski
Treasurer………………………….. Suzanne Biggs
Volunteer Coordinators………………Stephanie Gavrilis and Kris Rozankowski
Fathers’ Club Representative……….Kyrle Preis

Parents are expected to become members, to attend meetings regularly, and to support the association’s activities. The Home/School Association will publish a student directory in the fall of each school year. Parent(s)/Guardian(s) who do not wish to have their telephone numbers listed must notify the school in writing by the stated deadline.

Fathers’ Club Officers
President…………………………… Kyrle Preis
Vice-President………………………Matt Alkins
Recording Secretary…………………Keith Rozankowski
Treasurer………………………….. Greg Kuta
Member at Large…………………. Clay Stambaugh

School Office Information
School office is open from 7:30 a.m. until 3:30 p.m. The School is located at 8028 Bradshaw Road, Kingsville, Maryland 21087. Office Phone # 410-592-7617, Fax: 410-592-7330, Website: ssschool.org, Email Address: info@ssschool.org
School Hours – Arrival & Dismissal Procedures, Early Departure, Early Dismissal

Regular Day for Pre-Kindergarten - Grade 8

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DAYS OF OPERATION</th>
<th>ADMISSION OF STUDENTS</th>
<th>DISMISSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre K-3</td>
<td>Tues. &amp; Thurs.</td>
<td>8:00 A.M.</td>
<td>11:00 A.M.</td>
</tr>
<tr>
<td>Pre K-3</td>
<td>Mon. - Wed. - Fri.</td>
<td>8:00 A.M.</td>
<td>11:00 A.M.</td>
</tr>
<tr>
<td>Pre K-4 A.M.</td>
<td>Mon. - Fri.</td>
<td>8:00 A.M.</td>
<td>11:00 A.M.</td>
</tr>
<tr>
<td>Pre K-4 P.M.</td>
<td>Mon. - Fri.</td>
<td>12:00 noon</td>
<td>3:00 P.M.</td>
</tr>
<tr>
<td>Pre-K Enrichment Class a.m.</td>
<td>Mon. - Fri.</td>
<td>8:00 A.M.</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Pre-K Enrichment Class p.m.</td>
<td>Mon. - Fri.</td>
<td>11:00 A.M.</td>
<td>3:00 P.M.</td>
</tr>
<tr>
<td>Kindergarten-8</td>
<td>Mon. - Fri.</td>
<td>8:00 A.M.</td>
<td>3:00 P.M.</td>
</tr>
</tbody>
</table>

Early Dismissal Day for Pre-Kindergarten - Grade 8

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DAYS OF OPERATION</th>
<th>ADMISSION OF STUDENTS</th>
<th>DISMISSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre K-3</td>
<td>Mon. - Wed. - Fri. or Tues. &amp; Thurs.</td>
<td>8:00 A.M.</td>
<td>11:00 A.M.</td>
</tr>
<tr>
<td>Pre K-4 A.M.</td>
<td>Mon. - Fri.</td>
<td>8:00 A.M.</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>Pre K-4 P.M.</td>
<td>Mon. - Fri.</td>
<td>10:15 A.M.</td>
<td>12:15 P.M.</td>
</tr>
<tr>
<td>Pre-K Enrichment Class A.M.</td>
<td>Mon. - Fri.</td>
<td>8:00 A.M.</td>
<td>10:15 P.M.</td>
</tr>
<tr>
<td>Pre-K Enrichment Class P.M.</td>
<td>Mon. - Fri.</td>
<td>10:00 A.M.</td>
<td>12:15 P.M.</td>
</tr>
<tr>
<td>Kindergarten-8</td>
<td>Mon. - Fri.</td>
<td>8:00 A.M.</td>
<td>12:15 P.M.</td>
</tr>
</tbody>
</table>

Arrival Time
Upon arrival in the morning, all students are to assemble in the hall lines designated for their grade levels to await a school-wide opening exercise at 8:00 A.M. Talking is permitted. However, students may not play. Students will be taken by their teachers to their classrooms following the school-wide opening prayers and Pledge of Allegiance. Instruction begins at 8:15 A.M.

Supervision Responsibilities Before and After the Official School Day
On regular school days, St. Stephen School admits students at 7:30 A.M. and dismisses students at 3:00 p.m. On regularly scheduled early dismissal days, the school admits students at 7:30 A.M. and dismisses students at 12:15 P.M. The school is not responsible for supervision before or after the times stated above, and the school is not liable for any injuries or accidents which may occur. This is required by insurance coverage and is done for the safety of the children. Parents are advised, therefore, to follow the times as stated above. If the student is participating in a scheduled supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up of the students.

Lateness
Every effort should be made to assure the punctuality of students. Students who are late disrupt their day as well as the day for everyone in their classes. Students whose instructional day begins at 8:00 A.M. will be considered late if they arrive after 8:10 A.M. Students whose instructional day begins at 12:00 P.M. will be considered late if they arrive after 12:10 P.M. Late arrivals must report to the nurse’s office to get a late slip before they will be admitted to class.
**Regular Dismissal**

Pre-kindergarten morning students are dismissed at 11:00 A.M. each day; pre-kindergarten afternoon students are dismissed at 3:00 P.M. Kindergarten students and students in grades 1-8 are dismissed at 3:00 P.M. each day. Since staff members are involved after dismissal with conferences, meetings, extracurricular activities, and/or lesson preparations: consequently, they are unavailable for supervision of students. Parents must make arrangements to guarantee the pick-up of their children by 3:00 P.M. All remaining children will be brought to the main office at 3:15 P.M. On days with early closings, the parents are asked to make timely arrangements for transporting their children home.

If children forget books or anything else that requires that they must re-enter the school building, parents/carpool must pull over by the fence and park. Please wait until cars have been dismissed before walking across the parking lot. Children re-entering the school after dismissal must be accompanied by an adult. The school is not responsible for the supervision of students, nor liable for any injuries or accidents that may occur to students after dismissal.

**Early Dismissal Day**

On regularly scheduled early dismissal days, the school admits students at 7:45 A.M. and dismisses students at 12:15 P.M. On regularly scheduled early dismissal days, the morning pre-kindergarten children will attend school 8:00 A.M. to 10:00 A.M. The afternoon pre-k children will attend school 10:15 A.M. to 12:15 P.M.

**Request for Dismissal during the School Day**

Parents are requested not to take their children out of school for appointments, etc., unless there is an emergency. In the event of a necessity for a child to be dismissed early, the parent must come to the nurse’s office to pick up the child. Children will be allowed to leave class when they are called to the nurse’s office. Notes for early dismissal must be approved by the principal or his/her designee.

**Emergency Response Plans**

Emergency Plans are reviewed and updated annually. St. Stephen School duplicates the Baltimore County Emergency Plan and the policy of the Archdiocese of Baltimore. If it becomes necessary to close St. Stephen School because of an emergency at the facility, school officials will make every effort to notify parents through Alert Solutions.

Emergency drills are held on a regular basis. It is important that children know how to conduct themselves during the drills - they must walk out the designated exit in silence, not touching anyone. These directives have been given by the Fire Department Office as well as the Department of Catholic Schools. St. Stephen School follows these directives. During Emergency drills all parent volunteers and visitors must follow the evacuation procedures.

**Emergency Closing/Closings/Delayed Openings**

St. Stephen School may be closed all day, may delay its opening, or may dismiss early because of inclement weather (snow, ice, fog, or utility failure (electricity) etc.). In the event of such weather, parents should be mindful of the following:

- St. Stephen School follows the directions of the Baltimore County Public School System. Should Baltimore County have a two-hour delay on a 12:15 P.M. dismissal day, we will not have school.
- Parents should not call the convent, parish center, or rectory for the information.
- If the Baltimore County Public School System announces a two-hour delayed opening because of inclement weather, our pre-kindergarten programs will use a modified schedule. Pre-K modified schedule: on a two hour late opening days, the Pre K-3 or Pre K-4 morning class will be in session from 10 A.M. until 12 noon; the afternoon class will come from 1:00 - 3:00 P.M. If a one-hour delayed opening is announced, our pre-kindergarten program will open one hour later than usual and dismiss at the regular time.
Alert Solutions (IMMEDIATE NOTIFICATION SYSTEMS)

In the event of an early dismissal, parents should familiarize their children with the plan to be followed. On early dismissal days due to snow, cars are to park as if you were attending Mass in the hall. Cars should be facing the school, leaving driving space behind each line of two cars. This way everyone will be able to exit safely. Extra care should be taken when driving while others are walking to their cars.

In response to some of the many challenges facing our Catholic Schools today, the Archdiocese of Baltimore has determined that our Catholic Schools be equipped with an immediate notification system to communicate swiftly to families in the event of a school emergency.

Alert Solutions provides rapid communication solutions serving many school districts across the country. The web-based system delivers voice and e-mail messages and texts to inform students, parents, faculty and staff on important and time-sensitive information. In addition to delivering routine messaging, Alert Solutions is a critical component to every crisis plan, ensuring accurate information is communicated immediately in the event of a lockdown, relocation, evacuation or other emergency situation. Alert Solutions synchronizes with the data maintained in PowerSchool and eliminates the need to update multiple systems. It is crucial to the implementation of Alert Solutions that all families update their emergency contact information in PowerSchool as soon as possible after any changes occur.

**Telephone Numbers, Addresses**
Emergency information is kept on file for each student. Telephone numbers must be kept current. Any change of phone numbers or home addresses must be emailed to the homeroom teacher as soon as the change is complete and updated in PowerSchool.

Parent(s)/Guardian(s) who go out of town must give the school the name and telephone number of the person in charge while they are away.

**AHERA PLAN - Child Abuse and Neglect Reporting Policy and Procedures**
A primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe place for students and an acceptable learning atmosphere. St. Stephen School in the Archdiocese of Baltimore conducts suitable background reviews and evaluations of child abuse for prospective employees.

St. Stephen School adopts and puts in place procedures requiring the prompt reporting of incidents of child abuse/neglect, which complies with the requirements of the law and the Office of Child & Youth Protection of the Archdiocese of Baltimore.

**Non-Custodial parent policy**
If a parent who has sole custody of a child requests the school’s assistance in preventing the non-custodial parent from taking the child or in any way interfering with the child, the school requires that a copy of the official custody decree be on file in the school.

**Safety**
In order to ensure a safe environment for your child, all school doors will remain locked during the day. On rainy days or severely cold days, the doors by the gym will be open until 8:10 A.M. All visitors must report to the office before visiting other parts of the building.
Visitors
St. Stephen School welcomes visitors; however, all parents and visitors must report to the office upon entering and leaving the school building. All items intended for students must be dropped off at the school office. If attending a school Mass in the Church, visitors must check in with a staff member.

Transportation
Students arrive by car. For drop off and pick up procedures see attached maps at the end of this Handbook.

Drop-Off/Pick-Up

What is the morning drop-off and afternoon pick-up procedures?

Proceed up the driveway to the right of the soccer field and follow the cones that form two lanes on the school parking lot. School personnel will direct the traffic flow. Students in kindergarten through eighth grade should exit the passenger side of the vehicle and enter school at the entrance next to the school hall. After students have exited the vehicle, proceed forward and drive across the parking lot back to the driveway next to the soccer field. Please be mindful of oncoming traffic from the Pre-K drop off line.

Parents dropping off at the Pre-K building must proceed through the regular arrival line even if they are not dropping off a student in the main building. Never drive across the parking lot for drop off. Follow the flow of traffic; however, PreK drop off will enter the cones in front of the Pre-K building and school personnel will assist students exiting vehicles. After Pre-K students have exited the vehicle, proceed forward and cross the parking lot back to the driveway next to the soccer field. Please be mindful of oncoming traffic from the main school drop off line.

Parents picking up Pre-K through eighth grade students should proceed up the driveway to the right of the soccer field and form two lines beginning at the top of the driveway. If the driveway is full, DO NOT block Bradshaw Road. Proceed to the church parking lot and form a line to the front right of the church that will circle around the back of the church. At approximately 2:50 pm, student safety guards will begin to direct vehicles onto the school parking lot to form multiple lines. After your car is parked, you will proceed to the front of the school to greet your student. At 3:00 pm, student safety guards will close the parking lot and direct vehicles into the second dismissal line. Remember!

- Parking on the church parking lot for arrival/dismissal is prohibited.
- Cars should never enter or exit the parking lot during arrival or dismissal unless directed by school personnel or the student safety guards.
- Pets must stay in vehicles.
- Please turn off vehicles when waiting for students.
- Parents in the "first wave" arriving by 3:00 pm at pick up, will park in closely packed rows, on the center of the lot, turn off their cars, and exit their vehicle to get their students at dismissal. When safely in your vehicle, follow the directions of the school safety guards to exit the lot.
- Parents in the "second wave" arriving at 3:00 pm or later will remain in their vehicle, single file, to the far right of the lot along the cemetery. When directed, pull forward in front of the school, remain in your car, and when the "all clear" whistle blows, your student will come to your car. Exit as directed by the student safety guards. Follow this same procedure for the "third wave" also.

Still confused? Feel free to ask the student safety guards for advice. They have lots of experience since most of them have been picked up and dropped off about 1,800 times!

Failure to follow the arrival and dismissal procedures puts student safety at risk! Please ensure that anyone who drives your child to or from school is aware of these procedures.
SHIELD THE VULNERABLE PROCEDURE FOR VOLUNTEERS

All volunteers with significant contact with children must complete the Archdiocese of Baltimore Application for Volunteer Service, provide references and complete the Shield the Vulnerable training.
   a. Application for Volunteer Service completed
   b. Names of references provided
   c. Shield the Vulnerable compliance required

COMMUNICATION & COMMUNICATION GUIDELINES

Between Home and School
Parents are afforded a variety of methods to communicate with the school administration and staff. All school personnel have access to email. The listings can be found on the school website. Parents may also send in written notes that will be forwarded from the school office to the proper recipient(s). The school office number is 410-592-7617.

Monthly Newsletter and Calendar
Throughout the school year our online monthly calendars are updated to inform parents/guardians of school information. A monthly newsletter, along with other pertinent information, is published each month. The newsletter will be sent monthly via email through the Alert Solutions system. The newsletter is also available on the school’s website www.ssschool.org. Parents and guardians are responsible for the information contained in the newsletter. Please take the time to review the information that is sent home and periodically check the school website. If clarification is needed, the school office welcomes your call.

Change in Address/Change in Name/Change of Phone/email
From time to time the school may need to mail information home or contact you by phone. If there is a change in the family status, a legal change of a child’s name, change of family or parent address, phone numbers (home, cell or work), or email address, it is important that the school be informed promptly. Please inform the school office so that the information can be conveyed to proper school personnel.

School Phones
School phones are to be used for school related matters by teachers, staff and administration only. Students will be allowed to place and receive calls, in an emergency, after receiving approval from a teacher, staff member or the administration. Only essential telephone messages will be delivered to the student during school hours.

Cell Phones and Electronic Devices
Students are permitted to bring a cell phone to school, but it must be brought to the office immediately upon the student’s arrival at school, checked in, and should then be retrieved from this point at dismissal. At no time during the school day are students allowed to have access to their personal cell phone. If a student is found in possession of a cell phone during the school day, it will be confiscated and kept in the office until a parent, student and administrator meeting takes place. The student will receive consequences for not following the policy. Consequences will be determined by the administrator. The school will assume no responsibility for lost/damaged cell phones. Students should not bring any other type of electronic devices to school, such as, but not limited to, hand held computer games, iPods, cameras, cell phones, iPads, etc. The same policy regarding cell phone confiscation and responsibility for loss and damages will apply to electronic devices. Electronic devices or cell phones may not be used on the school bus.
ATTENDANCE

Our students comply with the Maryland law concerning compulsory attendance of children between ages five and sixteen. Students are held accountable for time(s) they are absent from school. More than twenty days absence per year is considered excessive, and parents will be contacted regarding the child’s absences. Students absent for more than twenty days may be subject to an academic review to determine the child’s placement for the following school year. In all cases, the student is responsible for all missed schoolwork, tests, quizzes, and homework.

Absence
Parent(s)/Guardian(s) should notify the school by 9 A.M. every day a child will be absent. The school reserves the right to call the homes of absent students to ascertain the causes of the absences. Depending upon the locations of the residences of the absent students, the school reserves the right, in the case of excessive or unexcused absences, to notify the Baltimore County or Harford County Pupil Personnel Offices.

Students should not be sent to school when they are ill. It is unfair to the students who are ill, to their classmates, and to their teachers. A child should be fever free and off fever reducing medication for twenty-four hours before returning to school. Students who are sick for only one day should get their work the following day from their teachers. Arrangements can be made at that time as to the date when the work is due to be returned.

For students who are due to be out of school for any length of time, teachers must have forty-eight hour notice to get all the work ready. Each student should have a class buddy who will be responsible for gathering class work and homework for the sick child. Upon return to school after any absence, each student must present a written excuse to his/her homeroom teacher. Students who have had a communicable disease must present a doctor’s note upon their return.

Lunch/Milk
Students bring their lunches from home and eat in the classrooms. We strongly suggest that you refrain from bringing in lunches from fast food restaurants. This creates hard feelings for the rest of the class. Thank you for your cooperation. White or chocolate milk may be purchased at the school. The order for milk is placed on a yearly basis and paid for on or before the date stated. Students may purchase hot lunches when available.

Lunch for grades kindergarten through grade 3 begins at 11:45 A.M.; grades 4-8 have lunch at 11:50 A.M. Students are supervised by their teachers or volunteer lunch parents. Parents are asked to provide their children with a tea towel or place mat to use while eating. The school supplies napkins and straws for each child.

Students are not to bring gum to school. Chewing gum should not be included in students’ lunches. Students are not permitted to chew it in class or on the school premises. Soda and candy in lunches is highly discouraged.

Field Trips
Field trips are considered an integral part of the school’s educational program and an invaluable learning experience for students. Field trips are scheduled at various times during the year. In advance of the trip, a permission form giving any pertinent information, which is required by the Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian, and returned along with the fee by the specified time. When sending money to the school for the trip, parents are requested to send the exact amount in an envelope clearly marked with the students’ name, grade, and the name of the trip.

All students are expected to attend field trips with their class in uniform unless the teacher gives other instructions. If a student chooses not to take part in a field trip, or a parent decides not to allow his/her child to go on the trip, or the child is unable to participate, the student is expected to attend school on that day and fees must still be paid as the rates we quote reflect total participation. Work will be supplied by the teachers, and the
student will be assigned a classroom in which to work under the supervision of a staff member. In the event of illness and a student does not attend a trip, we cannot promise a refund. Each case will be handled individually.

The teacher must be notified if the child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. Chaperones are expected to ride the bus with the class; however, because of safety and liability factors, preschool siblings and other school age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this usurps the authority of the teachers and chaperones who are legally in charge.

STUDENT ACTIVITIES/ORGANIZATIONS

Athletics/Sports - Academic Eligibility for Middle School Teams
During various times of the school year, students are given the opportunity to stay after dismissal and participate in various age appropriate sports activities. The middle school students (grades 6-7-8) also participate in extracurricular sports where they compete with other schools.

It is very important for students to devote their efforts toward academic excellence while at St. Stephen School. A moderate amount of time is required by the coaches for practice and games. Each student must be on a sound academic footing in order to participate in the school sponsored team. Students must attain passing grades in all subjects in order to participate in these sports at progress report time. All school rules apply during these extracurricular activities at home and at away games.

Altar Serving
Catholic students in grades 5 -8 may become altar servers. Children are trained to assist at the liturgy.

Band
St. Stephen School band is under the auspices of the Instrumental Music Program of Baltimore. This is an educational program designed to give students in grades 4 through 8 an opportunity to learn how to play a musical instrument and to participate in the school band and concerts. The students in grades 4 through 8 participate in weekly lessons, which occur during school hours, and band rehearsal, which is conducted after school. An additional fee is charged for this program.

Catholic Schools Week
Every year during CSW, special activities are planned. Parents and other visitors are invited to visit the school.

Chorus
The students in grades 3 through 5 are invited to join the Intermediate School Chorus; those in grades 6-8 may join Middle School Chorus. Rehearsals are held during recess. The chorus performs several times during the school year.

Drama Club
The students in grades 6 through 8 are invited to join the Drama Club. Rehearsals are held on Tuesdays after school from 3 P.M. to 5 P.M. and some Sundays. The Drama Club performs once for the school and twice for the public.

Liturgical Celebrations
The children participate in the Celebration of the Eucharist. Celebrations of the Sacrament of Reconciliation are held periodically during the school year.
Outreach Activities
The students participate in various outreach activities throughout the school year. These activities may include clothing/toy collection during Advent; Harvest for the Hungry food collection; Rice Bowl offerings during Lent; supporting our sister parish, St. Steven Kenya; making sandwiches for the Weinberg Center.

Safety Patrol
Seventh and Eighth grade students volunteer to assist in making school a safe place for students. This is a leadership role in the school through service to others. A teacher serves as moderator.

Student Council
A Student Council, composed of students in grades 6-8, operates throughout the school year. The council assists the staff in carrying out a variety of student affairs and school-wide projects. Officers include a president, vice-president, secretary, treasurer, historian and representatives for each grade level.

National Junior Honor Society
The St. Stephen School Chapter of the National Junior Honor Society shall create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and citizenship, and encourage the development of character in students of St. Stephen School.

STUDENT DRESS CODE
Beginning on the first day of school and ending on the last day of school, students must be in full uniform. Articles of clothing must be labeled with the student’s name. This applies to the school uniform and physical education uniform. School uniforms and sweaters must be purchased through the following company:

Flynn & O’Hara
1300 Goucher Blvd. (Located in the Loch Raven Plaza)
Towson, Maryland 21286
410-828-4709
Website: flynnohara.com

Regular School Uniform- Boys - GRADES K-8
- khaki uniform pants purchased at Flynn & O’Hara only
- white shirt, dress type with long or short sleeves, no monograms or logos (kindergarten wears maroon polo all year purchased from Flynn & O’Hara only)
- only plain white T-shirts may be worn under the school uniform shirts
- maroon tie grades 1-5, maroon striped tie grades 6-8 - purchased from the uniform company
- socks - white, gray or black - no sport socks or socks with logos - a crew sock must come 3 inches above the ankle bone
- mandatory school shoe, tan suede buck with red rubber sole, available from Flynn & O’Hara, Towson or Van Dyke & Bacon, White Marsh
- maroon sweaters with school monogram- v-neck cardigan, v-neck pullover, crew neck cardigan, crew neck pullover
- Belts need to be black or brown

Regular School Uniform- Girls - GRADES K-5
- plaid uniform jumper
- white blouse with Peter Pan collar -long or short sleeves, no logos or monograms
- only plain white T-shirts may be worn under the school uniform blouse
- maroon tie
Grades 6- 8
- maroon kilt- skirt length must at least touch the knee
- white blouse with oxford, pointed, or Peter Pan collar -correctly sized, long or short sleeves, no logos or monograms
- only plain white T-shirts may be worn under the school uniform blouse

Grades K- 8
- maroon knee-high socks (not rolled or pushed down) or white crew socks which come 3 inches above ankle bone (no slouch, sports, monograms or logo socks)- or maroon or white tights, opaque or cable stitched (not stockings). Girls may wear tights and socks of the same color layered during the winter months.
- mandatory school shoe, tan suede buck with red rubber soles available at Flynn & O’Hara, Towson or Van Dyke & Bacon, White Marsh
- maroon sweaters with school monogram- v-neck cardigan, v-neck pullover, crew neck pullover – crew neck cardigan

Uniform for Boys and Girls – Pre-K 3 & Pre-K 4
- maroon shorts with school logo
- gray T-shirts with school logo
- grey sweatshirt with school logo
- maroon sweatpants

Warm Weather Uniform -Boys and Girls - Grades K – 8
The warm weather uniform may be worn in place of the regular school uniform from beginning of school to October 15th and April 15th thru end of school.
- belt with khaki walking shorts with cuffs (girls) and without cuffs (boys)
- maroon polo shirt with school monogram only
- white crew socks which come 3 inches above the ankle bone (no slouch, monogram, logo or sport socks)
- mandatory school shoe, tan suede buck with red rubber soles available at Flynn & O’Hara, Towson or Van Dyke & Bacon, White Marsh

NOTE: The warm weather walking shorts and polo shirts must be purchased from Flynn & O’Hara, the uniform company.

Physical Education Uniform- Boys and Girls - Grades K -8
Physical Education uniforms are purchased at Flynn & O’Hara. The physical education uniform is worn to school on P.E. days.
- maroon shorts with school logo may not be rolled up at waist
- gray T-shirts with school logo must be tucked into shorts
- gray sweat shirts with school logo and maroon sweat pants
- white crew socks which come 3 inches above the ankle bone (no slouch, monogram, logo or sports socks)
- tennis shoes- All Phys. Ed. shoes must be tied or velcro - no slip-ons -safety issue

All uniforms must be in good repair and properly fitted. Shirts and blouses must be buttoned and tucked in. Long sleeved shirts and blouses are to be rolled down and buttoned at the cuffs. (Only plain white T-shirts may be worn under the school uniform shirts.) Skirts must be of appropriate length. (This is included above.) Information regarding out of uniform attire will be communicated prior to out of uniform days; however, shorts, skirts, and dresses must be modest length and shorts and slacks must be worn on the waist.
Tagging Clothes/Lost and Found
All clothes must be labeled with the student’s name. Articles found on the premises will be placed in the lost and found container located in the school kitchen.

Personal Appearance - Grooming
Students must be well groomed and maintain a neat appearance at all times. Hair must be neat and clean and natural in color. Chemically enhanced hair is not permitted.

BOYS: Hair length is no longer than ½ way down ear and not touching the shirt collar; it should not be below the eyebrows or obstruct the child’s vision. Outlandish and fad haircuts or styles are not permitted.

GIRLS: Outlandish and fad haircuts or styles are not permitted. Only hair accessories that enhance good grooming are acceptable. Accessories should be plain and simple with colors that match the uniform. Wrapped braids are unacceptable.

BOYS AND GIRLS: Stick-on tattoos, henna tattoos, and permanent tattoos are unacceptable. Students who represent our school at sports events, academic teams, and field trips must comply with school dress code guidelines, or they will not be eligible to participate.

In all cases, the school reserves the right to determine what is acceptable dress and grooming. If in doubt about hair styles, ask the teacher or principal before you visit the stylist/barber.

Jewelry
The wearing of jewelry is discouraged. Jewelry is limited to the following:
- wristwatch
- a small cross or religious medal on a chain
- one pair of earrings - not dangling or hoops - boys are not permitted to wear earrings
- one ring
- bracelets are unacceptable
- No more than two key chains per child are permitted on backpacks, purses, trapper-keepers, etc.

Cosmetics
The wearing of cosmetics is not acceptable. Only clear nail polish is permitted. Students are not allowed to wear nail tips, acrylic nails or any type of artificial nails. This includes extracurricular activities.

ACADEMIC POLICIES

Instruction
St. Stephen School’s instructional program is developed in concert with the Archdiocesan curriculum guidelines and the regulations of the Maryland State Department of Education for non-public schools.

Religion is the focal point of our instructional program. It permeates all that is taught and is an integral part of the entire school program and day.

Other areas of instruction include English/Language Arts, Spelling, Penmanship, Art, Music, Health/Physical Education, Mathematics, Science, Social Studies, Computer, and Spanish. While lessons are planned with the entire class in mind, the staff, aware that each child is a unique creation of God, strives to meet the special needs, interests, and abilities of each student. Lessons include whole group instruction with opportunities for re-teaching and enrichment. In the delivery of the instructional programs to students, the school utilizes a more self-contained classroom organization for grades Pre-K through grade 5. Students remain with their homeroom teachers for instruction in most subject areas. In grades 6-8, a more departmentalized approach is employed. Students move from class to class for the subjects to be taught.
**PowerSchool**

PowerSchool is the student information system (SIS) for the Archdiocese of Baltimore. Our school will be utilizing the Parent Access part of PowerSchool for grades PreK through 8. This means that parents/guardians may log on to the PowerSchool server at any time and access information such as grades and attendance for your child/ren. This tool will enhance meaningful communication between parents/guardians and the school. PowerSchool will assist us with meeting the goals in the strategic plan and help us to obtain the highest level of education in our school. Parents who do not have access to the Internet should schedule a time to view the PowerSchool Parent Access in the Computer lab or request a copy of a student’s Quick lookup.

**Homework**

Homework is an outgrowth of class work. It is assigned as reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner. Parents/Guardians are expected to see that their children fulfill their homework responsibilities. The suggested time allotments for homework range from thirty minutes at the primary level to two hours in the middle school. This allotment includes time for written work, study, review work, and long range projects or papers.

If home assignments cannot be completed because of conditions, such as sickness in the family, death of a relative, etc., students may be permitted to defer doing the prescribed work. A written explanation should be provided to the teacher in order to obtain this permission.

At all grade levels, homework is included in determining subject area grade on the report card. Failure to complete homework “in the appropriate manner” will result in a lower grade on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation.

Parents/Guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:
- Reviewing the assigned work with the child
- Providing a quiet, well equipped place
- Providing the time required
- Providing assistance to the child as needed
- Emphasizing with the child the need for study
- Assuring the return of the homework to school
- Helping their children plan their time so as to complete long term assignments by the due date
- Some long term work or projects that are given are due a week or two from the date assigned

**Reports/Research Papers**

Plagiarism is the act of stealing the words, ideas, etc., of another and using them as one’s own. All papers submitted for assessment are expected to be written in the words, language of the student. Resources cited should be noted in the Works Cited page according to the Modern Language Association (MLA) format.

**Work Habits**

Written assignments must be neat, legible, and complete.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a library book to read.
- At all levels, students are required to do homework.
- Homework is important for the reinforcement of skills, for developing good study habits and a sense of responsibility.
- Requirements for homework are determined by the staff annually and communicated to the parents at Back to School Night.
- White-Out and/or correction fluid pens are not allowed at any grade level since these have been identified as harmful products.
**Evaluation**

The faculty of St. Stephen School realizes the need for continuous evaluation of students. In keeping with Christian principles, this evaluation is to be positive and supportive of students’ efforts.

Student evaluation is based on the individual student’s achievement in comparison to his/her instructional level. This evaluation is determined through formal and informal testing, class work, and homework. Each student’s effort and conduct are also evaluated.

**Testing Program - The following tests/screenings are administered**

St. Stephen School follows the testing program as developed by the Archdiocese of Baltimore. The Iowa Test will be administered to students in grade 3 - 8 in the spring. The Brigance Kindergarten Screening is administered to our Pre K-4 students in April. Students in Grades 5 and 8 participate in the NCEA religious education assessment. This is an integrated approach to assessment, offering faith knowledge as well as beliefs, behaviors, attitudes, and practices. The test is administered in the fall.

**Promotion Requirements**

Promotion from pre-kindergarten, kindergarten, and grades 1 and 2 relies on teacher evaluation of each child’s progress.

In grades 3-8, a grade of E for the year in one major subject (Religion, English/Language Arts, Math, Science, Social Studies,) requires summer school attendance or tutoring. Failure in two or more major subject areas requires repetition of the grade.

In grade 8, a grade of E for the year in one major subject will mean that the student must attend summer school or be tutored. Eighth grade students requiring summer school will not be allowed to take part in graduation exercises. They may pick up their diploma at school after submitting proof of their successful completion of summer school/tutoring. Failure in two or more major subjects in grade 8 will require repetition of grade 8. The eighth grade student who fails will not receive a diploma or participate in graduation exercises. Repeating grade 7 or 8 at St. Stephen School is not encouraged.

**Retention - If retention appears to be a possibility, the following process is used**

- The teacher diagnoses the student’s problem at the earliest possible date and provides the student all possible assistance to remedy this situation.
- The teacher meets with the parents when appropriate.
- The teacher informs the principal by the end of January of the possibility of the student’s retention.

By February 1: In writing, the principal notifies the parent(s)/guardian(s) that the student is in danger of being retained. The principal and teacher(s) meet with the parent(s)/guardian(s) for discussion. Parent(s)/guardian(s) sign a statement acknowledging they have been informed of the possibility of retention. By April 15: Another meeting is held between the principal, teacher(s) and parent(s)/guardian(s) who sign a second statement acknowledging they have received the second notice of retention possibility.

After April 15: After notification in writing that the student will be retained in the same grade, the parent(s)/guardian(s) are provided the opportunity to review the decision process with the principal.

Repeated poor performance in any subject area may also require summer school attendance. Any student required to attend summer school must successfully complete the required work. A record of grades must be submitted to the school before the child will be placed in the next grade or before the records will be forwarded.

**Progress Reports and Marking Codes**

Progress Reports are issued three times each year. Progress Reports serve to show students and their parents the progress that is being made.

The progress report envelopes are to be signed by the students’ parents/guardians and returned to school promptly.
Pre-kindergarten

**Achievement Marking Code:**

- **E**  Emerging
- **P**  Progressing
- **I**  Independent
- **NA**  Not assessed at this time

**Kindergarten, First and Second Grades**

<table>
<thead>
<tr>
<th>Achievement Marking Code</th>
<th>Effort &amp; Conduct</th>
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</thead>
<tbody>
<tr>
<td>E</td>
<td>O</td>
</tr>
<tr>
<td>P</td>
<td>G</td>
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<tr>
<td>I</td>
<td>S</td>
</tr>
<tr>
<td>NA</td>
<td>I</td>
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**Grades Three through Eight**

**Marking Code: Subjects**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marking Code</th>
<th>Subjects</th>
<th>Effort/Conduct</th>
<th>Achievement Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>C 80-84</td>
<td>O-Outstanding</td>
<td>P- Demonstrates Proficiency</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>C 75-79</td>
<td>G-Good</td>
<td>V-Very Good Progress</td>
</tr>
<tr>
<td>B+</td>
<td>89-92</td>
<td>D 70-74</td>
<td>S-Satisfactory</td>
<td>G-Good Progress</td>
</tr>
<tr>
<td>B</td>
<td>85-88</td>
<td>E 69 &amp; below</td>
<td>I- Needs Improvement</td>
<td>S-Satisfactory</td>
</tr>
</tbody>
</table>

**Honor Roll**

The middle school students of St. Stephen School are eligible for honors consideration based on their report card grades. Students who earn an A+ or A grade in Religion, English/Language Arts, Math, Science, and Social Studies will receive 1st Honors. Students earning a combination of A+, A, B+ and B grades in Religion, English/Language Arts, Math, Science, and Social Studies will achieve 2nd Honors. Any student who earns a C+ grade or lower in the aforementioned subjects or receives an I (Improvement Needed) or a U (Unsatisfactory) in Effort or Conduct in the aforementioned subjects or in Spanish, Physical Education, Art, Music and Computer will not be eligible for honors consideration.

**National Junior Honor Society**

Candidates eligible for selection to this chapter must be in the second semester of sixth grade, seventh grade, or eighth grade. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at St. Stephen School. Candidates eligible for selection to the chapter shall have a minimum cumulative grade of an A or 93%. Upon meeting the grade level, enrollment, and cumulative grade standards, candidates shall then be considered based on their service, leadership, citizenship, and character.

**Interims**

In grades kindergarten to second, interims are given mid-way through each marking period. In grades three to eight, progress can be monitored constantly through PowerSchool’s Parent Access on the internet at home or in the computer lab at school.
**Student Advocacy Team (SAT)**

A Student Advocacy Team is established within a Catholic School to serve as a resource for the classroom teacher, and as a liaison to the local educational agency. The focus of the team will be the identification of students with learning difficulties. These needs may include the following:

- students with specific learning disabilities
- children with learning gaps due to a change in curriculum or time missed from school
- gifted students who are not being challenged
- children with physiological problems that impact their learning

A Student Advocacy Team will offer the classroom teacher strategies and interventions to enhance the learning process.

The goal is to establish a collaborative team that will support the success of the students while following the mission of the school. A Student Advocacy Team may be comprised of the following Catholic School personnel: school principal (or principal designee), special education teacher, resource teacher, classroom teachers, guidance counselor, social worker, school nurse and any other appropriate professionals. The selection of the team members is always at the discretion of the principal.

There are times when classroom teachers must seek the support of their colleagues. Recognizing that a student is struggling with academic performance is the first step towards intervention. The Student Advocacy Team can help address the needs of the student. The team can evaluate work samples, learning styles, classroom environment, assessments, and the impact of specific difficulties on learning. Exploring alternate strategies and interventions will be the focus of the team. The team may assist the principal in supporting parents by offering and discussing any interventions and plans. The Student Advocacy Team may also aid in the evaluation of alternative placements of students when appropriate.

**Teacher Conferences**

Parent-teacher conferences are strongly encouraged. Whenever conferences are desired, parents should contact the teacher concerned for an appointment. This may be done by note, email, or by calling the school office. To insure the instructional integrity of the academic program parent conferences should not take place in classrooms before school. Conferences requested during the instructional day must be scheduled through the school office.

**Graduation Requirements**

A graduation ceremony is held for the eighth grade students at the end of the school year. All obligations must be in order, such as tuition and fines paid, all books returned, etc. Maroon robes will be provided for 8th grade graduation. Clothing underneath the robe should be appropriate for church.

**Textbooks and Materials**

It is required that students keep all books covered so as to keep them in good condition. Names should be placed on books for purpose of identification. Students will be billed for lost or damaged books.

**High School Visitations**

High school visitations for grades 7 and 8 are limited to two a year, each to a different school. An 8th grade student should not be visiting any high school he/she visited in 7th grade. (Each visitation every year must be in a different school.) We will allow two excused absences during each year for grades 7 and 8 providing a note is sent to school the day before the child visits. The students must have each of their teachers initial the note and return it to their homeroom teacher. For 6th grade, we recommend attending the high school open houses and fairs. The Archdiocese of Baltimore will be sending a handbook home listing the open houses for the fall. We
recommend visitation days be scheduled for our student days off or the early dismissal days. The students are not required to make school visitations; this is optional.

All high school visitations must be completed before December 31st. By that time, the applications have been submitted and the high schools are working on their acceptances. Acceptance letters are usually mailed in February.

The Archdiocese of Baltimore will publish a small handbook for the 8th grade students concerning the application procedures. It is very important that you follow their guidelines and adhere to the deadlines. The Archdiocese schedules the High School Placement Test for two Saturdays in December. It is important that your 8th grade child take the test if there is any chance he/she may be attending a Catholic high school.

Some schools require recommendations in addition to the Archdiocesan referral form. If your child applies to a school that requires a separate recommendation, we ask that you give the teachers two weeks’ notice. These recommendations are important to the application process. By giving the teachers two weeks’ notice, you are providing them with the time to write the best recommendation for your child. Some schools require additional paper work dealing with the child’s study habits and school performance. These too should be given to the teachers with two week’s preparation time. All recommendations of any type must be completed by December 16th. The request for a recommendation and/or study habit paper should be accompanied by an addressed stamped envelope. The completed address of the person to receive the recommendation, as well as your return address, should be on the stamped envelope.

Please note that recommendations of any type will not be given to the students or parent/guardians to be hand carried to the schools.

You should contact the high school for information on the type of scholarships it offers and its procedures. It is to your benefit to follow the guidelines and adhere to the specified deadlines.

Information on how to acquire an application for the Marion Burke Knott Scholarships is available online. The Knott Foundation is very particular when it comes to following its guidelines. When you receive this information, pay close attention to its deadlines as well as to what must accompany the request for an application and what must be submitted with the application. We know from past experience that the Knott Foundation has high regard for its specifics and deadlines and does not make exceptions.

The high schools review the students’ work from sixth through eighth grades. They study the pattern of grades, absences, and tardiness.

FERPA

**Records Policy (Family Educational Rights and Privacy Acts)**

All parents have a right to make an appointment with the principal to review their child’s records. If a child is graduating or transferring to another school, only the report cards, test scores and health files are sent. These records are sent directly to the new school after written permission is received from the parent. If the custodial parent can show a court order denying access to the non-custodial parent, then the school may deny access. No information filed is to be transported by the parent.

**S.O.A.R.**

St. Stephen School has joined a network of schools that are proponents of the Positive Behavioral Interventions & Supports (PBIS) approach to student behavior. The Archdiocese of Baltimore, Department of Schools encourages each school to customize the PBIS program to fit the needs of each individual school.
S.O.A.R. is the positive behavioral interventions and supports system that has been designed and implemented at St. Stephen School. S.O.A.R. stands for: S = Safety First, O = Offer Service, A = Act Responsibly, R = Respect Others. Lessons are presented at appropriate times of the school year. Events are scheduled to support and acknowledge students who model these behaviors. Research has confirmed that students who participate in a schoolwide positive interventions and supports system experience less instances of peer bullying behaviors.

Our S.O.A.R. program has been awarded the Bronze recognition from the Maryland State Department of Education PBIS program.

DISCIPLINE

In a pleasant atmosphere of study and work, the St. Stephen staff strives to teach self-discipline rather than imposed discipline. Students are made aware that they are an integral part of the faith community. All school rules apply during extracurricular activities, including athletic games and field trips.

Goals for the Student

- develop a Christian attitude of love and respect for God and the things of God
- love and respect their parents and teachers and their representatives as well as themselves and their fellow students
- show respect for their own property as well as that of others at home, at school, in the parish, and in the local community
- be conscientious in preparing assigned lessons to the best of their ability

Constructive behavior builds the Christian from within and reflects a person striving for spiritual, moral, and human growth. Basic courtesy and respect for one another is shown by a sincere “thank you,” “please,” “I’m sorry.” Thoughtful concern for one another is shown by being on time, by taking our share of duties, and by studying and preparing school assignments as directed.

Since the teachers and staff of St. Stephen School are dedicated to guiding and teaching students, classroom order and discipline are consistent with the school’s philosophy and code of conduct. Each teacher is responsible for the discipline in his/her classroom. Students are made aware of these expectations as the school year begins and periodically as needed. It is the obligation of all students and parents to be familiar with this code of conduct.

Unacceptable Behavior

To maintain a positive learning environment and standards that are consistent with Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as for others.

Listed below are behaviors that are unacceptable:

- tardiness
- failure to complete school assignments
- failure to perform assigned schoolwork
- failure to have necessary supplies for class work
- disrespect in manner, attitude and/or language
- rowdiness
- using the property of others without permission
- cheating /dishonesty
- stealing
- disruptive behavior
- fighting
- dangerous play
- rudeness
- vulgarity
- littering
- dress code violations
- defacement/destruction of school property
- gum chewing
- harassment of any kind by word or manner
- unchristian behavior on the playground, in school, in class, or when representing the school, i.e., field trips, sports gatherings, etc.

Generally, infractions will be dealt with by the teacher. Should circumstances warrant it, the parents and/or the principal will be consulted. In the event that a student’s behavior interferes with instruction, the teacher will dismiss the student from class and send them to the office. The teacher will come to retrieve the student from the office to discuss the situation with him/her. At times, a teacher may ask the principal to have a conversation with the student. In that case, the principal will notify the parents in writing. After 2 occurrences, a mandatory conference will be held with parents, student, principal, and guidance counselor. After a third occurrence the student will be suspended for the day.

**Grades 4 – 8 Detention/Demerit Policy**

Demerits: A student will be given a demerit for failing to follow St. Stephen School’s SOAR guidelines, including behavior and uniform infractions.

a) First offense: The student will receive a demerit. The teacher will have a conference with the student and will document the behavior.

b) Second offense: The student will receive a demerit. The teacher will notify the parents of any repeated behaviors and document the behavior.

c) Third offense: Upon the receipt of the third demerit, the student will receive an after-school detention. The teacher will notify parents in advance of the date of the detention and will document the behavior.

d) Upon the receipt of the third after-school detention, the student will receive a principal’s detention, which may require that the parents and student meet with the principal, teachers, and/or the school counselor. Parents will be notified in advance of the date of the principal’s detention.

*Demerits must be signed by the student’s parents and returned the following day. Failure to return a signed demerit on the due date will result in a conference with the teacher, guidance counselor, or principal.

**Suspension**

A student involved in any of the following situations will be subject to immediate suspension.

- possession or consumption of any drug while at school or while attending a school function
- possession or consumption of alcohol while at school or while attending a school function
- smoking
- possession of pornographic material
- leaving school property without permission
- any willful destruction of school property
- possession of knives/weapons
- bullying or harassment of any kind by word or manner
- sexual harassment
- other actions which are disruptive to good order, as noted by the principal.

Depending on the severity of the inappropriate behavior, a student could be subject to dismissal at the discretion of the principal.
BULLYING PREVENTION, INTERVENTION AND RESPONSE POLICY

Policy Statement
Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all God’s children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students, or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Definitions:
As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities or performance, or with a student’s physical or psychological well-being, and this conduct is also:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability
- threatening or seriously intimidating
- occurs on school property, at a school activity or event, or on a school bus
- substantially disrupts the orderly operation of a school

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

Harassment or Intimidation (bullying) Reporting Form
Bullying, harassment, or intimidation are always taken serious at St. Stephen School and will not be tolerated. The Harassment or Intimidation (Bullying) Reporting Form is used to report an alleged incident that occurred on school property, at a school-sponsored activity, on a school bus or at an event on school property during the current school year, intimidation that occurs on and /or off school property, at a school sponsored activity, or on a school bus. If you become aware of or witness an incident of harassment/bullying in which a St. Stephen student or staff is involved, we ask that you notify an administrative staff member (i.e. Principal, Nurse or Guidance Counselor) immediately. Reporting may be done by filling out and submitting the Harassment and Intimidation (Bullying) Reporting Form which may be located on the school website or available in the school office. Return the completed form to the Principal, School Nurse, or Guidance Counselor.

STUDENT SAFETY - Playground/School Supervision Provisions
All students in grades kindergarten through 8th grade play on the grounds in designated areas between 11:30 A.M. and 12:30 P.M. Supervisory personnel consist of a faculty member and volunteer parents. Safety on the playground is very important.
Wellness Policy on Physical Activity and Nutrition

Preamble

- Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive
- Whereas, good health fosters students attendance and education
- Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity
- Whereas, heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors, for those diseases, including unhealthy eating habits, physical inactivity and obesity, often are established, in childhood
- Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid
- Whereas, community participation is essential to the development and implementation of successful school wellness policies

Thus, St. Stephen School is committed to providing a school environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. Stephen School that:

- The school will engage students, parents, teachers, health professionals and other community members in developing, implementing, monitoring, and reviewing school wide nutrition and physical activity policies.
- All students in grades Pre-K to grade 8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- The school will provide a clean, safe, and pleasant setting and adequate time for students to eat.
- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

PLAYGROUND SUPERVISORY DUTIES:

I. Supervision

1) Circulate within assigned area.
2) Report any unsafe condition/s to the staff member on duty - Keep students out of area
3) Intervene when students experience problems - report serious problems to the staff member on duty
4) Address injuries/illnesses immediately - exercise extreme caution - Refrain from moving students who appear injured/unsteady, etc. - send for the school nurse.
5) Keep students from running after one another
6) Keep students from grabbing or pulling on one another
7) Keep students from kicking balls to excessive heights or from kicking balls from other groups of students
8) Remind students to be careful at all times
9) Keep students in their assigned play area
10) Keep vehicles out of play area from 11:30 A.M. - 12:30 P.M. - consult with staff member on duty for emergency situations or needed exceptions
11) Assist with the assembly of students for their return to the school

NOTE: On inclement weather days, parents will assume responsibility for the supervision of students while they stay in their rooms.
General Directions to Parents for Inside Recess:

- Circulate in the assigned room. Intervene when students experience problems or for injuries/illness
- Call for supervising teacher or nurse as the incident requires
- Permit students to sign out to go to the lavatories, one at a time. Have them sign-in upon their return

II. PLAYGROUND RULES

1. Follow the directions of and respect the playground monitors
2. Use equipment properly
3. Stay within your class playground boundaries
4. Stop playing when the school bell rings
5. Line up at your assigned area to enter school

ADMISSION POLICY - Non-Discriminatory Policy

St. Stephen School does not discriminate on the basis of race, color, gender, and/or ethnic origin, disabilities and/or special healthcare needs in the administration of its educational policies, admission policies, athletic programs, etc.

St. Stephen School accepts children for the purposes of religious and academic formation. Provided there are openings, the school admits students in the following order of priority:

- currently enrolled students
- siblings of currently enrolled students
- the children of officially registered parishioners* of St. Stephen parish with consideration given to length of time that the parishioners are registered in St. Stephen Parish
- Catholic non-parishioners’ children who are not currently enrolled
- Non-Catholics’ children who are not currently enrolled.

*Parishioners are defined as Catholic households registered in the parish, regularly worshiping at Sunday Mass, participating in parish life, and contributing to the financial support of the parish by regularly contributing.

Children entering pre-kindergarten for 3 year-olds must be three years of age on or before September 1. Children entering pre-kindergarten for 4 year-olds must be four years of age on or before September 1. Children must be toilet-trained; pull-ups are not allowed.

Children entering kindergarten must be five years of age on or before September 1. Children must be toilet-trained.

Probation Policy

All new students are on an Archdiocese probationary period. Students’ academic and behavioral progress is evaluated at the end of the first trimester to determine if the students should remain at St. Stephen School.

Waiting list

Each year St. Stephen School maintains a wait list for admission at each grade level. Parents who wish to place their children on the school’s waiting list can do so with a non-refundable application fee of $100 per family as of the first day of the new school year. This list is maintained until the last day of August. At that time the list is erased. The school does not keep a list from year to year.
Registration Policy
Registration of your child/children for classes at St. Stephen School creates a contract of trust that you are planning to send your child/children to St. Stephen for the year. After registration is complete, we notify families on the waiting list of the availability of openings. Once these families are contacted, they usually make other arrangements if we cannot accommodate them.

Parents must present the following:
- child’s birth certificate
- child’s baptismal certificate (if applicable)
- record of child’s immunization and other pertinent health data
- permission for school officials to obtain the previous school’s records
- information and permission enabling the school to act on the child’s behalf in an emergency
- most recent report card (students grades 1-8)

The school board has published this policy in an effort to maintain full enrollment and to be fair to the families currently fulfilling their moral and financial obligations.

Re-registration Policy
Re-registration usually takes place at the end of January. A fifty dollar non-refundable fee ($50.00) for each family is charged at the time of re-registration.

Volunteer Service Hour Program through Home School Association
The Service Hour Program is a unique opportunity for our school families to become involved in the enhancement of our school community. Parent involvement not only helps to make schools better, it also helps raise student achievement. Funds raised through the Home/School Association fundraisers will help defray costs for services needed throughout the school. All monies generated through fundraisers will be handled by the Home/School Association to ensure proper distribution.

The Home/School Association Executive Committee will establish guidelines and administer the program. The Volunteer Coordinator(s) will manage the implementation of the program. Any questions or concerns should be addressed to the Home/School Association Executive Committee. Each family with children enrolled in the school, in grades kindergarten through eighth grade, is required to participate in the program. Although pre-kindergarten parents are not required to participate, any help is greatly appreciated and welcome.

Each family K – 8 will be required to work twenty hours of service during the school year or pay a $400.00 fee. Family members include parents/guardians, older brothers and sisters, grandparents, and aunts and uncles. Friends of the family who do not have children in the school may also work for the benefit of a given family. The students who attend St. Stephen School cannot receive credit for service.

Service hours may not be transferred to another family. Each family is responsible for accumulating their own hours. Hours for service may not be carried over from year to year. The Service Hour Program year begins June 1st and ends May 31st. Parents must accumulate their service hours and turn in their documentation showing their hours served by May 31st. Any hours not served and submitted by this date will be billed at $20/hour for the unearned hours. Families will be notified by early June if they have not accumulated the required hours. Families will record hours worked on their Service Hour Program card. It is the responsibility of each family to accurately record hours served. Cards must be turned into the office or remitted via email to ststephenschoolhsa@gmail.com in December and again by May 31st to receive final credit. In addition, families are required to sign the volunteer log in the school office when working at school.

When serving on a school event or fundraiser, it is each family’s responsibility to ensure that the chairperson has recorded their participation. If the Service Hour Program requirements have not been met by the end of the program year (either twenty hours accumulated or monies paid for unearned hours), report cards and/or diplomas will be withheld from those families (not meeting the requirement). Special circumstances in which a
family is unable to participate in the program will be reviewed. Requests for exemption should be submitted in writing to the Home/School Association Executive Committee for review as soon as possible.

Service Hour Program credit will be given to families who participate in the activities. Only these activities, or others approved by the Home/School Association Executive Committee, will qualify for Service Hour Program credit. For reference, the Volunteer Manual will be available through the Home/School Association. All efforts will be made to meet all volunteer requests; however, no guarantees can be given that all the volunteers interested in any given activity will be needed for that particular activity.

One-hour credit will be given for each hour served for activities such as being Teacher Aides, babysitting during Home/School Meetings, and helping with school pictures. Volunteers for certain activities must be committed to working the full school calendar year in order to receive credit. The Volunteer Manual contains the complete list of school activities. No credit hours are given for attending a field trip.

**Home/School Fundraisers**
Chairpersons of any fundraiser listed in the Volunteer Manual will receive their full Service Hour Program credit (20 Hours).

**Special Projects** - Service Hour Program Credit will also be given for your help with special projects for the school.

**Parish Activities** - A maximum of five hours total per family will be given for leadership participation in parish activities such as Scout Leaders, Soccer Coaches, Soccer Council representatives, Lacrosse coaches, Youth Ministry Volunteers, and lectors. Credit for participation in these activities may total only five hours per family for each program year.

**FINANCIAL OBLIGATIONS**

Tuition payments are collected by FACTS; applicable forms are available online. Books and fees are included in the tuition. Tuition payments begin in May for the following school year.

Tuition assistance is available to parents from the BOOST program, AOB funds and parents who are registered participating members of St. Stephen Church. There is a one year waiting period before a new family in the parish becomes eligible for tuition assistance.

**Outstanding Debts**
1. St. Stephen School reserves the right to refuse admittance to class, withhold Progress Reports and transcripts, and /or shut off PowerSchool Parent Access when the family fails to meet payments satisfactorily or to conclude a financial arrangement mutually convenient to both parties. No Progress Reports will be issued for any family whose payments and obligations are not current. Admission for each trimester is conditional on satisfactory compliance with all financial obligations.
2. Failure to meet all financial obligations in a timely manner may result in a student being removed from his/her class list for the upcoming academic trimester. Once tuition obligations have been met, a student may be re-admitted on a space available basis.

We realize that from time to time extenuating circumstances may occur which would prevent you from paying your tuition in a timely manner or which might require a different payment arrangement. If so, please contact the school principal as soon as possible to establish a mutually satisfactory arrangement and to note your account. The school principal must approve all special arrangements.
Withdrawal
Upon acceptance of a student by St. Stephen School, the full year’s tuition shall be considered payable. If a student should leave St. Stephen School for any reason during the school year, St. Stephen School will refund tuition based upon the following schedule:

Date of Departure from Beginning of School
<table>
<thead>
<tr>
<th>Academic year</th>
<th>% of Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to May 20th</td>
<td>100% (except non-refundable deposit and $100 withdrawal fee)</td>
</tr>
<tr>
<td>Prior to July 1st</td>
<td>90%</td>
</tr>
<tr>
<td>Prior to start of school year</td>
<td>75%</td>
</tr>
<tr>
<td>Prior to November 1st</td>
<td>50%</td>
</tr>
<tr>
<td>After November 1st</td>
<td>0%</td>
</tr>
</tbody>
</table>

All tuition refunds are contingent upon St. Stephen School receiving written notice prior to the student’s actual departure date, and the refund amount will be determined based on the actual departure date.

Insurance
Accident insurance is available for each child through an independent company.

BEFORE AND AFTER CARE PROGRAM POLICIES AND FEES

Program
St. Stephen School offers an after school childcare program. The After School Program is offered from the end of the school day through 6:00 P.M. It is expected that all parents will be prompt in picking up their child/children at 6:00 P.M.

Fees for this program are paid monthly. Before a child may participate in the After Care Program, all necessary information and forms must be completed. All medical information must be current. Please consult the After Care Program Director for detailed information pertaining to the program, space availability, enrollment, and fees. Registration packages are available in the school office.

SCHOOL HEALTH

The Health Room is available to students, staff, and visitors in the school who become ill or require first aid. A registered nurse is available daily from 8:00 A.M. to 3:00 P.M. The school nurse provides routine care and first aid, maintains individual student health records, follows state requirements for immunization and health screenings, plans and monitors care for students with chronic health conditions, administers student medication when required, monitors communicable diseases in the school setting, provides health training for school personnel, communicates and collaborates with students, school personnel, parents and community health care providers to coordinate school health and participates in planning for school safety. The school nurse may be reached at 410-592-7617.

Allergy Awareness
St. Stephen School is allergen-aware. In the spirit of our school’s commitment to inclusiveness and respect for all, we strive to create an environment that meets the health and safety needs of our students. With this goal in mind, we work towards being an allergen-managed school, establishing guidelines to minimize the risk of life-threatening reactions to food allergies.

The focus of these food allergy-related guidelines is on prevention, education/awareness, communication, and emergency response. Modifications will be made on a case-by-case basis and may include avoidance of bringing certain foods into the school, the use of non-food treats/prizes for parties and events, and the designation of allergen-free and/or food-free zones.
In the interest of providing a safe and healthy environment for all of our children, the Pre-K building will be a peanut/tree nut free building. No peanuts or tree nuts are to be brought into the building. No food manufactured in a facility that also process nuts will be allowed. All of the snacks will be provided by the school from a list of nut-free options.

We do realize this could cause difficulty, for both you and your child. We are attempting to be far more allergy aware, here at St. Stephen. We strongly urge you to consider what you send to school for lunch (if applicable).

Parents of non-allergic students are not expected to know what foods are peanut proteins free. A list of possible alternative foods you and your child might consider will be sent home with all PreK families. We thank you for your cooperation and for and for your understanding of our intent to provide as safe an environment as we can for high-risk children.

**Parents of students with severe, life-threatening food allergies are expected to notify the school administration and health-care staff.**

**Health Records**
An individual health record is maintained for each student and kept on file in the school Health Room. Health records are confidential and health information is shared with school personnel on a “need to know” basis. Students are required to have the following information on file before they attend school: (1) an up to date record of immunization, (2) a physical examination, (3) a St. Stephen School health form. A health forms packet may be obtained from the Health Room or on the website.

**Immunizations**
Maryland state law (COMAR 10.06.04.03) requires that all students be adequately immunized before attending school. No student is permitted to attend school without providing the school with a complete record of immunization. Students will be temporarily admitted and have 20 calendar days from the start of school to be in compliance with the vaccine requirements. Maryland school year 2016-17 vaccine requirements can be found at [www.EDCP.org](http://www.EDCP.org) (Immunization).

**Health & Safety Policies**
Upon entering St. Stephen School, students must have a complete physical, a dental checkup, and the required immunizations. Information on these required immunizations can be obtained from the school nurse or the Baltimore County Health Department. Students who are not up-to-date on the required immunizations will not be allowed to attend school. Proof of immunizations is required. A parent must show a medical contraindication signed by a doctor for his/her child to be excused.

**Guidance/Counseling**
One day a week a guidance counselor is available.

**Vision/Hearing Screening**
Vision and Hearing Screening will be done on all students in grades Pre K-4, 1, 4, 8 as well as students in grades K, 2, 3, 5, 6, 7 who are new to St. Stephen School.

Periodically, health and safety programs are offered to students at various grade levels.
Dispensing of Medication
The administration of medication in school is discouraged; however, if a student’s physician decides it is necessary for the student to receive prescription or over-the-counter medication during the school day, a written order from that physician is required on the “Medication Authorization” form.

- Medication can only be dispensed with a written order from the student’s physician.
- The original medication container or box for inhalers must be sent to the school. These containers or boxes should include the following: student’s name, name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, and strength of medication/dosage.
- Over the counter medications can be administered using the “OTC Medication” form signed by both the parent and the physician.
- Students in grades Pre K-3 through 8th may not possess, dispense, or distribute medication on their own.

Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a zip lock bag with the student’s name. The package should be given to the student’s teacher. Cough drops that contain an anesthetic will be kept in the nurse’s suite.

Other Health Related Issues
Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision.

Any student with a temperature greater than 100 degrees Fahrenheit will be sent home. Parents should not send a child(ren) to school who are ill in the morning. A child should be fever free and off fever medications for twenty-four hours before returning to school.

A doctor’s written and signed request is needed for a student to be excused from physical education classes for any length of time.

Allergies
All students with allergies including food must have documentation of said allergy from an allergist or pediatrician. The physician must also provide a treatment plan for the school to follow in the event of an emergency/allergic reaction. All reports are confidential.

Communicable Diseases
Parents must call school if their child is diagnosed with a communicable disease. The following communicable diseases/conditions need to be reported. All reports are confidential.

* Measles- regular or German
* Meningitis
* Hepatitis
* Food poisoning
* Pediculosis (head lice)
* Adverse reactions to Pertussis vaccine
* Lyme disease
* Conjunctivitis (Pink eye)
* T.B.
* Whooping Cough
* Rocky Mountain Spotted-fever
* Human Immune Deficiency
* Virus Infection
* (AIDS and all other symptomatic infections)
* Mononucleosis
* Chicken Pox / Impetigo

Any student with drainage from the eyes, associated with conjunctivitis (pinkeye), must be kept at home and must receive treatment from a doctor. A doctor’s note will be required for readmission to school.

Parents are requested to notify the school if their child is hospitalized for any reason.
**Health Records**
A student’s medical records must be complete, accurate, and kept current. The school must be kept informed. If an emergency arises, the school should know the existing conditions (diabetes, convulsions, epilepsy, emotional problems, allergies, etc.), any medication that the child may be taking, and what is needed to render assistance. The school must be notified of changes that occur during the school year.

**Head Injury**
If a head injury occurs, the nurse will send home a note. The note is to be signed by the parent/guardian and returned to school. If a concussion is suspected, the nurse will follow the CDC guidelines found on the Concussion Signs and Symptoms Checklist. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

**Influenza Guidelines**
The nurse closely monitors flu conditions and follows the guidelines from the CDC (Centers for Disease Control) for schools. As conditions change, the administration will keep you updated.

**According to the (CDC), there are everyday actions people can take to stay healthy:**
- Teach your children to wash their hands often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- Teach your children not to share personal items like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. Cover up their coughs or sneezes using their elbow or sleeve instead of the hand when a tissue is unavailable.
- Know the signs and symptoms of the flu. Symptoms of the flu include fever (100 degrees Fahrenheit or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling tired.
- Keep sick children at home. They may return to school when they no longer have a fever for at least 24 hours, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.

**We at St. Stephen are continuing to implement our plan to keep students safe:**
- Our school nurse will reinforce the message of hand washing and cough/sneeze etiquette. Flu viruses are spread mainly from person to person through the coughing or sneezing of people with influenza; sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose.
- We will be working diligently to keep our building clean by using effective disinfection techniques.
- We will closely track attendance and influenza-like symptoms in our students and communicate regularly with officials from the Baltimore County Health Department.
- Our nurse will monitor student and staff wellness and will continue to follow our policy of sending home those with fevers in excess of 100 degrees Fahrenheit.

Please stay informed and be prepared. You may find the most up to date information online at [http://www.dhmh.maryland.gov](http://www.dhmh.maryland.gov) or at [http://www.flu.gov](http://www.flu.gov). Thank you for your cooperation to keep our children healthy.

**Technology & Internet Access & Use Policy**
Each family must read and explain the “Internet Access Policy” to all children attending St. Stephen School. Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teachers.
Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources. With these opportunities come some responsibilities and restrictions. St. Stephen School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as Cyber Patrol. For their protection, students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts. Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student’s Internet access and disciplinary action up to and including suspension or expulsion.

All users of the network, within the boundaries of St. Stephen School, are responsible for adhering to the following guidelines.

- Acceptable uses of the Internet are activities that support learning and teaching.
- Unacceptable uses of the network include, but are not limited to:
  a. Violating the rights of privacy of others.
  b. Using profanity, obscenity, or other offensive language.
  c. Unauthorized copying of materials or installation of software.
  d. Revealing home phone numbers, addresses, or other personal information while using Internet resources.
  e. Downloading or copying information onto disks or hard drives without prior teacher approval.
  f. Accessing, downloading, storing, or printing files or messages that may be offensive to others.
  g. Sharing of passwords, if provided, or attempting to discover another’s password.
  h. The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, “worms,” etc.
  i. Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
  j. Intentional erasing, renaming, or disabling of anyone else’s files or programs.

St. Stephen School will be responsible for teaching students about these guidelines and supervising and guiding students’ access to the Internet.

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical use of Technology:

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the well-being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
• Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner’s permission is prohibited.
• All computer equipment and software is to be treated with respect.
• Only authorized personnel may alter equipment or equipment configurations.
• Use of technology for obscene, offensive, disruptive, or threatening messages is prohibited.
• Network accounts are to be used only by those persons for whom the account has been established.
• Account users may not authorize anyone else to use their accounts.
• Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
• Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited.
• All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
• Students should avoid posting personal information via e-mail and responding to inappropriate messages.
• Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

THE SCHOOL RETAINS THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME
Technology Acceptable Use Contract

1. I will model the St. Stephen SOAR expectations while using technology.

2. I will demonstrate respectful behavior when using technology at school.

3. I will treat all technology equipment with care and be responsible when using it.

4. I understand that school technology equipment is for educational use. Using technology for any other purpose is not permitted (this includes accessing non-school email or any other personal Internet account).

5. When using school technology, I will: • not look at anyone else’s work without permission • not access anyone else’s folder on the Google drive • not access anyone else’s accounts • not open, delete, move, copy, or modify another student’s work

6. All Internet searches that I conduct will be appropriate for school. I will not search for inappropriate content or access inappropriate sites. I will report to the teacher any inappropriate sites that I observe being accessed by another student or any inappropriate sites that I browse to accidentally.

7. I will not perform unsupervised Internet searches. I will only use designated search engines.

8. I understand that speech that is inappropriate for school is also inappropriate for electronic communications.

9. I will use streaming applications (such as YouTube) only with teacher permission and for educational activities.

10. I will act safely when using the Internet. I will not give out personal information such as my full name, email address, phone number, or street address. Additionally, I will not give out personal information about someone else.

11. I will keep my passwords private and not share passwords with anyone else.

12. I will not attempt to download/install software or apps while using school technology equipment.

13. I will consider the environment when I use technology. I will print the fewest pages possible, and only when necessary.

14. I will use information ethically. I will not plagiarize. I will cite my sources.

15. I understand that the use of school technology is a privilege, not a right. Inappropriate use of technology may result in suspension or cancellation of those rights and other disciplinary measures.

16. I will use technology in accordance with the Archdiocesan AUP found in the Parent/Student handbook.

__________________________________________________  ______________________________________
Student Signature  Date
ST. STEPHEN SCHOOL

HANDBOOK ADMISSION ACKNOWLEDGEMENT

Please detach, sign and return this acknowledgement page to the school office by September 16th.

I/We have received a copy of the St. Stephen School Parent-Student Handbook and have carefully read and understand the policies, procedures and regulations of this school, including tuition charges, parent responsibilities, student responsibilities, dress and disciplinary regulations, and I/we hereby express acknowledgement of these policies, procedures, and regulations, and accept them as conditions for the enrollment of our child/children in this school.

St. Stephen School reserves the right to amend the Parent/Student Handbook and the parent/legal guardian will be notified in writing through the Monthly Newsletter communication if any changes are made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

I realize that my child/ren will be photographed or possibly videotaped for inclusion in, but not limited to the school yearbook, class group photos, school advertisements, school related newspaper articles or the end of the year dvd presentation. If I do not want for my child/ren photographed or videotaped I will submit my non-consent in writing to the school principal prior to September 16th.

In cases where the parent/legal guardian views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parent/legal guardian’s child/children withdraw from the school.

In order for this handbook Admission Acknowledgement to be complete both Parent/Guardian signatures and student name information is required.

I hereby express acknowledgement of these policies, procedures, and regulations, and I understand that I will be accountable for adhering to them.

Parent/Guardian name (print):

Parent/Guardian Signature:

Parent/Guardian name (print):

Parent/Guardian Signature:

Student(s) Name(s) (print):

Date

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Drop-off for grades K-8
(after Spring Break, PreK will also be dropped off at this entrance)

Please allow the safeties to open the door for your child(ren) and assist them with their personal belongings. Once your car doors are safely closed, please move your car forward to exit.

Drop-off for PreK3 and PreK4

Safeties are available to assist parents with helping children exit their vehicles and carry their personal belongings into the Preschool building. It is recommended that children exit from the right side of the car since cars may be passing on the left.

Cars will enter the school lot for Drop-off from the soccer field driveway.
Safeties will open the gate at approx. 2:45pm, cars will be directed to move forward into waiting lines on school lot. Do NOT park in church lot.

Cars alternate one at a time from the two lines onto the school lot.

Two lines form on driveway. If full, please wait in church lot until you are able to pull in. Do NOT block Bradshaw Road. Do NOT park in neighbors' driveways.

Do NOT open car doors until the line next to you stops moving. All parents wait outside their vehicles for their children to locate them as they exit the school building.

PreK Parents walk up to the preschool building to retrieve their children.